

Community Empowerment Act Review Committee



Due to Scottish Government guidance relating to Covid-19, this meeting will be held remotely

Monday, 15th February, 2021 - 10.00 a.m.

AGENDA

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- | | |
|--|-----------|
| 1. APOLOGIES FOR ABSENCE | |
| 2. DECLARATIONS OF INTEREST – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage. | |
| 3. MINUTE – Minute of meeting of Community Empowerment Act Review Committee of 7th December, 2020. | 5 - 6 |
| 4. COMMUNITY ASSET TRANSFER REVIEW REQUEST BY ST. ANDREWS ENVIRONMENTAL NETWORK - ST. ANDREWS CUSTOMER SERVICE CENTRE, ST. MARY'S PLACE, ST. ANDREWS – Report by the Community Manager (Development), Communities and Neighbourhoods Service. | 7 - 11 |
| 1. Original Application | 12 – 130 |
| 2. Report to Assets and Corporate Services Sub-Committee | 131 – 143 |
| 3. Minute of Assets and Corporate Services Sub-Committee | 144 – 152 |
| 4. Due Diligence Report | 153 – 159 |
| 5. Decision Notice | 160 – 163 |
| 6. Application for Review | 164 – 225 |
| 7. Report by Community Asset Transfer Review Panel evaluating the updated Business Plan by St. Andrews Environmental Network | 226 – 229 |
| 8. Fife Council report detailing the current use of St. Andrews Customer Services Centre and Future Proposals | 230 - 231 |

Members are reminded that should they have queries on the detail of a report they should, where possible, contact the report authors in advance of the meeting to seek clarification.

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Head of Legal and Democratic Services
Finance and Corporate Services
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Glenrothes
Fife, KY7 5LT

8th February, 2021.

If telephoning, please ask for:
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Agendas and papers for all Committee meetings can be accessed on www.fife.gov.uk/committees

Community Empowerment Act Review Committee

Guidance Notes on Procedure

1. Introduction by Convener

- Convener introduces elected members and advisers; both there to advise the Review Committee and not argue the officer's case; officer from Communities Directorate in particular independent of the evaluation who made the recommendation to Assets and Corporate Services Committee.
- Convener clarifies procedure for meeting and asks members if they have any points requiring clarification

2. Minutes of previous meeting

Review Committee requested to approve minute of last meeting

3. Outline of first item - Convener

4. Report from Communities Directorate

Convener allows members to ask officer any points of clarification on the details of the report.

5. Procedural agreement.

Members discuss the request for review and decide whether, the review will proceed as set out below.

- decision can be reached today - if the Committee considers that the review documentation provides sufficient information to enable a decision to be made;
- if there is any new information, whether this is admissible or not in terms of the legislation;
- more information required, and if so, whether (a) written submissions are required or (b) a hearing should be held. The committee may also request a site visit.

6. **Assessment of case.** Convener leads discussion through the key factors (assuming we can proceed)

Convener asks the Review Committee to consider

- Original Application;
- Committee report (Assets and Corporate Services Committee);
- Committee minute from original decision;
- Decision Notice issued by the Council;
- the applicant's Review papers;
- any representations made on the application for review and any responses to those representations.
- Committee report to Community Empowerment Act Review Committee;
- Any other information provided by interested parties and Council officers

to establish the key issues pertinent to this case. If the Committee want to take into account new evidence it must give others an opportunity to review this.

7. Criteria for making a decision

Section 82 of Community Empowerment (Scotland) Act 2015 provide that where a valid request is made, the local authority must consider whether to agree or refuse the request. The Act further specifies the matters that the local authority must take into account in its determination of the application, (see Guidance at Appendix 1).

The Committee must consider the review in the same way as the original request process taking into account the same factors, benefits and alternative proposals. The Committee are not expected to re-score the application and are expected to review the sections where the application failed.

The local authority must agree the to the request unless there are reasonable grounds for refusal (see Guidance Appendix 2).

Once the Committee considers there is sufficient information to determine the review request, the Committee may:-

- (i) Confirm the decision by Assets & Corporate Services Committee;
- (ii) Modify the decision by the Assets & Corporate Services Committee; or
- (iii) Substitute a different decision.

8. Summing Up by the Convener or the Legal Adviser identifying again the key decision reached by the Review Committee

9. Next stages Convener confirms the next stages for the benefit of the audience:

- Draft decision notice
- Draft Committee minute
- Agreed by Convener
- Issue Decision Notice to applicant and interested parties and published online
- Approximate timescale for issuing decision. (21 days)

10. Procedure after Decision

The Decision Notice will be issued to the community transfer body. If the community transfer body wish to appeal the decision of the Review Committee they must send a notice of appeal in writing to the Scottish Ministers within 20 working days beginning with the date of the decision notice.

11. Closure of meeting or on to next item

2020 CEARC 1

THE FIFE COUNCIL - COMMUNITY EMPOWERMENT ACT REVIEW COMMITTEE – REMOTE MEETING

7th December, 2020.

2.00 p.m. – 2.45 p.m.

PRESENT: Councillors David Barratt (Convener), Ian Ferguson, Mino Manekshaw, Alice McGarry and Ross Paterson.

ATTENDING: Tim Kendrick, Community Manager (Development), Communities and Neighbourhoods Service; and Alison Marr, Solicitor, Legal and Democratic Services.

1. **DECLARATIONS OF INTEREST**

No declarations of interest were made in terms of Standing Order No. 7.1.

2. **COMMUNITY EMPOWERMENT ACT REVIEW GUIDANCE NOTES**

Decision

The Review Committee noted the terms of the Guidance Notes.

3. **COMMUNITY ASSET TRANSFER REVIEW REQUEST BY ST. ANDREWS ENVIRONMENTAL NETWORK - ST. ANDREWS CUSTOMER SERVICES CENTRE, ST. MARY'S PLACE, ST. ANDREWS**

The Review Committee considered the Community Asset Transfer Review request submitted by St. Andrews Environmental Network in respect of the decision to refuse the Transfer Request for the purchase of St. Andrews Customer Services Centre, St. Mary's Place, St. Andrews.

Decision

The Review Committee agreed that:-

- (1) the updated business plan presented by St Andrews Environmental Network should be taken into consideration to address the fact that the Customer Services Centre would not be vacated by the Council;
- (2) sufficient information was not before them to proceed to decide the matter; and
- (3) the following additional information required to be provided by way of written submissions:-
 - (a) the Council's Community Asset Transfer Evaluation Panel be requested to review and evaluate the updated Business Plan provided by St.AnEn and provide feedback to the Committee on the viability of the proposal; and
 - (b) the Council to provide further information on the current use of the asset and future proposals including:-
 - (i)/

2020 CEARC 2

- (i) decision making to date and whether the building was still to close;
 - (ii) the cost of retaining and maintaining the asset; and
 - (iii) the cost and consequences of relocation were the request to be approved.
-

15th February, 2021.
Agenda Item No. 4

Community Asset Transfer Review Request by St. Andrews Environmental Network – St. Andrews Customer Services Centre, St Mary’s Place, St Andrews

Report by: Community Manager (Development), Communities and Neighbourhoods
Service

Wards Affected: 18

Purpose

The purpose of this report is to provide information on a formal Community Asset Transfer Review request received from St Andrews Environmental Network (StAndEN) under Part 5 of the Community Empowerment (Scotland) Act 2015 (the “Act”) to review the Assets and Corporate Services Sub Committee decision to refuse their Community Asset Transfer Request for the purchase of St Andrews Customer Services Centre, St. Mary’s Place, St. Andrews.

Recommendation(s)

It is recommended that Committee members determine the request for review.

Resource Implications

If the Review overturns the original decision and the Asset Transfer Request is approved, there will be a potential loss of a capital receipt of £400,000. Capital receipts support the delivery of the Council’s capital programme so there may be an impact on other planned projects. Relocation of services from St. Mary’s Place would require capital funding, for example if services were to be integrated into St. Andrews Town Hall.

If the request for Review is refused, the building will continue to be occupied by Fife Council Customer Services and continue to deliver registration services, Customer Service appointments and front counter services providing a single point of access to Council Services.

Legal & Risk Implications

If the request for review is refused, the unsuccessful applicant may appeal to the Scottish Ministers.

Impact Assessment

An EqIA is not required because the report does not propose a change to existing policies and practices.

Consultation

The Review papers were posted on the Council’s website. No representations have been received.

1.0 Background

- 1.1 Part 5 of the Community Empowerment (Scotland) Act 2015 enables community transfer bodies to request the ownership, lease or management of publicly owned buildings or land. The community transfer body (CTB) and its request must meet the requirements of the Act before the Council can validate and consider the request. Section 82 of the Act provides that where a valid asset transfer request is made the local authority must determine whether to accept or refuse the request. An authority must agree to a request unless there are reasonable grounds for refusing it.
- 1.2 At its meeting on 20th August, 2020, the Assets and Corporate Services Sub-Committee considered a request from St. Andrews Environmental Network Limited (StAndEN) in relation to the Council owned asset - St. Andrews Customer Services Centre, St. Mary's Place, St Andrews (the "Asset"). A copy of the report to Assets and Corporate Services Sub Committee forms Appendix 2. The original application and accompanying documentation form Appendix 1. Having reviewed the Committee Report and heard from Council officers Assets and Corporate Services Sub Committee determined to refuse the request on four grounds which are summarised as follows:
- 1) the request did not supply enough evidence of the funding and ongoing operation of the proposal;
 - 2) the projected benefits did not demonstrate enough community benefit relative to the value forgone and adverse impact on the delivery of Council Services;
 - 3) lack of evidence of consultation and support for loss of existing services; and
 - 4) agreeing to the request would restrict the Council's ability to carry out its functions per Section 82(3)(h) of the Act. Although the Council had sought to relocate existing services being delivered from the Asset, this has not been possible therefore the Asset is still (and will continue to be) operational.

Further detail on the reasons why the Committee found the above grounds to be established are set out in the minute of the meeting at Appendix 3 and in the due diligence report at Appendix 4.

- 1.3 The Decision Notice was intimated to the applicant on 25th August, 2020. A copy of the Decision Notice is located at Appendix 5.
- 1.4 On 18th September, 2020, StAndEN submitted a request for review of the decision to refuse the asset transfer request. The request for review forms Appendix 6 to this report. The review request was acknowledged on the same day.
- 1.5 StAndEN seeks review of the decision on four grounds which can be summarised as follows:
- a) **Funding** - the request supplied accurate projections of costs and revenues based on research carried out and the business plan was prepared with the aid of Community Enterprise. It is impossible to have confirmed funding in place for the capital or revenue aspects of the plan without confirmation of Fife Council's approval of the asset transfer.

St AndEN have submitted a revised financial plan. This did not form the basis of the original decision made by Assets and Corporate Services Sub-Committee therefore should be disregarded for the purposes of reviewing the original decision.

- b) **Projected benefits** – they did not believe there would be any adverse impact on the delivery of Council services as plans were already in place to relocate any essential services within St Andrews. Secondly, the value of the community use was under-estimated – a full community benefit report is provided with the application for review.
- c) **Lack of evidence of consultation for loss of existing services** – no consultation was carried out as the decision had already been taken and the process of relocating staff had started. At no point were they informed of any changes to the plan to close the Local Office. Consultation was carried out in the community – the full consultation report is annexed to the request for review.
- d) **Agreeing to the request would restrict the Council’s ability to carry out its functions (the Council has been unable to relocate local office services)** – The decision to relocate services had been taken in 2018 so StAndEN thought the asset was available. StAndEN are willing to provide temporary accommodation or discuss essential services remaining in the building. CARF are aware that their services can continue to be based at the building for as long as they wish

Further detail on the grounds for review are set out in the review request at Appendix 6.

2.0 Process for Dealing with Community Asset Transfer Review Requests

- 2.1 Section 86 of the 2015 Act provides that an applicant can request an internal review by the local authority of any decision to refuse an asset transfer request. The rules under which the Council must deal with an internal review are contained within the Asset Transfer Request (Review Procedure) (Scotland) Regulations 2016.
- 2.2 A request for review must be determined by elected Members who had no part in the decision to refuse the request. The Council’s Standing Orders provides that this Committee has the remit to determine requests for review of decisions relating to asset transfer requests.

Determination of the Review Request

- 2.3 The Committee is asked to determine the Review request. In doing so, the Committee must take into account the same factors and benefits put forward by StAndEN that were before the Evaluation Panel and Assets and Corporate Services Sub-Committee and the same alternative proposal (the existing use) for the Asset put forward by the Council. These are set out in the report to Assets and Corporate Services Sub Committee at Appendix 1 of that Report.
- 2.4 St AndEN have submitted an updated Business Plan with the Review request. However, the Committee should note that this did not form part of the original application or decision Therefore this new information should be disregarded in the Review process.

- 2.5 In terms of procedure, the Committee must first determine whether it has enough information to determine the review request, having regard to the information before it at this stage. If the Committee considers that further information is required to clarify any point, it can seek that information through the following means:
- (a) By requesting written submissions from StAndEN and any other person the Committee requires information from. A further meeting of the Committee will thereafter be arranged for the additional information to be considered; or
 - (b) By holding a hearing session at a later date, at which StAndEN and any other person the Committee requires information from can attend. The Regulations set out the procedures to be following in the event that a hearing is required. The local authority can determine the procedure to be followed at the hearing however there are rules around the giving of notice to parties of the date and time of the hearing and the ability for parties to submit documents to rely upon in their submissions at the hearing.
- 2.6 If the Committee considers there is sufficient information to determine the review request, the Committee may:-
- (i) confirm the decision by Assets and Corporate Services Sub-Committee;
 - (ii) modify the decision by Assets and Corporate Services Sub-Committee; or
 - (iii) substitute a different decision.

3.0 Review Committee Decision of 7th December 2020

- 3.1 The Community Asset Transfer Review Committee met on 7th December, 2020 and decided that they did not have sufficient information in order to make a decision. They requested that the following additional information required to be provided by way of written submissions:-
- (a) the Council's Community Asset Transfer Evaluation Panel be requested to review and evaluate the updated Business Plan provided by St.AndEn and provide feedback to the Committee on the viability of the proposal; and
 - (b) the Council to provide further information on the current use of the asset and future proposals including:-
 - (i) decision making to date and whether the building was still to close;
 - (ii) the cost of retaining and maintaining the asset; and
 - (iii) the cost and consequences of relocation were the request to be approved.

The additional information has been provided at Appendices 7 and 8.

4.0 Conclusions

- 4.1 StAndEN submitted a CAT application for the acquisition of St Andrews Local Office which was refused by Assets and Corporate Services Sub Committee on 20th August, 2020. Following receipt of a request for review of this decision committee members are asked to determine the review.

List of Appendices:

1. Original application and appendices received from StAndEN;
2. Report to Assets and Corporate Services Sub Committee
3. Minute of Asset and Corporate Services Sub Committee;
4. Due diligence report prepared by the Convenor of the Assessment Panel
5. Decision Notice issued to StAndEN;
6. Request for review from StAndEN and accompanying documentation;
7. Report by Community Asset Transfer Review Panel evaluating the updated Business Plan by St. Andrews Environmental Network
8. Fife Council report detailing the current use of St. Andrews Customer Services Centre and Future Proposals

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**St. Andrews Environmental Network Ltd. –
St. Andrews Community Centre, St. Mary’s
Place, St. Andrews**

Original Application



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 1: Pre-Application Enquiry

About the Organisation

Name and address of organisation	
St Andrews Environmental Network Ltd (StAndEN)	
Name and position of main contact for the application	
Jane Kell - Manager	
Contact telephone number and e-mail address	
01334 659 315/ 07933 749 003 [REDACTED]	
Type of organisation	
Scottish Charitable Incorporated Organisation	<input type="checkbox"/>
Company Limited by Guarantee	<input checked="" type="checkbox"/>
Community Group	<input type="checkbox"/>
Other	_____
Other information about the organisation	
The organisation has a constitution?	Yes* <input checked="" type="checkbox"/> No <input type="checkbox"/>
Charity No. (if appropriate): SC045253	
The organisation has insurance cover?	Yes* <input checked="" type="checkbox"/> No <input type="checkbox"/>
Number of people on the management committee:	6
Paid full-time staff (FTE):	5
Paid part-time staff (FTE):	2
Number of members:	87
Number of volunteers:	15
When was the organisation established? 2010	
Is the organisation part of a national or local organisation?	National <input type="checkbox"/> Local <input checked="" type="checkbox"/>
Please give the name of the parent organisation:	
*Please supply copy of constitution and insurance document (public liability and/or employer).	

Purpose and main activities of the organisation

The Charities aims are

1. to advance health and wellbeing by tackling the causes of fuel poverty and reducing energy bills for residents and businesses in the operating area;
2. to promote and support the reduction of the carbon footprint of the Community and the surrounding area;
3. to advance environmental protection and improvement by improving energy efficiency within the Community and the surrounding area;
4. to advance education on environmental issues and energy efficiency, particularly among the residents and businesses of the Community; and
5. the provision of recreational facilities within the Community or the organisation, with the object of improving the conditions of life for the residents and businesses of the Community.

The charities main activities are covered by the projects delivered

Community Share for Climate Care

Cosy Kingdom

Clean & Green

Towards a Plastic Free St Andrews

StAndReuse

The Beach Wheelchairs

Previous experience of managing a property asset

The Kernel, established in 2017, which is a shared community space at St Andrews Botanic Garden which has a generator and small solar system to provide electricity and can be booked out for events or meetings.

Name and address of Council Asset of interest

Fife Council Local Office, St Mary's Place, St Andrews KY16 9UY

In relation to this asset, is the organisation interested in:

Owning Managing Leasing Not sure yet

Proposed use of asset and benefit to the local community

Please briefly explain how the asset will be used and how the proposed initiative will benefit the local community. Include details of anticipated hours of operation, number of attendees/recipients.

The proposal is to establish an eco hub and provide a community facility accessible to all. We would intend for the building to be open 7 days per week from 9am – 5/6pm, depending on demand, which would result in all of the community having reasonable access.

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.

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)

St Andrews Local Office
St Mary's Place
St Andrews
KY16 9UY

Section A – About the Proposal

(see Section A in the Scoring Matrix)

Please provide a brief outline of your proposed initiative (see section 2 in the Guidance Notes). A description of the aims and objectives of your proposal and a description of the service and community benefit that you propose to deliver.

Proposed use of the building is outlined below:

Community Space: To provide additional community space within the town which is currently in short supply. This space would be accessible to all.

Toilets: To provide modern toilets available to the public seven days a week, with baby changing facility and a changing places which would be available 24/7.

Disabled Access throughout the town; as well as continuing to provide the beach wheelchairs from their base on the West Sand we would like to offer the hire of mobility scooters from the building. This would allow residents and visitors the opportunity to use these within the town centre.

Lease of office space: To provide affordable office space to rent within the town centre. To provide interview rooms which will be available for hire by groups or organisations looking to carry out consultations or wishing to run advice clinics. Hire of these could be for single use or regular use.

Cosy Kingdom: To provide an office base for the project and add the offer of a 'drop in' clinic for energy advice.

Advice Hub: Establish an Advice Hub at the front of the building which would be staffed 7 days a week. The person manning the Hub would be the first point of contact for all the projects and would be able to give basic advice on the full range of Environmental Issues, while being backed up by experienced staff in each field. From the hub we can provide residents and businesses with information and advice to empower them to make the changes to their lifestyles that will result in lowering their carbon footprint.

Eco Shop: To establish an Eco Shop which would allow us to provide the local community with a space to buy products made & produced in an environmentally conscious manner. The Eco Shop will also allow for the public to drop in with any questions/ queries they may have.

Workshops & Events: To organise & run a number of events & workshops from this space focusing on a low carbon lifestyle. We would also like to increase our environmental education programmes. At present we carry out local school visits, however, we could further increase our outreach work during school holidays, for example. We would also look to provide other members of the community with some outdoor, environmental sessions such as health walks, which are not currently on offer in the local area.

Energy: Establish a demonstration building with different areas heated by differing methods such as an air source heat pump, smart storage heaters, and infrared heating panel etc., showcasing how Fife can decarbonise heating. We would also look to work with Historic Scotland to use different insulation materials throughout the building. This would allow us to lead by example, giving honest and accurate representations of the different products. The building is currently “G” rated for both Energy and the Environment, so it makes an excellent example for the public. We are in discussions with the University of St Andrews about undertaking the research and monitoring of the different technologies.

Skills and Training: The renovation of the building will be used to provide training for the local workforce in the skills required to improve the energy efficiency of listed buildings.

Waste: This area would also allow us space for receptacles to collect items for reuse and community recycling bins. This would promote positive behaviours & help work towards Fife Council’s Zero Waste targets. Clean and Green and Towards a Plastic Free St Andrews would be based in the building. The advice hub would also act a first point of contact for these projects as well as delivering complementary services such monthly themed swap shops which would be organised in the eco shop to encourage reuse within the town.

Reuse: The building would allow us to further expand our StAndReuse project & would also allow us to provide the town with a town-centre location to be able to drop off any items that they no longer required. Long-term, we would also look to use a small area of the building as a ‘swap shop’, particularly during Pass it On week (The National Reuse Campaign), for example.

Volunteering: Develop a volunteer network with regular sessions, working with all members of the community. At present we have 1 office-based volunteer & 14 project volunteers. We would be able to expand our volunteering opportunities and by ensuring that the building was fully accessible throughout, we would be able to offer volunteering opportunities to all irrespective of ability.

The demand/need for the proposal and why it is required.

St Andrews is known as the home of golf and is perceived as being a prosperous town however this is not true for all its residents. It has a world-renowned university with an ever-growing number of students who now outnumber permanent residents. This diversity has many advantages but also brings with it many challenges. The town is at the end of the electricity distribution line and there is little room for growth in demand for energy usage.

“Climate change is an acute threat to global development and efforts to end poverty. Without urgent action, climate change impacts could push an additional 100 million people into poverty by 2030” according to The World Bank.

In St Andrews there is widespread support for action against Climate Change as demonstrated by the Climate strikes which were supported by students and residents alike. For many it is a struggle to know what steps they can take as individuals to have an impact and the Eco Hub will provide them with the encouragement and advice needed to act. Having the services available seven days a week means that all residents can avail themselves of the advice and support irrespective of their other commitments.

One concern St Andrews Environmental Network (StAndEN) has is that action to mitigate climate change will increase the divide within our community. This proposal is designed to address that concern. We will provide eco products that are affordable to all and continue to ensure that the advice we give is relevant and tailored to the client. This proposal allows us to

expand our services so that we can provide additional goods and services to those in most need through Cosy Kingdom and StAndReuse.

Currently the Cosy Kingdom Project is based round a home visit however there is demand from the public for a drop-in advice clinic which would be provided under this proposal.

Encouraging and supporting reuse within our community on climate grounds helps to reduce the stigma once associated with this.

There is a need for additional facilities for those residents and visitors with disabilities within the town and therefore we have included a second Changing Places, (there is one currently under construction at the Bruce Embankment Toilets) which can be used from inside the building when it is open, and from outside at all other times. The proposal also includes the removal of any steps within the building, so it is completely wheelchair-friendly. This will also open up the building to service users and for volunteering opportunities to all, irrespective of ability.

Why you require the asset in order to deliver your proposal and what difference this will make to delivery of services in your area.

St Andrews Environmental Network has long outgrown its current office space and the continued provision of a wide range of environmental projects to benefit the whole community is dependent upon the acquisition of an appropriately situated and equipped community facility. Service delivery and effective operation cannot be implemented in a way which will allow full community access without this.

We have long wished to move away from being totally grant funded however, any plans for income generation requires long term access to premises. These premises also need to be fit-for-purpose, with accessible facilities and space to accommodate our core activities and allow us to expand the services already provided. StAndEN has looked at other options including renting premises however rents in St Andrews are much higher than in the rest of Fife and would be unsustainable. Suitable premises do not come on the market very often, making it next to impossible to acquire property in St Andrews. The community asset transfer of an appropriate building in the centre of St Andrews is the most likely way in which community-led service delivery can become a sustainable reality which makes a positive impact on the town's environment.

The size of the building is important to allow us to continue to provide and expand the range of services we deliver, but of equal importance is its location in the centre of town, easily accessible by residents throughout North East Fife due to its proximity to the bus station. Car parking will remain available at the front of the building which includes 2 disabled spaces.

The majority of our current projects and most of our expansion plans require us to operate from a town centre location. We have identified the acquisition of Local Office in St Mary's Place as the most suitable option to meet the needs of the community as outlined in the proposal.

This building can be restored and become a living example to the residents of St Andrews and beyond on how we can improve our built environment to mitigate the effects of climate change, while protecting our past.

If already operational, provide details of the anticipated additional activity or outputs resulting from the acquisition of the property.

The proposal allows us to provide a range of advice services seven days a week, meeting the demand of the entire community. The environmental advice, the hiring of equipment and running of events all require this extension to our opening hours. Currently the building is only open three days a week and, when it is open to the public, we do not have access to space to provide drop-in advice.

The acquisition of the building will allow us to fully participate in many national campaigns as we will not be reliant on trying to hire space to hold events e.g. 'Pass It On' week.

It would also facilitate the provision of regular skill share events e.g. weekly mending classes where, once again, lack of access to suitable space has been a barrier to providing these.

A wider range of advice and support will be offered, and additional community facilities provided including additional recycling, tool share pick up and returns, an affordable eco-shop and mobility scooters.

Affordable meeting space will be available for community groups to hire. Ownership of the building will bring with it the flexibility to adapt the services we provide at short notice to meet the needs and wishes of the whole community.

Your experience in delivering the services.

StAndEN has been delivering a range of environmental community projects over the last 10 years. We have seen an increase in the activities offered in response to community demand and last year we achieved over 500 home visits. These visits were carried out by qualified Energy Advisors. We installed energy saving measures in 209 properties, attended over 80 events and gave over 70 presentations. We were involved in over 300 clean ups around the town and on the beaches, collecting 2.4 tonnes of litter (mainly plastic), involved in the collection of over 7 tonnes of items for reuse (diverted from landfill) and have given away over 80 household packs to the community and provided items to hundreds of returning students. There was a very successful 2-year pilot growing project – The Urban Farm – at the Kernel site & the work this year has saved about 156 tonnes of CO₂e.

Over the years we have also delivered 2 successful pilot projects testing innovative technologies in St Andrews: Infranomic Heaters and the Chop Cloc. Data was collected over a year and analysed in a final report. Due to the complexity of the proposed project and the amount of data involved, we have already had talks with the University of St Andrews about them carrying out the research.

We have several well-established partnerships within the community and are continually developing new ones. StAndEN is a member of several umbrella groups including Energy Action Scotland, the Development Trust Association Scotland, Community Resources Network Scotland and Fife Communities Climate Action Network.

Over the years we have secured over £2 million of grant funding and donations from the community are growing year on year.

Board members have strong and varied experience in provision of community activities, and we will recruit to fill any perceived gaps in skills upon acquisition of premises.

Other similar projects or services available in the area.

Although the Cosmos Community Centre and the proposed North East Fife Community Hub are both located close to the proposed location of the Eco Hub, the services which are housed there differ fundamentally from those proposed by this project. The Cosmos provides educational classes, sporting activity & tuition, and a link to Fife College. The North East Fife Community Hub will offer the community a coffee or some lunch, while they access advice, practical or moral support. There is no duplication of provision proposed by this project. Our services are focused around climate change and are additional and complimentary to existing community activity, filling identified gaps.

Further afield, other environmental projects are run from the Falkland Centre for Stewardship, The Ecology Centre, and Greener Kirkcaldy's new Lang Spoon Community Kitchen and hub. Again, we will be complementing all of these and not be in direct competition. Due to the lack good public transport throughout North East Fife many of our community are unable to access the services these groups provide.

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.

Please demonstrate there is sufficient support from the local community. You should also consult community partners and local councillors. Please evidence any stakeholder consultation.

Our membership would not be a true reflection of the views of the population of St Andrews as they already support the need for Environmental Hub in St Andrews, so we launched a community survey at the end of May 2019 and have distributed this survey during all events we attend. There have been 216 responses with the following results;

- 94% would support a community group buying the Former West Infant School
- 91% agree that there is a lack of available community space in the centre of St Andrews
- 97% would like to see the public toilets in the building kept and improved
- 95% would support the addition of a Changing Places toilet in this area of St Andrews

Open Comments:

'This would be an ideal space for community due to location and proximity to bus stops, for example.'
Many people commented that they would like to have access to a 'zero waste shop' & 'somewhere selling food without packaging'

'This building is a great local asset and should be kept in the community. The Environmental Network would be an ideal group to acquire it and keep it moving with the times.'

'Due to the Climate Emergency we need investment in local community education initiatives regarding the environment and sustainable living. I fully support the plan to develop this space.'

Others would like to see the building kept in the community to be able to provide 'meeting space', 'office space', 'changing places' & a 'hub for volunteering'.

This community survey formed the basis for our proposal which was then taken to our members, our Board and our staff.

We went back to the community at a number of events:

- In June 2019 we launched the Plastic Free St Andrews initiative which was attended by over 600 residents.
- In November 2019 we had an information stall at the St Andrews Day celebrations/ This was attended by over 4000 people where the plans were on display.
- In March 2020 at Fife Farmers Market, we spoke to 56 people, outlining our plans and gauging support.

All our partners are aware of the proposal and support it. Many have expressed an interest in becoming involved with our future plans, should we be successful.

In February, we sent out a final briefing to stakeholders in the area which received only positive feedback.

We have spoken with a number of stakeholders who do, or would, have an interest in the way we propose to use the building, such as:

- Historic Scotland – They are interested in the way we propose to use the building to showcase the various ways in which listed properties can be made energy efficient.
- Home Energy Scotland – Are interested in a showcase building, highlighting improvements to make a property more energy efficient and support the provision of a focus point in the town for advice on low carbon transport, water conservation and waste reduction.
- Students Association – We work closely with the Students Association and they as an organisation have been consulted at every stage of the process and are supportive of our plans.
- The Town's Group St Andrews – an umbrella group of organisations based in St Andrews chaired by Willie Rennie, MSP, who are updated regularly on our plans and support what we are doing.
- The University of St Andrews have been consulted at all levels and support our plans.
- The R&A have been consulted and support the need for an environmental hub in the town.
- St Andrews Community Council have been consulted and support the need for an environmental hub in the town.
- Local elected members are all aware of our proposals and are extremely supportive of this proposal.

Please detail any partnership arrangements and state if these are required to deliver the project successfully.

Strong partner relationships exist between StAndEN and several other community organisations including Transition University of St Andrews, the University of St Andrews, St Andrews Botanic Garden, BID St Andrews, the Hamish Foundation, Greener Kirkcaldy and Citizens Advice and Rights Fife. We also work closely with other towns groups including St Andrews Men Shed, St Andrews in Bloom, The Students Association, Tourism St Andrews, St Andrews B&B Association, St Andrews Preservation Trust and the North East Fife Community Hub. The Board of StAndEN brings together a wide range of people who have strong community links within the town, and who will work with the staff and volunteers to deliver this project. Professional advice will be sought and followed where necessary. Project delivery is not dependent upon any one partnership but in the continued development of specific projects partners and close associations with other groups within the town.

Please demonstrate how you will take into account the different needs of the community, including addressing inequalities.

The project is designed to reflect the needs of the entire community through the consultation process which was open to all. The alterations to the building are designed to ensure that it is accessible to all. This will mean that all residents can attend the events, classes or drop-in sessions which will run in the building irrespective of ability. The existing services we provide are universal as will be any new projects planned. The advice is, and will continue to be, tailored to meet the individuals' needs and the building will demonstrate a range of actions to suit all budgets. The same principle will apply to the products sold in the advice hub as we want to supply a range of environmentally friendly alternatives at comparable prices to the items that we are asking the public to avoid. The hire of the space within the building will have a 3-tier price structure, with different rates for community groups, large third sector organisations and commercial companies, to ensure that local groups find the space affordable.

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.

We have received advice and support from the following:

- Development Trust Association Scotland
- Community Enterprise Scotland
- The Scottish Land Fund
- Historic Scotland
- Home Energy Scotland
- Resource Efficient Scotland
- The University of St Andrews
- Our Elected Representatives
- Greener Kirkcaldy

Section C – Impacts / Benefits

(see Section C in the Scoring Matrix)

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

- Economic development
- Regeneration
- Public health
- Social well-being
- Environmental well-being
- How will the proposal reduce inequalities?

Economic development

Building ownership will enable funding to be secured to repair and improve it and will increase the amount of income being generated in the community.

Local contractors will carry out the works and training opportunities will be provided to upskill the local work force, enabling them to improve the energy efficiency of listed buildings. The local trades will be taking what they learn from this project to put it to use in the local area.

There will be volunteering and employment opportunities that anyone can access once the building is fully operational.

The services available within the Eco Hub will enable local people to access support to improve their economic situation through access to Cosy Kingdom, the Reuse project and the energy saving advice given.

Regeneration

The building, which has been part of the community since 1846, will benefit from much needed repairs and improvements. The internal layout will be changed sympathetically to adapt it to all-inclusive use. Funding will then be sought to enable this work to be carried out. Whilst it would enable a faster delivery of services if this could be done in one project, the work will be phased to facilitate both the upskilling of the local workforce in a variety of techniques available to improve energy efficiency, and to allow for the installation of different heating systems to different parts of the building. This will result in an improved appearance and an ongoing maintenance project. There have been no improvement works carried out on the building for some time, and repairs are only carried out when necessary, which has led to a deterioration of the fabric of the building. These will all be addressed under this project.

Social well-being

The Eco Hub aims to be supportive and provide the community with the information to empower them to act on Climate Change. Community-led advice services and volunteering helps to bring the community together, working towards a shared goal. The volunteering opportunities will give different things to different people but having a building which is accessible to all provides opportunities to those who might otherwise be prevented from volunteering due to the lack of suitable premises in the town. Some will gain skills, confidence, experience and qualifications which will help them find employment while others will benefit from being involved in a community project, gaining a sense of purpose, having a place to go and the opportunity to meet and work with new people.

Environmental well-being

Community ownership will allow the building and the surrounding area to be improved and to provide many activities focused on environmental improvement. The services provided are designed to help the community to improve the local environment and to empower the community to take action themselves. We will look at providing some planting to improve the biodiversity of the area.

Having a visible presence in the town will help us raise awareness on the need for action. The reduction of CO2 emissions within the area, resulting from the actions taken, will benefit the whole community. The Eco Hub will become a centre for environmental change where the community can join together in moving St Andrews towards becoming Carbon Neutral.

The building is currently G rated for Energy and the Environment so the improvements to the building will directly improve its environmental impact.

Reducing inequalities

The project is designed to help ensure that the steps taken to mitigate the effects of climate change do not leave any section of our community behind. The services we provide are universal and anyone can benefit from the advice we give.

The alterations to the building will ensure that anyone, irrespective of ability, will be able to benefit from the services we provide. This will also open up volunteering opportunities to all.

Section D – Organisational Viability

(see Section D in the Scoring Matrix)

Demonstrate any previous experience your organisation has in managing an asset, including awareness of relevant legislation.
<p>St Andrews Environmental Network has never owned a building before but has delivered services from other premises and, as such, has a clear understanding and awareness of current Health & Safety regulations, appropriate insurances and the importance of regular testing of fire systems, electrical equipment and regular water testing for legionella.</p> <p>The organisation does own converted containers (The Kernel), which are used as a community space, located at the back of St Andrews Botanic Garden. This has provided us with some experience about the issues that can arise from sharing space with different users. We are, therefore, already aware of the relevant legislation and carry out risk assessments for any new or additional use at the site.</p> <p>We have also carried out adaptations in partnership with St Andrews Men Shed to accommodate disabled users.</p>
Demonstrate any previous experience your organisation has in delivering the community benefit.
<p>For 10 years now, the organisation has been operating an energy efficiency project within the St Andrews area. Over the years this has expanded to cover the whole of North East Fife and Glenrothes, with the focus on reducing energy usage and tackling Fuel Poverty in the area. The need for this service is recognised by Fife Council and StAndEN is a member of the Healthy Heating Group in Fife. Our figures feed into Fife's Local Housing Strategy.</p> <p>As well as the expansion of the Energy Project, StAndEN also has developed a waste strategy for St Andrews in partnership with the University of St Andrews and Transition University of St Andrews which has been presented at the Town's Group Meeting and has the support of residents and businesses alike. We are currently expanding the reuse project to help alleviate the problems experienced when students first arrive in the town and when they leave at the end of the year. As the university has such an international student population, at the end of term many students are moving out of their accommodation and are leaving the country, resulting in a large amount of good-quality household items that, generally, would be sent to landfill as the students are unable to take them with them. When students then return to town at the beginning of the next term, they are in need of many of the items that were collected at the end of the previous term. The students are then offered these items for their accommodation.</p> <p>Out of the reuse project grew the Plastic Free St Andrews campaign which has championed the reduction of the use of single use plastic. The Town is currently submitting its paperwork to receive the official status of being a Plastic Free town.</p> <p>Clean & Green, which is run in partnership with BID St Andrews, provides a clean-up service for the town, complementing the work of Fife Council and provides logistical support to many other community organisations within the town.</p> <p>Our partnership with Transition University of St Andrews and St Andrews Botanic Garden has led to the establishment of the Kernel, a shared community space where a range of environmental projects are delivered, including community growing, bike maintenance, skill share events and tool share.</p> <p>St Andrews Beach Wheelchairs is our newest venture where we are now responsible for the day to day delivery of the project. This project ensures that our beach is truly accessible to all. Purchase of the building will allow us not only to continue the services we already provide but to expand them and introduce new services to benefit our community.</p>
Please state the names, skills and experience of the individuals who intend to deliver the proposal.
Ronnie Murphy: Chairman of the Board: 1978 - 2019 , Solicitor and from 1983 partner, most recently as Partner in the Family Law department of Thorntons LLP

Ronnie served as a councillor on St Andrews Community Council from 2009 to 2016. His major achievement as a Community Councillor was to set up St Andrews Environmental Network (STANDEN), of which he has been chairman since incorporation. He set up a Freecycle group and ran it from around 2005 to 2008. He then passed on ownership of the site to other volunteers. Ronnie has served as a committee member of St Andrews Thistle Golf Club for the last four years and is currently the Match Secretary. From 1981 to 2018, apart for the year as president, Ronnie was Secretary and Treasurer of The St Andrews Business Club. He carried out all of the club administration and finances. Ronnie is still a member of the Business club.

Howard Greenwell: Vice Chairman of the Board: Graduate of St. Andrews University, who worked in the IT industry for more than 30 years. Notably achieving Vice President of Micro Focus, and Director with The Open Group and The Open Mobile Alliance. Retired to St. Andrews in 2010, joining both The St. Andrews Community Council and the St. Andrews Preservation Trust. Quickly became Convener of Planning on the Community Council (2011 to 2014), Chair of the Community Council (2014 to 2016), Recreation Convener (2016 to 2018), Director of the St. Andrews Community Trust (2014 to 2019), Director of StAndEN (2014 to date). Apart from many planning situations and objections, managed to twin St. Andrews with Loches in 2015, and replace all of the town entry signs in 2018. Keen interest in Bridge and Golf, being a Nationally Qualified Bridge Director, and Seniors Convener for the local New Golf Club.

Henry Paul: Treasurer and Board Member:

Henry is a retired navigator Henry and spent time in the Falklands, Kuwait, the Balkans and Saudi Arabia. From the 34 years' service with the RAF Henry spent 25 years as Aviation Safety Manager at Royal Air Force Leuchars with responsibility for ensuring all personnel are briefed on the Station's Aviation Safety Management Plan and comply with the orders contained in the plan. Trainer and facilitator to ensure Aviation Safety message is effectively delivered.

Key Skills: Manager of a team to oversee all areas of Aviation Safety at Royal Air Force Leuchars. Project manager to oversee the initial introduction of a new Aviation Error Management System at the first Royal Air Force main operating base. Human Factors Facilitator who leads a team of fellow facilitators to ensure that all personnel undertake an aviation safety training session at least once every two years

Since retiring he can be described as a serial volunteer being involved in volunteering via the Botany, Craigtoun Park, StAndEN, The Poppy Appeal, Guide Dogs for the Blind and more recently the St Andrews Mens' Shed. He recently completed the London Marathon has volunteered with the Rotary project in Nyumbamni, Kenya.

Ian Goudie: Board Member: Ian Goudie was a member of the Royal Burgh of St Andrews Community Council for 32 years. StAndEN was initially established in 2010 as a committee of that Council at a time when Ian Goudie was the Council's Chair. Since that time he has been a member, and then a director, of StAndEN. In the 1980s and 90s, he chaired the Community Council committee that campaigned for a cycle-path from St Andrews to Leuchars. He was also chair of its Planning Committee from 1995 to 2007, and more recently its Rail Committee, which worked with the pressure group StARLink campaigning to put St Andrews back on the national rail network. For the last two years he has been responsible, in his role as Treasurer, for budgeting for the Angus, Dundee

and Perthshire Circuit of the Methodist Church. He is a Lecturer in Statistics at the University of St Andrews.

Patrick Marks: Board Member

Patrick was a social worker for over 30 years, employed by Tayside and Fife Councils. His work was to assess care needs and develop care packages for service users and provide some relief for carers. He was an integral part of the Adult Protection Team

He was a qualified Mental Health Officer responsible for assessing service users displaying signs of mental health difficulties and helping medical staff determine whether assistance could be achieved by voluntary or compulsory measures, completing reports for Guardianship of vulnerable service users as well as reports for those detained under the Mental Health Acts. His community activities include serving on St Andrews Community Council as secretary for over 15 years and assisted in establishing StAndEN. He was also heavily involved in the development of the cycle path from St. Andrews to Guardbridge. Prior to this in the 1980s he set up an energy saving scheme in Dundee with the aim of helping insulate family homes.

He is a volunteer with the Fife Coast and Countryside Trust assisting in a range of conservation activities and has supported and been fundraiser for a wide range of conservation organisations over many decades.

He is a director of the St Andrews Community Trust which gives substantial support to local voluntary organisations. Directors assess applications from applicants and the board determines whether the application meets the criteria.

Greg Newman: Board Member

Greg Newman is a retired IT professional (CITP, CEng). For 20yrs he worked on large computer systems providing the design, technical development, and detailed specification for Government customers in the UK and Hongkong, contributing to the sales proposal, business case and project team specification, usually also forming part of the implementation team. In Hongkong Greg was a member of the HK government Electronic Trade Documentation Advisory Team.

At the London Borough of Barnet for 14yrs, Greg managed the data wiring of many of the council's buildings, specifying, letting, and supervising installation contracts. Greg also implemented the Blair Government "Peoples Network" in Barnet

Greg was for four years a member of Wokingham Town Council on which he was vice-chairman of the Finance & General Purposes committee.

Moving to St Andrews ten years ago, Greg is a member of the Community Council, a board member of StAndEN, a trustee of the St Andrews Pilgrim Foundation, a board member of Argyle Court Owners Association, and a former treasurer of the St Andrews Partnership.

Jane Kell: Staff, Manager

Graduated from Queens University Belfast with BScEconHons in 1979.

25 years in the Northern Ireland Housing Executive – various roles including housing management, redevelopment and rehab programmes, housing benefit assessment, grant assessment and HMO licencing, Housing Benefit Fraud, Homelessness and finally as Home Energy Conservation Office in a small team dedicated to delivering the Housing Executive's role as local HECCA, overseeing four major area-based schemes with a budget of £6.5m. Whilst

working in housing she obtained membership of the Chartered Institute of Housing and completed their professional qualification for housing professionals. Moved to Scotland in 2005 and ran a small craft business until taking up a role as an Energy Advisor with StAndEN in 2010. In November 2010 Jane was appointed manager of the organisation, a role she still holds today. She currently serves on three charity boards, Friends of Craigtoun, Energy Action Scotland and the North East Fife Community Hub.

Bruce Britton: Staff: Until 2019, Bruce spent 20 years as a consultant with international development and environmental organisations. His main areas of expertise are:

- Consultancy and training on organisational learning, organisational performance, organisational development, capacity development, organisational assessment and inter-agency working
- Facilitating organisational learning reviews and processes
- Leading and facilitating participatory organisational, programme and project reviews and evaluations for national and international organisations
- Strategy development in civil society organisations and networks
- Capacity development in large and small civil society organisations. Bruce is a qualified social worker and holds an MBA from Edinburgh University. (Full CV attached)

David Angus: Staff:

22 years- Royal Air Force, completing IOSH Managing Safely.

Also was a Quality Auditor and H&S compliance being part of all audit requirements.

“**IOSH Managing Safely** is a range of health and safety courses developed and certificated by the Institution of Occupational Safety and Health, the world's biggest membership organisation for health and safety professionals.” The courses are aimed at managers.

6 years Oil & gas industry, completing UK related training and US OSHA module training whilst based in Houston, Texas.

Transocean, Maersk, MH Wirth (OSHA) HSE certification for operations on and offshore, yards, rigs and ships.

“OSHA is a government agency in the United States which is responsible for maintaining standards of health and safety in workplaces. OSHA is an abbreviation for '**Occupational Safety and Health Administration**.’”

3 years Clean & Green:

David generates every risk assessment required for all Clean & Green and StAndEN activities. He also generates all COSHH required Safety Data Sheets for everyone to access for Clean & Green and StAndEN staff.

He has generated and presented all induction presentations covering HSE, COSHH, SDS, First Aid, Fire etc for Clean & Green and StAndEN staff and will continue to do so.

Daphne Grant: Volunteer:

Daphne Biliouri-Grant, is currently the Coordinator of the ‘Towards a Plastic Free St. Andrews’ initiative and has been passionate about the environment all of her adult life. Over the years she has worked closely with numerous environmental groups worldwide on a voluntary basis. Both her academic background and her professional career have focused on environmental politics and corporate governance. She has been working within the area of reputational risk management and corporate governance for over 25 years, having developed extensive international experience and a specialist knowledge promoting social responsibility within the business strategy of corporate entities.

Over the past couple of years, her focus has been plastics pollution as she considers this to be one of the most urgent environmental issues that plagues the world. Single-use plastics represent the main cause of plastic pollution on a global scale and no country is immune to the

<p>devastating effects of this unprecedented level of pollution. While international initiatives are being considered, the urgency of addressing the issue of plastic pollution requires immediate action at all levels – local, national, and international – simultaneously. She has been working closely with various NGOs and has been conducting extensive research on what the government and the business community can do to provide viable solutions to the issue. She is also Community Leader for St. Andrews on behalf of Surfers Against Sewage. In terms of the 'Towards a Plastic Free St. Andrews' initiative, her goal is to help develop and co-ordinate a strategic plan that will help all the involved stakeholders to eradicate single-use plastics in St. Andrews.</p>
<p>Have you identified the number of employees or volunteers available to run/maintain the asset? Please state the names, skills and experiences of those individuals.</p>
<p>Alongside the staff already listed above we will employ a Senior Admin Officer who will be responsible for the day to day running of the building and the services delivered from it. That person will have support from the manager, an admin officer (one of our posts) and volunteer admin assistants. Our existing team of volunteers will continue to give their invaluable support and are looking forward to having a base.</p>
<p>Provide evidence of your governance and decision making processes in relation to the asset and delivery of the services including finance, book keeping, emergencies, compliance with legal and safety issues. Evidence that you have a clear process for decision making including room/hall bookings, dealing with problems, compliance with legal issues e.g. health & safety.</p>
<p>St Andrews Environmental Network is a Company Limited by guarantee, and as such operates in accordance with its Articles of Association. Minutes are taken at all board meetings and decisions recorded. The manager reports to the board directly and attends all board meetings to report and answer any questions that may arise. Our Manager currently is responsible for recording all financial transactions onto the software package xero. The treasurer oversees this, and the accounts are presented for examination annually.</p> <p>We have a room booking policy in place for the shared facility at the Kernel (the converted containers located at the back of St Andrews Botanic Garden) and will adapt this upon acquisition of the building.</p> <p>We already have an extensive range of policies to cover complaints, finance, confidentiality, health and safety, risk management, a code of conduct and all relevant policies. We will review and update as necessary to reflect the changes which ownership of a building will bring. We have employer's liability, public liability and contents insurance in place as well as insurance for the truck and will upgrade our insurance and include building insurance should the asset transfer to our ownership.</p>
<p>Demonstrate that you understand what is required in relation to managing an asset e.g. insurances, ongoing maintenance, budgeting for major repairs, health & safety, electrical testing, firefighting, legionella testing.</p>
<p>We have spoken to other people who run community buildings and are fully aware of the range of tasks which are linked to managing an asset. We therefore intend to employ a part-time Assistant Manager who will ensure effective operation and compliance. We will also recruit an admin volunteer to assist in the additional workload envisaged. The manager and current admin officer will also be involved in the building management. Insurances will be amended to cover building ownership. A full risk assessment will be carried out. A fire alarm test will be carried out weekly and a fire drill every 6 months. All new building users will receive an induction which will include health and safety, and fire safety. Annual inspections will be carried out on all fire extinguishers. Two of our current employees are qualified Electrical PAT testers who will carry out regular testing and inspections as required. An Electrical Installation Condition Inspection and report will be carried out every five years. The building requires extensive plumbing works and a regular program of testing for legionella will be implemented after seeking expert advice. Procedures will be put in place for reporting faults to the management and a percentage of all income generated from the building will be set aside as a contingency fund for repairs. It is</p>

envisaged that after a full building upgrade that there will be enough time to build up funds for any future major repairs.

Provide evidence of your monitoring arrangements to monitor the success of the proposal and delivery of its likely objectives.

The monitoring of the project's outcomes and delivery of its aims will rest with the Board of Trustees. The manager will provide regular updates to enable accurate, regular assessment. The Manager will be responsible for the day to day delivery and will prepare all reports required by funders and ensure that regular newsletters are sent to all members. Much use will be made of existing monitoring forms and systems and these can be adapted if necessary. Through the Cosy Kingdom Project, we record all home visit information on FORT (Fife Online Referral Tracking, a multi-agency system used throughout Fife) and this will continue. We already have attendance records for events which will be used to record attendance at the Eco Hub and will gather information on the type of advice given as well as the number of visitors. Any referrals to Home Energy Scotland for government grants or loans will be made through their portal and accurate numbers and outcomes will be readily available.

Records will be kept of all booking of the community facility and of any courses and information events organised by St Andrews Environmental Network. A carbon calculator will be used to assess CO2e savings as a result of this project.

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.

Business plan and cash flow forecast - Please provide a full business plan and cash flow forecast for the next 5 years showing both capital and revenue income and expenditure. If the organisation has a separate business plan, this can be attached to the application and a summary of the details provided here.

Income Generation and Sustainability

These tables deal only with the additional income and expenditure associated with the running of the building. StAndEN currently has 5 full time and 4 part time staff who are funded for project delivery. Should any project funding end or new project funding start, project staffing posts would be reviewed.

Expenditure over 6 years:

	Year 1*	Year 2	Year 3	Year 4	Year 5	Year 6
Senior Admin officer	0.00	28,000.00	28,840.00	29,705.20	30,596.36	31,514.25
Volunteer Admin support for Senior Admin officer	0.00	2,600.00	2,800.00	3,100.00	3,300.00	3,500.00
Volunteer Shop/Advice staff	0.00	2,600.00	2,800.00	3,100.00	3,300.00	3,500.00
Energy Costs	3600.00	7,000.00	7350.00	7717.50	8103.38	8508.54
Carbon tax	270.00	278.00	286.44	295.03	303.88	319.08

Rates	0.00	5,000.00	5,150.00	5304.50	5463.64	5627.55
IT Services	0.00	2500.00	2500.00	2500.00	2650.00	2650.00
Water	3,500.00	3605.00	3713.15	3824.54	3939.28	4057.45
Telephone & Internet	750.00	1500.00	1545.00	1591.35	1639.10	1688.26
Insurance	2000.00	3,000.00	3,000.00	3,000.00	3,500.00	3,500.00
Repairs & Maintenance	0.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
BID	100.00	100.00	100.00	100.00	100.00	100.00
Totals	£10,220.00	61,183.00	63,084.59	65,238.12	67,895.64	69,965.13

Year 1 assumptions:

Building will be used by St Andrews Environmental Network from day of purchase as office space and space to run some events until renovation works start. As the building is in three distinct zones we will be looking at continuing to use the building while works are ongoing. This has resulted in the low figures for year 1.

	Year 1*	Year 2	Year 3	Year 4	Year 5	Year 6
Advice area surplus from sales of products	1,000.00	25,000.00	27,500.00	30,000.00	30,500.00	31,000.00
Workshops and classes	800.00	2000.00	2000.00	3000.00	4000.00	4750.00
Community room hire		3600.00	4800.00	4800.00	5760.00	5760.00
Interview room hire		5,000.00	5500.00	6000.00	6500.00	6500.00
Additional office space (3 offices with parking)		£26,000.00	26780.00	27,583.40	28,410.90	29,263.23
Grant funding	2,000.00					
Donations	1,500.00	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00
	4,500.00	63,600.00	68,580.00	73,883.40	77,670.90	79,773.23
Income V Expenditure	(5720.00)	2,417.00	5,495.41	8,645.28	9,775.26	9,808.10

Capital Expenditure and Funding for the Capital works

Building Purchase	£100,000.00
Legal Fees	<u>£ 3,000.00</u>
	£103,000.00

Upgrades	
Capital upgrade	£1,000,000.00
Professional Fees – architect, QS, structural engineer (say 12%)	£ 120,000.00
Site investigations (estimate)	£ 20,000.00
Planning Fees (estimate)	£ 4,000.00
Building warrant fees (estimate)	£ 5,000.00

VAT	£ 228,000.00
Inflation	£ 137,700.00
	£1,514,700.00

Funding

Scottish Land Fund		£103,000.00
Regeneration Capital Grants Fund	Bid supported by Fife Council but needs to focus on community regeneration, jobs and well-being	£750,000
Local development funding linked to regeneration plans	Potential section 75 funding	Unknown
Robertson Trust	Supportive of community projects but needs focus on deprivation and need	£50,000
Other Trusts which support capital	Garfield Weston, Clothworkers, Wolfson	£150,000
Local community funds	Alfred Dunhill Foundation	Unknown
	St Andrews Community Trust	Unknown
Donations/ In-kind contributions	For example, reduced supply and installation costs	Unknown
New funds	Lottery and other funds currently paused or closed may re-open in future months.	Unknown
		£1,617,700.00

Funding source: St Andrews Community Trust

Date of application: Feb 2020

Amount received: £1,800.00

Capital funding and/or Revenue funding

What funding has been applied for but a decision has not yet been received?

Funding source:

Date of application:

Amount received:

Capital funding and/or Revenue funding

Other sources of funding the organisation has access to (e.g. voluntary donations, borrowing).

Community trust funds, voluntary donations, external funding bodies including the National Lottery, Robertson Trust, Postcode Lottery. Funding will be reviewed on a regular basis and we are confident we can raise the money through grant applications and discounts. This will be quantified in more detail once a full technical survey of the building has been carried out and the works accurately costed. At that time, we will approach funders which are open to applications. We have had informal talks with a number of funders and will go back to them should we acquire the building.

Identify resources for long term sustainability of the proposal and the future maintenance of the asset eg future funding and self-financing arrangements.

Repairs and renovation, initial equipment and furnishings are included in the schedule above. Once these have been completed and the building brought up to standard there is an element of the income generated being put aside each year for ongoing repairs. The charity will earn an income from the eco shop, room rentals and talks and classes provided in the building. This once all services are established will provide us with a year on year surplus and ensure the sustainability of the proposal.

Section F – Property

(see Section F in the Scoring Matrix)

Please specify if you wish to: Lease [] or Purchase [X] the asset
Value – Have you sought an independent financial assessment of the value of the building / land? If so, please identify the source and the estimated value.
£500,000 the valuation was carried by Shepherd. (This valuation is for the Building & the land to either side of the building and the back carpark. It excludes the front carpark which would remain in the ownership of Fife Council with StAndEN having right of access for both themselves and service users, see attached site map) There is evidence of damp in the building in rooms not accessed by the valuer as the rooms were occupied by service users. These are known to StAndEN as we are currently based within the building. Some photos form the appendix to this application. These indicate that there is disrepair in the roof and damp penetration in some of the walls. The drains are prone to block and will need a full survey to assess the works necessary. The building is currently G rated for both energy usage and environmental impact. Both will be addressed under this proposal.
Purchase price – State the price your organisation is willing to pay to acquire the asset.
£ 100,000
Annual Rental
Please state the: Proposal annual rental: Duration of the lease: Any other special lease terms required:
If you are requesting a discount please demonstrate why the asset should be transferred at less than best consideration. Attempt to quantify in financial terms the benefit to the community as a result of the acquisition.
A discount is requested which reflects both the uses which the building will be put to and the wide-ranging community benefit which it will deliver as well as the current state of repair. The building is G rated for both energy efficiency and environmental impact which need to be addressed and are a major part of this proposal. The services we already provide have a financial benefit to the local community with this year to date the clients visited by StAndEN as part of Cosy Kingdom in North East Fife & Glenrothes receiving £145,617 of financial gains. It is difficult to estimate the increase in this from additional energy advice services been offered however, we are confident that it would be substantial. The estimated savings from Reuse project last year were £44,000 and we would estimate a 50% increase by being able to accept items at any time throughout the year. Due to our lack of accommodation, the British Heart Foundation Clothes banks also collect items as part of this project and last year their income from this was £130,000. Over time we could redirect some of that directly back to the community, increasing the annual community benefit. Estimated CO2e savings for the year are 156 tonnes. We estimate that there would be a 4-6 year payback in community benefit for the discount.
Is the asset currently used or occupied by the Council or another party? Please state whether you have made any investigations to current use/occupation.
The asset is currently occupied by the Council, Citizens Advice and Rights Fife and St Andrews Environmental Network. The council has already indicated its intention to close the building and has started to relocate its staff.

Section G - Local and National Outcomes

(see Section G in the Scoring Matrix)

How will the proposed benefits of the asset transfer request contribute to achieving the Council's outcomes? See Plan for Fife.

An Eco Hub at the current Local Office, St Mary's Place, St Andrews will contribute to achieving the Council's outcomes as follows:

Opportunities for All

The Eco hub will support everyone who seeks help and advice to access opportunities to improve their quality of life by making access to support and advice available within the building. It will also be the base for the outreach services we deliver. The plans to renovate the building are designed to ensure the facilities provided are accessible to all and will also open up volunteering opportunities to all irrespective of ability.

Thriving Places

The Eco Hub in the Local Office, St Mary's Place will be renovated and repaired to create a safe and welcoming space, designed to meet the wide-ranging needs of the community and to provide the services and facilities they need to participate in our journey to becoming a carbon neutral St Andrews. Many residents wish to make changes to their lifestyles but require information and advice on the practical measures they can take which will be provided at the hub. The building itself, once renovated, will be used to demonstrate the measures which can be taken to improve the energy efficiency of the built environment, especially listed buildings. It is in the centre of the town, with a paid car park to the front and is close to the bus station so can be easily accessed. Such a facility will provide intergenerational support, activities and learning, reflecting the different needs of various sectors of the community.

Inclusive Growth and Jobs

The Eco Hub, once established, will provide additional full-time employment and volunteering opportunities in an area where much of the employment is seasonal or part-time. The provision of a fully accessible building will provide opportunities to all irrespective of any disabilities that otherwise might prevent them taking up employment.

Community-led Services

All the services and activities which will be delivered from the building will be in direct response to the community's wishes to respond to the climate emergency. Local people will have opportunities to use their skills to make a positive impact and help other people within the community.

Repair and renovation of the building to create a welcoming facility will allow the impact of the building within the community to be optimised. A wider range of positive impacts will be achieved through addressing the outcomes of our consultation and providing a range of advice and information to facilitate St Andrews journey to becoming carbon neutral. We want to ensure that while the town moves towards this goal the most disadvantaged are not left behind. We will therefore continue to deliver and, where necessary expand, already existing services.

StAndEN is a great believer in the model of partnership working and already has strong ties with local community groups and organisations. Having premises will allow us to further build on these and involve more of the community in delivering projects which benefit the community.

There is willingness within the community to take responsibility for service delivery and a belief that St Andrews working together can lead by example.

Community ownership will give an opportunity for the community to help itself, to develop models of service delivery that can be easily replicated, to respond to its own needs, and to improve the quality of life for its residents.

How will the proposal impact on the Council's own delivery of services?

The proposal will deliver a wide range of community services in the heart of the town. We already work closely with council staff on the ground and will continue to compliment the services provided by the council. The Eco Hub will help influence and change the behaviour of the local community of St Andrews and beyond, tackling the causes of climate change and

helping to alleviate the effects of Fuel Poverty. The proposal will provide information and assistance to residents and businesses alike on all aspects of reducing energy consumption whilst keeping warm, reducing waste and dealing with waste in a sustainable manner, travel options to reduce our carbon footprint, water saving, food growing and food waste. Fife Council have declared a climate emergency and need local communities to move towards sustainable living. The services provided from the hub can help Fife Council meet their targets for the eradication of fuel poverty, zero waste to landfill, and a carbon neutral Fife by providing local support and sharing any learning throughout Fife and further afield.

Demonstrate how the proposal will contribute to national priorities (refer to National Priorities).

The Scottish Government supports local organisations taking ownership of assets such as buildings so that people can identify and act upon priorities and co-ordinate action and respond to identified challenges in their area.

The Empowering Scottish Communities legislation: One of the Act's specific actions is to support communities to own assets. The Government recognises that asset ownership can provide revenue for community organisations, making them more sustainable in the long term as well as giving local people a renewed sense of pride in their communities, a real sense of a stake in the future of the places they live and work.

The Former West Infant School has been at the heart of St Andrews for many years. Much of the space in the town is dominated by the University of St Andrews and Fife Council.

This initiative will empower the people of the community to control a central asset.

The Climate Emergency: Numerous policies around the climate emergency and sustainability abound but with the announcement of the Climate Emergency by the Scottish Government this is becoming a cross cutting theme across all policy and funding areas

This is at the heart of what we do and will be central to all projects and services delivered from the Eco Hub. Through education and advice, we aim to help the community gain knowledge and skills on how to live more sustainably & in a more environmentally conscious manner.

Scottish Government's Achieving Sustainable Futures: "Our vision is a Scotland where our most disadvantaged communities are supported and where all places are sustainable and promote well-being."

St Andrews is an area with pockets of deprivation hidden within a wealthy area. We will continue our work to address these issues and work to empower the community to have the skills and knowledge to be able to help themselves.

The Fairer Scotland Action Plan: Based on five ambitions to reduce poverty and tackle inequality in the period to 2030:

St Mary's Place would provide a space where all members of the community are welcomed and can develop services to meet the needs of a cross section of the community.

Scotland's Social Enterprise strategy: Over the next decade social enterprise will be at the forefront of a new wave of ethical and socially responsible business in Scotland. It will become a far-reaching and valued alternative and a key part of the Scottish way of doing business.

The building and our organisation will work to enterprising principles, using the asset to become financially sustainable through community lets and other initiatives.

Section H – Other Information

(see Section H in the Scoring Matrix)

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.

StAndEN has its website and a Facebook page which details events and updates people on the projects we deliver, and work carried out by staff. Facebook has also been one of the platforms we used for the community consultation. The projects we deliver and the proposal for St Marys Place has featured in local press and other community publications. Information is available at any events we attend in the local area.

We have spoken to the community council as well as the local councillors to ensure that all are aware of the project and its aspirations. StAndEN sits on the towns group and uses this forum to keep other organisations within the town updated on our proposal. All our current delivery partners are aware of proposals and fully support our plans.

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
2. Most recent full year accounts
3. Constitution/governance document
4. Supporting material from community members
5. 5 year cash flow forecast

Signatures


The application is required to be signed by 3 members of your organisation:


Chairperson...

Name.....Ronnie Murphy.....Date...19/03/2020.....


Senior Director/Trustee/Committee Member

Name..... Henry PaulDate19/03/2020.....


Person submitting the application

Name...Jane Kell.....Date...19/03/2020.....

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.

FOR OFFICE USE ONLY

Date initial request received	
Date of initial assessment	
Initial assessment decision	Provide Further support <input type="checkbox"/> Proceed to full application <input type="checkbox"/>
Council Ward	
Full application date	
Final Decision & Date	

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.

Energy		Building Energy Efficiency Rating
Very Energy Efficient		
A	< 132	
B	133-157	
C	158-184	
D	185-210	
E	211-240	
F	241-267	
G	> 267	
Least Energy Efficient		
Energy Consumption kWh / M2	498	
Annual Electricity Consumption kWh	34,791	
Total Annual Electricity Cost	£3,214.30	
Annual Fossil Fuel Consumption kWh	164,350	
Total Annual Fossil Fuel Cost	£4,267.18	
Hours/Annus Occupied:	2,508	
Floor Area:	438	

Environmental		Building Environmental Efficiency Rating
Very Environmentally Efficient		
A	< 30	
B	31-36	
C	37-43	
D	44-49	
E	50-56	
F	57-63	
G	>64	
Least Environmentally Efficient		
Carbon Dioxide Emissions kg/M2		105
Annual Electricity related Co2 Emmissions (Tonnes)		15.0
Annual Fossil Fuel related Co2 Emmissions (Tonnes)		31.2

ARTICLES OF ASSOCIATION

OF

ST ANDREWS ENVIRONMENTAL NETWORK LIMITED
(registered number SC445003)

(as adopted by Special Resolution passed on 11th March 2019)

These are the Articles of Association relative to
the attached resolution dated 20th Feb 2019

Thorntons LLP
For St Andrews Environmental Network Limited

The Companies Act 2006

Company Limited by Guarantee and not having a Share Capital

ARTICLES OF ASSOCIATION

of

ST ANDREWS ENVIRONMENTAL NETWORK LIMITED

ARTICLES OF ASSOCIATION

of

ST ANDREWS ENVIRONMENTAL NETWORK LIMITED

Interpretation

1. The model articles of association as prescribed in Schedule 2 to The Companies (Model Articles) Regulation 2008 are excluded in respect of this Company.
2. In these articles:-

"Accounts" means the balance sheet and the profit and loss account of the Company for each Financial Year;

"Act" means the Companies Act 2006 including any statutory modification or re-enactment thereof for the time being in force;

"Articles" means the articles of association of the Company;

"Chairman" means the chairman of the board of directors from time to time;

"Charities Act" means The Charities and Trustee Investment (Scotland) Act 2005 including any statutory modifications or re-enactment thereof for the time being in force;

"charity" means a body on the Scottish Charity Register which is also regarded as a charity in relation to the application of the Taxes Acts;

"charitable purpose" means a charitable purpose under section 7 of The Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts;

"clear days" shall be taken to mean that, in calculating the period of notice, the day after the notice is posted (or, in the case of a notice sent by electronic means, the day after it was sent) and also the day of the meeting, should be excluded;

"Community" means the residents of the area defined as the Royal Burgh of St Andrews Community Council Area (See Appendix 1 Map of Royal Burgh of St Andrews Community Council Area, within the postcode sector KY16 as defined from time to time by Fife Council)

"Community Council" means the Royal Burgh of St Andrews Community Council, a body constituted under the Scheme for Community Councils in Fife (April 2006) and any successor to such body or any body to which the functions of such body have been delegated;

"Company" means the company regulated by these Articles;

"Co-opted Director" means a director appointed or re-appointed under article 26;

"executed" includes any mode of execution;

"Financial Year" means a financial year as determined in accordance with section 390 of the Act;

"Memorandum of Association" means the memorandum of association of the Company;

"Office Bearers" shall have the meaning ascribed to it at Article 30.1;

"Operating Area" means the Kingdom of Fife and any area which is within 50 miles of the Kingdom of Fife;

"Profits" means the net profits generated by the Company in each Financial Year as noted in the Accounts;

"Registered Office" means the registered office of the Company;

"Relevant Approval" means the passing of a directors' resolution of the Company where not less than five directors have approved such resolution;

"St Andrews Area" means the town of St Andrews and any area which is within the KY16 postcode area;

"Surrounding Community Councils" means the community councils of Balmullo, Leuchars, Strathkinness and Guardbridge and any successor to such body or any body to which the functions of such body have been delegated;

"United Kingdom" means Great Britain and Northern Ireland.

3. **Company Objects:** The Company has been formed to benefit the interests of the Community, with the Purposes listed in the sub-articles hereto below, to be exercised following the principles of sustainable development (where sustainable development means development which meets the needs of the present without compromising the ability of future generations to meet their own needs), namely:

3.1

- 3.1.1 to advance health and well being by tackling the causes of fuel poverty and reducing energy bills for residents and businesses in the operating area;
- 3.1.2 to promote and support the reduction of the carbon footprint of the Community and the surrounding area;
- 3.1.3 to advance environmental protection and improvement by improving energy efficiency within the Community and the surrounding area;
- 3.1.4 to advance education on environmental issues and energy efficiency, particularly among the residents and businesses of the Community; and
- 3.1.5 the provision of recreational facilities within the Community, or the organisation of recreational activities within Community, with the object of improving the conditions of life for the residents and businesses of the Community.

3.2 The Company's objects are restricted to those set out in article 3.1 (but subject to article 3.3).

3.3 The Company may (subject to first obtaining the consent of OSCR) add to, remove or alter the statement of the Company's objects in article 3.1; on any occasion when it does so, it must give notice to the registrar of companies and the amendment will not be effective until that notice is registered on the register of companies.

4. **Powers of the Company**

In pursuance of the aims set out in Article 3 (but not otherwise) the Company shall have the following powers:

4.1 to encourage and develop a spirit of voluntary or other commitment by, or co-operation with, individuals, unincorporated associations, societies, federations, partnerships, corporate bodies, agencies, undertakings, local authorities, unions, co-operatives, trustees and others and any groups or groupings thereof willing to assist the Company to achieve its objects (as outlined in article 3).

4.2 to promote, invest, develop and manage activities, projects, research and programmes in keeping with the Company's objects (as outlined in article 3).

4.3 to promote, support and facilitate the installation of renewable energy technologies for residents and businesses within the Operating Area.

4.4 To promote and undertake research, surveys, projects and feasibility studies designed to investigate possible approaches to furthering any of the Company's objects.

4.5 to buy, purchase, take on lease, hire, licence or otherwise acquire, any property or rights which are suitable for the Company's activities.

4.6 to improve, manage, construct, repair, develop, exchange, let on lease or otherwise mortgage, charge, sell, dispose of, turn to account, grant licences, options, rights and privileges in respect of or otherwise deal with all or any part of the property and rights of the Company.

4.7 to sell or otherwise dispose of the whole or any part of the business or property of the Company either together or in proportions, for such consideration as the Company may think fit, and in particular for shares, debentures or securities of any Company purchasing the same.

4.8 to make personal or written appeals or otherwise for the purpose of procuring contributions to the funds of the Company and to receive and accept by way of gifts, donations, legacies, bequests, grants, subscriptions or otherwise, money and property both heritable and moveable for the purpose of furthering the objects of the Company.

4.9 to invest and re-invest the funds and assets of the Company not immediately required in such securities, shares and investments and in such a manner as the Company will think fit.

4.10 to draw, make, accept, endorse, discount, execute and issue cheques, promissory notes, bills of exchange, warrants, and other negotiable or transferable instruments.

4.11 to print and publish any periodicals, books or leaflets and other publications relating to or for the purposes of the Company.

- 4.12 to enter into any arrangements with any government or authority, supreme, municipal, local or otherwise and to obtain from any such government or authority any rights, concessions, privileges that may seem conducive to the Company's objects or any of them.
- 4.13 to grant, pay or provide or procure the grant, payment or provision of donations, allowances, pensions or emoluments to and procure the establishment and maintenance of or participate in, or contribute to any non-contributory or contributory pension or superannuation fund or arrangement or life assurance scheme or arrangement for the benefit of any persons who are or shall have been, at any time, in the employment or service of the Company or of any company which is a subsidiary of the Company or associated with or allied to the Company, for the wives, widows, families or dependants of such persons; to establish, subsidise, subscribe to or support or procure the establishment or subsidy of or subscription or support to any institution, association, club funds or trusts calculated to be for the benefit of any such persons as aforesaid; to make payments for or towards the insurance of any persons as aforesaid in respect of the performance of their duties to the Company and to do or procure to be done any of the matters aforesaid by the Company either alone or in conjunction with any other Company person.
- 4.14 to enter into partnership or into any arrangement for joint, shared or mutual promotion, investment or development, union of interest, reciprocal concessions or co-operation with any person, partnership or company carrying on, engaged in or about to carry on or engage in any business or transaction which the Company is authorised to carry on or engage in any business capable of being conducted so as to directly or indirectly further the objects of the Company and to take or otherwise acquire and hold shares, stock, securities, and/or other interests, and to make grants to or otherwise assist any person, partnership or company to sell, hold, re-issue with or without guarantee or otherwise deal with such shares, stock, securities and/or other interests and in relation to any such company which is a subsidiary of the Company all such functions as may be associated with a holding company.
- 4.15 to make such charge for any of its services as the Company thinks fit including without prejudice to the foregoing generality interest charges on loans made by the Company.
- 4.16 to raise money for the purposes of the Company by borrowing on such terms and on such security as may be thought fit and by guarantees, gifts or donations, to accept the same either conditionally or subject to such conditions as may be agreed to, provided always that such conditions shall at no time be inconsistent with the purposes of the Company.
- 4.17 to manage and apply any funds which may be contributed by sponsors for the promotion of the objects of the Company.
- 4.18 to assist financially or otherwise by means of loans, with or without interest, on such terms as regards repayments, security or otherwise as are deemed appropriate for the purposes of furthering the objects of the Company.
- 4.19 to collaborate with any organisation or department of government, local government or any firm, business, Company or company having objects similar in whole or in part of the Company or where the purposes of such collaboration is to further the objects of the Company.
- 4.20 to subscribe to any local or other charities which promote the objects of the Company or any of them and to grant donations for any public purpose in connection with the objects of the Company or any of them.
- 4.21 to establish and support and to aid the establishment and support of, any other association formed for all or any of the objects of the Company.

- 4.22 to employ members of staff (having regard to equal opportunities, sex discrimination, race relations, disability discrimination and the like legislation) on such terms as the Company shall determine to enable the Company to fulfil these objects.
- 4.23 to carry on any other activity which may seem to the Company capable of being conveniently carried on in connection with any activity which the Company is authorised to carry on or may seem to the Company calculated directly or indirectly to benefit the Company or to enhance the value of or render profitable any of the Company's properties or rights.
- 4.24 to do all lawful things as may be conducive to the attainment of the objects set out in article 3.1.

5. Restrictions on the Use of Company's Assets

- 5.1 Subject to Article 5.2, the income and property of the Company shall be applied solely towards the promotion of the objects of the Company (as set forth herein), within the Operating Area.
- 5.2 Notwithstanding Article 5.1, any Profits which are generated by the Company during a Financial Year shall be applied in the subsequent Financial Year towards promotion of the objects of the Company (as set forth herein) within the St Andrews Area.
- 5.3 No portion of any of the Profits, income or property of the Company shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the Members of the Company and no directors shall be appointed to any office of the Company paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Company except in accordance with the following proviso; provided that nothing herein shall prevent the payment in good faith by the Company:-
 - 5.3.1 of reasonable and proper remuneration of any officer of the Company for any services rendered (not being of a management nature) to the Company; and
 - 5.3.2 to any director for out of pocket expenses incurred by him/her in connection with the performance of his/her duties.

6. Limited Liability

The liability of the Members is limited.

7. Guarantee by Members of the Company

Every Member of the Company undertakes to contribute such amount as may be required (not exceeding £1.00) to the Company's assets if it should be wound up while it/he/she is a Member or within one year after it/he/she ceases to be a Member, for payment of the Company's debts and liabilities contracted before it/he/she ceases to be a Member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

8. Winding up of the Company

If upon the winding up or dissolution of the Company there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the Members of the Company, but shall be given or transferred to some charity or charities (whether incorporated or unincorporated) having objects similar to the objects of the Company, and which shall prohibit the distribution of its or their income and property to an extent at least as great as is imposed on the Company under or by virtue of clause four thereof, such body or bodies to be determined by the Members of the Company at or before the time of dissolution, and insofar as effect cannot be given to such provision then to some charitable purpose.

9. **Membership**

- 9.1 The subscribers to the Memorandum of Association and such other persons as are admitted to membership in accordance with the Articles shall be Members.
- 9.2 The Company must have a minimum of 20 Members. All members must reside within the Community.
- 9.3 Membership shall cease on death or if the member no longer resides within the area.
- 9.4 A Member may not transfer his/her membership to any other individual.

10. **Qualifications for Membership**

- 10.1 Subject to Article 9.2, membership shall be open to any individual (aged 18 or over).
- 10.2 An individual, once admitted to membership, shall (subject to Article 9.3), remain a member unless and until he/she withdraws from membership under Article 13.

11. **Application for Membership**

- 11.1 Any individual who wishes to become a Member must sign, and lodge with the Company, a written application for Membership.
- 11.2 An individual applying for Membership shall lodge with the Company such information and evidence in support of his/her application as the directors may require.
- 11.3 The directors shall consider each application for Membership at the first directors' meeting which is held after receipt of the application; the directors shall, within a reasonable time after the meeting, notify the applicant of their decision on the application.

12. **Register of Members**

The directors shall procure that a register of members is maintained in accordance with the provisions of the Act and shall ensure that the appropriate entries in the register of members are made immediately after any change in the membership of the company occurs.

13. **Withdrawal from Membership**

Any individual who wishes to withdraw from Membership shall lodge with the Company a written notice of retiral (in such form as the directors require), signed by him or her, on receipt of the notice by the Company, he or she shall cease to be a Member.

14. **General Meetings**

- 14.1 The directors shall convene an annual general meeting in each year (but excluding the year in which the Company is formed) in order to:
 - 14.1.1 approve the minutes of the preceding annual general meeting;
 - 14.1.2 approve the annual accounts;
 - 14.1.3 elect the directors and Office Bearers;
 - 14.1.4 appoint an independent financial examiner; and

14.1.5 deal with any other competent matter of which due notice has been given in terms of article 15.

The first annual general meeting shall be held not later than 18 months after the date of incorporation of the Company.

14.2 Not more than 15 months shall elapse between one annual general meeting and the next.

14.3 The directors must convene a general meeting if there is a valid requisition by members (under section 303 of the Act) or a requisition by a resigning auditor (under section 518 of the Act).

14.4 Subject to articles 14.1, 14.2 and 14.3, the directors may convene general meetings whenever they think fit.

15. **Notice of General Meetings**

15.1 At least 21 clear days' notice of general meetings must be given to all the Members, directors and (if auditors are in office at the time) to the auditors.

15.2 A notice calling a meeting shall specify the date, time and place of the meeting, and it shall:

15.2.1 indicate the general nature of the business to be dealt with at the meeting;

15.2.2 if a special resolution (see article 21) (or a resolution requiring special notice under the Act) is to be proposed and has been intimated to the Secretary, state that fact, giving the exact terms of the resolution; and

15.2.3 contain a statement informing members of their right to appoint a proxy.

15.3 Nominations for the election of Associated Directors, Co-opted Directors and Office Bearers to the Board must be notified to the Secretary in writing seven clear days before the date of an annual general meeting.

15.4 Any Member wishing to propose any resolution at a general meeting shall give notice thereof in writing to the Secretary not less than 14 clear days before the date of the general meeting. The Secretary shall then intimate any such resolution to each Member at least seven days before the date of the general meeting, giving the exact terms of the resolution.

15.5 A notice convening an annual general meeting shall specify that the meeting is to be an annual general meeting.

15.6 Notice of every general meeting shall be given:

15.6.1 in hard copy form; or

15.6.2 (where the individual to whom notice is given has notified the Company of an address to be used for the purpose of electronic communication) in electronic form.

16. **Quorum for General Meetings**

16.1 No business shall be dealt with at any general meeting unless a quorum is present; the quorum shall be one third of the Members present in person or represented by proxy.

16.2 If such a quorum (as is referred to at article 16.1) is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the directors may determine.

17. **Chair of General Meetings**

- 17.1 The Chairman, in his/her absence some other director nominated by the directors shall preside as chairman of the meeting, but if neither the Chairman nor such other director (if any) be present within 15 minutes after the time appointed for holding the meeting and willing to act, the directors present shall elect one of their number to be Chair and, if there is only one director present and willing to act, he/she shall be Chairman.
- 17.2 A director shall, notwithstanding that he/she is not a member, be entitled to attend and speak at any general meeting.

18. **Adjournment of the General Meeting**

The Chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for 14 days or more, at least seven clear days notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give such notice.

19. **Resolutions of Members**

- 19.1 A resolution put to the vote at a general meeting shall be decided on a show of hands unless, before the show of hands, or immediately after the result of the show of hands is declared, a secret ballot is demanded by the chairperson or by any person present at the meeting and entitled to vote (whether as a member or as proxy for a member).
- 19.2 If a secret ballot is demanded in accordance with the preceding article, it shall be taken at the meeting and shall be conducted in such manner as the chairperson may direct; the result of the ballot shall be declared at the meeting at which the ballot was demanded.

20. **Votes of Members**

- 20.1 Every member shall have one vote, which may be given either personally (whether on a show of hands or on a secret ballot) or by proxy.
- 20.2 A member who wishes to appoint a proxy to vote on his/her behalf at any meeting:
- 20.2.1 shall lodge with the Company at the Company's registered office, a written instrument of proxy (in such form as the directors require), signed by him/her; or
- 20.2.2 shall send by electronic means to the Company, at such electronic address as may have been notified to the members by the Company for that purpose, an instrument of proxy (in such form as the directors require);
- providing (in either case) the instrument of proxy is received by the Company at the relevant address not less than 48 hours before the time for holding the meeting; for the avoidance of doubt, and calculating the 48-hour period referred to in the preceding provisions of this article 22.2, no account shall be taken of any day that is not a working day.
- 20.3 An instrument of proxy or electronic communication containing the appointment of a proxy, which does not conform with the provisions of the preceding article, or which is not lodged or sent in accordance with such provisions, shall be invalid.
- 20.4 A Member shall not be entitled to appoint more than one proxy to attend the same meeting.

20.5 A proxy appointed to attend and vote at any meeting instead of a Member shall have the same right as the Member who appointed him/her to speak at the meeting and need not be a member of the Company.

20.6 A vote given, or a ballot demanded, by proxy shall be valid notwithstanding that the authority of the person voting or demanding a ballot has terminated prior to the giving of such vote or demanding such ballot unless notice of such termination was received by the Company at the Company's registered office (or, where sent by electronic means, was received by the Company at the address notified by the Company to the members for the purpose of electronic communication) before the commencement of the meeting at which the vote was given or ballot demanded.

20.7 A member of the Company who is the chairperson of a general meeting shall be entitled to a second or casting vote, in the case of an equality of votes, whether on a show of hands or on a ballot.

21. **Special Resolutions and Ordinary Resolutions**

21.1 For the purposes of these articles, a "**special resolution**" means (but subject to article 22) a resolution passed by 75% or more of the votes cast on the resolution at a general meeting, providing proper notice of the meeting and of the intention to propose the resolution has been given in accordance with article 15; for the avoidance of doubt, the reference to a 75% majority relates only to the number of votes cast in favour of the resolution as compared with the number of votes cast against the resolution, and accordingly no account shall be taken of abstentions or members absent from the meeting.

21.2 In addition to the matters expressly referred to elsewhere in these articles, the provisions of the Act allow the company, by special resolution:-

21.2.1 to alter its name;

21.2.2 to alter any provision of these articles or adopt new articles of association.

21.3 For the purposes of these articles, an "**ordinary resolution**" means (but subject to article 22) a resolution passed by majority vote (taking account only of those votes cast in favour as compared with those votes against) at a general meeting, providing proper notice of the meeting has been given in accordance with article 15.

22. **Written Resolutions**

22.1 A written resolution can be passed by the Members (having been proposed by either the Members or the directors in accordance with the procedures detailed in Chapter 2 of Part 13 of the Act) and will have effect as if passed by the Members in general meeting; a written resolution is passed when the required majority of eligible members have signified their agreement to it by sending to the Company (in hard copy or electronic form) an authenticated document which identifies the resolution to which it relates and which indicates the Member's agreement to it (which agreement cannot thereafter be revoked).

22.2 For the purposes of the preceding article:-

22.2.1 the reference to "**eligible members**" is to those members who would have been entitled to vote on the resolution on the circulation date of the resolution (which is either (a) the date on which copies of the written resolution are sent or submitted to the members in accordance with the procedures detailed in Chapter 2 of Part 13 of the Act; or (b) if copies are sent or submitted to members on different days, the first of those dates);

22.2.2 the reference to “**required majority**” is to the majority required to pass an ordinary or a special resolution under the Act, as follows:-

22.2.2.1 in order to pass an ordinary resolution by way of written resolution, it must be passed (in accordance with article 21.1) by members representing a simple majority of the total voting rights of eligible members; and

22.2.2.2 in order to pass a special resolution by way of written resolution, it must be passed (in accordance with article 22.1) by Members representing not less than 75% of the total voting rights of eligible members and the resolution must specifically state that it was proposed as a special resolution.

22.3 For the avoidance of doubt, a resolution to remove a director (under section 168 of the Act) or a resolution to remove an auditor (under section 510 of the Act) cannot be proposed as a written resolution under article 22.1.

22.4 For the purposes of article 22.1, a proposed written resolution will lapse if it is not passed before the end of a period of 28 days beginning with the circulation date (as defined in article 22.2, and the agreement of any member to a written resolution will be ineffective if signified after the expiry of that period.

23. **Number of directors**

The maximum number of directors shall be 13, the majority of which must always be Member Directors, comprised as follows;

23.1 a maximum of 9 directors shall be Member Directors.

23.2 a maximum of 2 Associate Directors

23.3 a maximum of 2 directors shall be Co-opted Directors.

24. **Eligibility**

24.1 An individual shall not be eligible for election/appointment as a Member Director unless he/she is a member of the company; Associate or Co-opted Directors need not, however, be members of the company.

24.2 An individual shall not be eligible for election/appointment as a director if he/she is an employee of the company.

25. **Election, retiral, re-election: Member Directors**

25.1 At each annual general meeting, the members may (subject to article 23) elect any member (providing he/she is willing to act) to be a director (a “**Member Director**”).

25.2 The directors may at any time (subject to article 25) appoint any member (providing he/she is willing to act) to be a Member Director either to fill a vacancy or as an additional director.

25.3 At the first annual general meeting, all of the Member Directors shall retire from office.

25.4 At each annual general meeting (other than the first):

25.4.1 any Member Director who was appointed by the directors (under article 25.2) in the period from the date of the last annual general meeting shall retire from office; and

25.4.2 out of the remaining Member Directors, one third (to the nearest round number) shall retire from office.

25.5 The directors to retire under article 25.4.2 shall be those who have been longest in office since they were last appointed or re-appointed; if two or more directors were appointed or re-appointed on the same date, the question of which of them is to retire under article 25.4.2 shall be decided by some random method.

25.6 A director who retires from office under article 25.3 or 25.4 shall be eligible for re-election under article 25.1.

26. **Appointment, vacating of office, re-appointment: Associated Directors**

26.1 Subject to article 23, and in addition to their powers of appointment under article 25 the directors may at any time appoint 2 non-member from The Royal Burgh of St Andrews Community Council or the surrounding Community Councils to be a director (an **“Associated Director”**) providing he/she is willing to act;

26.2 At the conclusion of each annual general meeting, all of the Associated Directors shall vacate office.

26.3 Immediately following each annual general meeting, the directors may re-appoint any person who, as an Associated Director, vacated office under the preceding article at the conclusion of the annual general meeting; the directors may alternatively appoint someone in his/her place or resolve not to fill the vacancy.

27. **Appointment, vacating of office, re-appointment: Co-opted Directors**

27.1 Subject to article 23, and in addition to their powers of appointment under article 25, the directors may at any time appoint two non-members (other than an employee or any contractor of the company or a family member of any such person) to be a director (a **“Co-opted Director”**) providing he/she is willing to act.

27.2 At the conclusion of each annual general meeting, all of the Co-opted Directors shall vacate office.

27.3 Immediately following each annual general meeting, the directors may re-appoint any person who, as a Co-opted Director, vacated office under the preceding article at the conclusion of the annual general meeting; the directors may alternatively appoint someone in his/her place or resolve not to fill the vacancy.

28. **Disqualification and removal of directors**

28.1 A director shall automatically vacate office if:-

28.1.1 he/she ceases to be a director by virtue of any provision of the Act or becomes prohibited by law from being a director or a charity Company (within the meaning of the Charities and Company Investment (Scotland) Act 2005);

28.1.2 he/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months;

28.1.3 he/she is sequestrated;

28.1.4 he/she becomes an employee or contractor of the Company or a family member of any such person;

28.1.5 he/she resigns office by notice to the Company;

- 28.1.6 he/she is absent (without permission of the directors) from more than three consecutive meetings of the directors, and the directors resolve to remove him/her from office;
- 28.1.7 he/she is removed from office by resolution of the directors on the grounds that he/she is considered to have been in serious or persistent breach of his/her duties under section 66(1) or (2) of the Charities and Company Investment (Scotland) Act 2005;
- 28.1.8 he/she is removed from office by resolution of the directors on the grounds that he/she is considered to have committed a material breach of the code of conduct for directors in force from time to time (as referred to in article 34.3); or
- 28.1.9 he/she is removed from office by ordinary resolution (special notice having been given) in pursuance of section 168 of the Act.
- 28.2 A resolution under article 28.1.7 or 28.1.8 shall be valid only if:-
- 28.2.1 the director who is the subject of the resolution is given reasonable prior written notice by the directors of the grounds upon which the resolution for his/her removal is to be proposed;
- 28.2.2 the director concerned is given the opportunity to address the meeting of directors at which the resolution is proposed, prior to the resolution being put to the vote;
- 28.2.3 at least two thirds (to the nearest round number) of the directors then in office vote in favour of the resolution.
29. **Office Bearers**
- 29.1 Subject to Article 29.2, the Members shall at the first annual general meeting appoint Member Directors to the following positions:
- 29.1.1 Chairperson;
- 29.1.2 Vice-Chairperson;
- 29.1.3 Treasurer; and
- 29.1.4 Secretary,
- together the "**Office Bearers**".
- 29.2 The Director appointed as Chairperson in terms of Article 29.1.1 and the Director appointed as Vice-Chairperson in terms of Article 29.1.2 must be Member Directors.
- 29.3 At the conclusion of each annual general meeting, all of the Office Bearers with the exception of the Chairperson and the Vice-Chairperson shall vacate office. Immediately following each annual general meeting, the Members may re-appoint any person who, as an Office Bearer, vacated office under this Article 30.2 at the conclusion of the annual general meeting; the Members may alternatively appoint someone in his/her place or resolve not to fill the vacancy.
- 29.4 The Chairperson and the Vice-Chairperson shall vacate office at the conclusion of every fifth annual general meeting and may not be re-appointed into either position within a period of one year following the date of the annual general meeting at which he/she vacated office.
30. **Register of Directors**

The directors shall maintain a register of directors, setting out full details of each director, including the date on which he/she became a director, and also specifying the date on which any person ceased to hold office as a director.

31. Powers of Directors

- 31.1 Subject to the provisions of the Act, the Articles and to any directions given by special resolution, the business of the Company shall be managed by the directors who may exercise all the powers of the Company. No alteration of the Articles and no such direction shall invalidate any prior act of the directors which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this article shall not be limited by any special power given to the directors by any other article and a meeting of directors at which a quorum is present may exercise all powers exercisable by the directors.
- 31.2 The directors may exercise all the powers of the Company to borrow money, and to mortgage or charge its undertaking and property, or any part thereof, and to issue debentures, debenture stock and other securities, whether outright or as security for any debt, liability or obligation of the Company or of any third party.
- 31.3 The business of the Company shall be managed by the directors, who may pay all expenses incurred in promoting and registering the Company, and may exercise all such powers of the Company as are not, by the Act or by these Articles, required to be exercised by the Company in general meeting, subject nevertheless to provisions of the Act or these Articles and to such regulations not being inconsistent with the aforesaid provisions, as may be prescribed by the Company in general meeting; but no regulations made by the Company in general meeting shall invalidate any prior act of the directors which would have been valid if that regulation had not been made.
- 31.4 All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys to be paid to the Company, shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, in such manner as the directors shall from time to time by resolution determine.

32. Delegation of Directors' Powers

The directors may delegate any of their powers to any committee consisting of one or more directors. Any such delegation may be made subject to any conditions the directors may impose, and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with one or more directors shall be governed by the Articles regulating the proceedings of directors so far as they are capable of applying.

33. Directors' Remuneration and Expenses

- 33.1 No director may serve as an employee of the Company, and no director may be given any remuneration by the Company for carrying out his/her duties as a director or as Chairman or as the holder of any other office under article 36.4.
- 33.2 The directors may be paid all travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of directors or committees of directors or general meetings of the Company or otherwise in connection with the discharge of their duties.

34. Directors' Appointments and Interests

- 34.1 Subject to the provisions of the Act and the Charities Act and the articles, and provided that he/she has disclosed to the directors the nature and extent of any personal interest which he/she has (unless immaterial) and has complied with the code of conduct (as referred to in article 34.5), a director (notwithstanding his/her office):-

- 34.1.1 may be a party to, or have some other personal interest in, any transaction or arrangement with the Company or any associated company;
- 34.1.2 may be a party to, or have some other personal interest in, any transaction or arrangement in which the Company or any associated company has an interest;
- 34.1.3 may be a director or secretary of, or employed by, or have some other personal interest in, any associated company;
- 34.1.4 shall not, because of his/her office, be accountable to the Company for any benefit which he/she derives from any such office or employment or from any such transaction or arrangement or from any interest in any such company;

and no such transaction or arrangement shall be liable to be treated as void on the ground of any such interest or benefit.

- 34.2 For the purposes of the preceding article, an interest of which a director has no knowledge and of which it is unreasonable to expect him/her to have knowledge shall not be treated as an interest of his/hers; the references to "**associated company**" shall be interpreted as references to any subsidiary of the company or any other company in which the company has a direct or indirect interest.
- 34.3 The directors shall be entitled, for the purposes of section 175 of the Act, to authorise (by way of resolution to that effect) any Conflict Situation that may arise (such that the duty of the director concerned, under that section, to avoid conflicts of interest is not infringed) and to amend or vary any such authorisation; the directors may give such authorisation subject to such terms and conditions as they may consider appropriate and reasonable in the circumstances.
- 34.4 For the purposes of article 34.3, a "**Conflict Situation**" means any situation or matter (other than one which cannot reasonably be regarded as likely to give rise to a conflict of interest) in which any director has or could have a direct or indirect interest that conflicts, or possibly might conflict, with the interests of the Company; and such that:-
 - 34.4.1 the situations and matters which fall within this definition may include (without limitation) (a) a situation where a director of the Company becomes an employee, director, member of the management committee, officer or elected representative of a body which is a party to a significant contract with the Company (or which is competing with the Company in the context of any grant application) and (b) any such situation or matter which relates to the exploitation of any property, information or opportunity (irrespective of whether the Company could take advantage of the property, information or opportunity);
 - 34.4.2 "**conflict of interest**" for this purpose includes a conflict of interest and duty, and a conflict of duties.
- 34.5 For the avoidance of doubt, article 34.3 shall not apply to a conflict of interest arising in relation to a transaction or arrangement with the Company; any conflict of interest of that nature shall be governed by the provisions of articles 34.1 and 34.2 and articles 36.7 to 36.11 and the code of conduct referred to in article 35.3.

35. **Conduct of Directors**

- 35.1 It is the duty of each director of the Company to take decisions (and exercise his/her other powers and responsibilities as a director) in such a way as he/she considers, in good faith, will be most likely to promote the success of the Company in achieving its objects and will be in

the best interests of the Company, and irrespective of any office, post, engagement or other connection which he/she may have with any other body which may have an interest in the matter in question.

35.2 Without prejudice to the principle set out in article 35.1, each of the directors shall have a duty, in exercising functions as a charity trustee, to act in the interests of the Company; and, in particular, must:-

35.2.1 seek, in good faith, to ensure that the Company acts in a manner which is in accordance with its purposes;

35.2.2 act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;

35.2.3 in circumstances giving rise to the possibility of a conflict of interest between the Company and any party responsible for the appointment of that director,

35.2.3.1 put the interests of the Company before that of the other party;

35.2.3.2 where any other duty prevents him/her from doing so, disclose the conflicting interest to the Company and refrain from participating in any deliberation or decision of the other directors with regard to the matter in question;

35.2.3.3 ensure that the Company complies with any direction, requirement, notice or duty imposed under or by virtue of The Charities Act.

35.3 Each of the directors shall comply with the code of conduct (incorporating detailed rules on conflict of interest) prescribed by the board of directors from time to time; for the avoidance of doubt, the code of conduct shall be supplemental to the provisions relating to the conduct of directors contained in these articles of association, and the relevant provisions of these articles shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time.

36. **Proceedings of Directors**

36.1 Subject to the provisions of the Articles, the directors may regulate their proceedings as they think fit.

36.2 A director may, and the Secretary at the request of a director, shall, call a meeting of the directors. The directors shall hold board meetings at least six times per year. It shall not be necessary to give notice of a meeting to a director who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chairman shall have a second or casting vote.

36.2 The quorum for the transaction of the business of the directors may be fixed by the directors, constituting not less than half of the board of directors.

36.3 The continuing directors or sole continuing director may act notwithstanding any vacancies in their number, but, if the number of directors is less than the number of fixed as the quorum the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting.

36.4 The directors may appoint one of their number to be Chairman of the board of directors and may any time remove him/her from that office. Unless he/she is unwilling to do so, the director so appointed shall preside at every meeting of directors at which he/she is present. But if there is no director holding that office, or if the director holding it is unwilling to preside or is not

present within five minutes after the time appointed of the meeting, the directors present may appoint one of their number to be Chairman of the meeting.

- 36.5 All acts done by a meeting of directors, or of a committee of directors, or by a person acting as a director shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any director or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be director and had been entitled to vote.
- 36.6 A resolution in writing signed by all the directors entitled to receive notice of a meeting of directors or of a committee of directors shall be as valid and effectual as if it had been passed at a meeting of directors or (as the case may be) a committee of directors duly convened and held and may consist of several documents in the like form each signed by one or more directors.
- 36.7 A director shall not vote at a directors' meeting (or at a meeting of a committee) on any resolution concerning a matter in which he/she has, directly or indirectly, a personal interest or duty (unless immaterial) which conflicts (or may conflict) with the interests of the Company.
- 36.8 For the purposes of the preceding article: -
- 36.8.1 an interest of a person who is taken to be connected with a director for any purpose of the Act, shall be treated as a personal interest of the director; and
- 36.8.2 a director shall be deemed to have a personal interest in relation to a particular matter if a body in relation to which he/she is an employee, director, member of the management committee, officer or elected representative has an interest in that matter.
- 36.9 A director shall not be counted in the quorum present at a meeting in relation to a resolution on which he/she is not entitled to vote.
- 36.10 The Company may subject to the Charities Act, by ordinary resolution, suspend or relax to any extent - either generally or in relation to any particular matter - the provisions of article 36.7 to 36.9.
- 36.11 If a question arises at a meeting of directors or at a meeting of a committee of directors as to the right of a director to vote, the question may, before the conclusion of the meeting, be referred to the chairperson of the meeting; his/her ruling in relation to any director other than himself/herself shall be final and conclusive.

37. **Minutes**

- 37.1 The directors shall cause minutes to be made in books kept for the purpose-
- 37.1.1 of all appointments of officers made by the directors; and
- 37.1.2 of all the proceedings at meetings of the Company, and of the directors, and of committees of directors, including the names of the directors present at such meeting.

38. **Accounts**

Members shall have the right of inspecting any accounting records or other book or document of the Company on giving reasonable notice to the Company.

39. **Notices**

- 39.1 Any notice to be given to or by any person pursuant to the Articles shall be in writing except that a notice calling a meeting of the directors need not be in writing.
- 39.2 The Company may give any notice to a Member either personally or by sending it by post in a prepaid envelope addressed to the Member at its/his/her registered address or by leaving it at that address. A Member whose registered address is not within the United Kingdom and who gives to the Company an address within the United Kingdom at which notices may be given to it/him/her shall be entitled to have notices given to it/him/her at that address, but otherwise no such Member shall be entitled to receive any notice from the Company.
- 39.3 A Member present, either in person or by proxy, at any meeting of the Company shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.
- 39.4 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

40. **Indemnity**

- 40.1 Every director or other officer or auditor of the Company shall be indemnified out of the assets of the Company (to the extent permitted by sections 232, 234, 235, 532 and 533 of the Act) against any loss or liability which he/she may sustain or incur in connection with the execution of the duties of his/her office; that may include, without prejudice to that generality (but only to the extent permitted by those sections of the Act), any liability incurred by him/her in defending any proceedings (whether civil or criminal) in which judgement is given in his/her favour or in which he/she is acquitted or any liability in connection with an application in which relief is granted to him/her by the court from liability for negligence, default or breach of Company in relation to the affairs of the Company.
- 40.2 For the avoidance of doubt, the Company shall be entitled to purchase and maintain for any director insurance against any loss or liability which he/she may sustain or incur in connection with the execution of the duties of his/her office; and such insurance may extend to liabilities of the nature referred to in section 232(2) of the Act (negligence etc. of a director).

St Andrews Environmental Network Business Plan

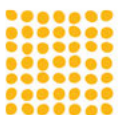
February 2020

Business Plan for asset transfer of St Mary's Place



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1. Introduction

1.1 Background and Drivers

St Andrews Environmental Network (StAndEN) runs various project which are open to all, with a focus on environmental impact and behaviour change.

StAndEN has been operating out of a small office space (154 sqft) in the Fife Council Local Offices at St Mary's Place since 2010. We have out grown this space and, with the announcement that Fife Council were going to close the office, we were forced to start looking for alternatives. After looking at various premises as they came available for rent it was obvious that we would be increasing our overheads by approximately £55,000pa. We viewed both options in the town centre and on the outskirts. All of our projects, except for Cosy Kingdom, a predominately home visit service, would benefit from retaining a town centre location. We are aware of the North East Fife Community Hub's intention to purchase the St David's Centre on St Mary's Street, but that location would cause issues for much of our service delivery.

The Board met to discuss the options and took the decision to investigate the possibly of StAndEN acquiring St Mary's Place as our offices and additional community space for St Andrews. We submitted an expression of interest which was accepted by Fife Council. This business plan focuses on acquiring St Mary's Place for the community and the services that would be delivered from it.

Acquiring this building with and for the community would secure our future services, allow us to generate an income and provide a town centre space for multi-purpose services that have flexibility to change over time, depending on need.

1.2 St Andrews Environmental Network – Our activities

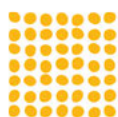
Charitable Activities which underpin our activities

- to advance health and well-being by tackling the causes of fuel poverty and reducing energy bills for residents and businesses in the operating area;
- to promote and support the reduction of the carbon footprint of the Community and the surrounding area;
- to advance environmental protection and improvement by improving energy efficiency within the Community and the surrounding area;
- to advance education on environmental issues and energy efficiency, particularly among the residents and businesses of the Community; and
- the provision of recreational facilities within the Community, or the organisation of recreational activities within Community, with the object of improving the conditions of life for the residents and businesses of the Community.

We currently offer activities across a range of areas.

Cosy Kingdom:

This is a partnership project between StAndEN, Greener Kirkcaldy & Citizens Advice & Rights Fife (CARF). It has been running since 2014 and through events, school visits & home visits, the team work towards helping the local community cut down their energy usage, reducing their CO2 emissions & fuel bills. The service is available to anyone who lives in Fife & it has a focus on reducing the effects of fuel poverty. Since it began, the project has helped over 6,000 householders reduce their energy use & 'stay cosy'



Community Share for Climate Care:

With our partners, Transition University of St Andrews & St Andrews Botanic Garden, we have created a community space in St. Andrews Botanic Garden & are delivering a low-carbon living programme. The partnership highlights practical sustainability activities, including energy reduction demonstrations and expanding education programmes alongside complementary practical “sharing economy” activities such as tool shares, bike shares & skill shares including food growing skills.

Clean & Green:

The team work to maintain the cleanliness & wellbeing of the local area through beach clean-ups, graffiti removal, patrolling the town as well as the upkeep & replacement of bins throughout the town centre. The team provide a large amount of logistical support to a number of other community groups such as St Andrews in Bloom, Mens Shed St Andrews & the Gardening Club. The team also play a large part in the StAnd Reuse project.

StAnd ReUse:

Working alongside Transition University of St Andrews, we operate a town-wide reuse project. As St Andrews is such a transient town, a lot of items still very much fit for purpose were being sent to landfill at the end of each academic year. Transition (UStA) work with the students living in halls of residence & we work with students who live in private accommodation in the town to provide a service where they can drop items off or we (StAndEN) can pick them up from their house. These items are processed, PAT tested (where necessary) and then used to provide household packs for those in need. The Clean & Green team provide a huge amount of support to this project – from the collection and transportation of items, processing them and putting together the packs. The town arm of the project is available for anyone who is a resident of St Andrews and not exclusively for students.

Towards a Plastic Free St Andrews:

This project is part of our overall waste reduction plan for St Andrews which now has the support of all stakeholders in the town. As part of this project we have been working with both the local businesses as well as the community to raise awareness of the issues of single-use plastic, and to encourage use of more sustainable alternatives.

With our partners Transition University of St Andrews and the University of St Andrews we have developed a strategy to eliminate single use plastic from the town.

St Andrews Beach Wheelchairs:

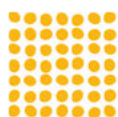
This project is a partnership with the Hamish Foundation to provide free hire of adapted wheelchairs for use on the West Sands. The chairs are available Tuesday, Thursday, Saturday and Sunday April – September weather permitting.

StAndEN is passionate about the environment but also about ensuring that it is accessible to all.

1.3 How we developed this Business Plan

Engaging with as many people as possible in different ways was a critical part of pulling together this business plan. The approach is shown below:

An analysis of local research	A consideration of thinking that has taken place in St Andrews in the areas of both environmental but also community empowerment.
Desk top research	National and local policy analysis and a consideration of the local context within which the St Mary's Place development will operate.



Public Consultation	Discussion with and listening to local people and our own beneficiaries
Stakeholders	Stakeholder contact through face to face meetings and interviews
Data and statistics	Demographical study
Business Plan	Preparation of this business plan based on the preferred option.

1.4 A summary of the Research

1.4.1 Membership Engagement

Our membership unanimously supports the need for premises and see the old West Infant Primary school as the preferred option.

1.4.2 Community Survey

Our membership would not be a true reflection of the views of the population of St Andrews as they already support the need for Environmental Hub in St Andrews, so we launched a community survey at the end of May 2019 and distributed this survey to all events we attend. There have been 198 responses with the following results;

- 93% would support a community group buying the Former West Infant School
- 91% agree that there is a lack of available community space in the centre of St Andrews
- 97% would like to see the public toilets in the building kept and improved?
- 94% would you support the addition of a changing places toilet in this area of St Andrews

Open Comments:

'This would be an ideal space for community due to location and proximity to bus stops, for example.'

Many people commented that they would like to have access to a 'zero waste shop' & 'somewhere selling food without packaging'

'Much needed facility as people need to be aware that we must makes changes NOW'

Others would like to see the building kept in the community to be able to provide 'meeting space', 'office space' & 'changing places'.

1.4.3 Community Event

On the 29th June 2019 we formally launched "Plastic Free St Andrews" in the Local Office, St Mary's Place. During that event which was attended by over 600 residents we carried out a public consultation on the on the possible uses of the building which formed the proposal taken to the second public consultation.





A public consultation at the market on Madras Lawn on Saturday 30th November 2019, was attended by just over 4000 people. We had only positive feedback when garnering support for the project. At the event we had a detailed breakdown of the proposed plan of the building (blue folding board in photo), developed through community consultations.

On the 7th March 2020 we had a stall at the Farmers Market in St Andrews and once again we were able to engage with the local community. Of the 56 people spoken to all were in favour of our plans for the building, especially as it did not effect the public carpark.

1.4.4 Stakeholder Engagement

We have spoken with a number of stakeholders who do or would have an interest in the way we propose to use the building, such as:

- Our current staff & Board – we regularly discuss the building at staff & Board meetings and further in-depth discussions took place at our teambuilding day.
- Historic Scotland – They are interested in the way we propose to use the building to showcase the various ways in which listed properties can be made energy efficient.
- Home Energy Scotland – Are interested in a showcase building high lighting improvements to make a property more energy efficient and support the provision of a focus point in the town for advice on low carbon transport, water conservation and waste reduction.
- Students Association – We work closely with the Students Association and they as an organisation have been consulted at every stage of the process and are supportive of our plans.
- The Town's Group St Andrews – an umbrella group of organisations based in St Andrews chaired by Willie Rennie who are updated regularly on our plans and support what we are doing.
- The University of St Andrews have been consulted at all levels and support our plans.
- R&A have been consulted and support the need for an environmental hub in the town.
- St Andrews Community Council have been consulted and support the need for an environmental hub in the town.
- Local residents & students through the on line community survey and the consultation events.

1.5 Policy Context





Key national outcomes from Framework that are relevant to the StAndEN Development at St Mary's Place:

Scottish Government National Performance Framework National Outcomes

We live in communities that are inclusive, empowered, resilient and safe	StAndEN supports this outcome by working towards a sustainable community
We tackle poverty by sharing opportunities and power more equally	StAndEN focusses on services for all, when often environmental projects attract those from more comfortable backgrounds
We value, enjoy, protect and enhance our environment	StAndEN focusses on creating a sustainable community, region and planet.

Policy	Key Priorities	How StAndEN can align to this Policy
A Connected Scotland: Scotland's social isolation strategy	<p>The Scottish Government's strategy to tackle social isolation is underpinned by four priorities:</p> <ol style="list-style-type: none"> 1. Empower communities and build shared ownership 2. Promote positive attitudes and tackle stigma 3. Create opportunities for people to connect 4. Support an infrastructure that fosters connections <p>Recognises key role of third sector and social enterprises in tackling social isolation locally.</p> <p>Highlights impact on older and younger people, those living in rural communities, those with limited access to technology, LGBT people, minority ethnic communities and those living with disabilities.</p>	StAndEN will create a hub where hidden isolation can be addressed & tackled in the town centre.
Scottish Government - Community	One of the Act's specific actions is to support communities to own assets. The Government recognises that asset ownership can provide revenue for	The Former West Infant School has been at the heart of St Andrews for many years. Much of the space in the town is



Empowerment Act 2015	community organisations, making them more sustainable in the long term as well as giving local people a renewed sense of pride in their communities, a real sense of a stake in the future of the places they live and work.	dominated by the University of St Andrews and Fife Council. This initiative will empower the people of the community to control a central asset.
Scottish Government's Achieving Sustainable Futures	<p>"Our vision is a Scotland where our most disadvantaged communities are supported and where all places are sustainable and promote well-being."</p> <p>Among other points, the future sustainability actions should:</p> <ul style="list-style-type: none"> • Put communities first, effectively involving local residents in the regeneration process and empowering communities • Be holistic, connecting the physical, social and economic dimensions • Adopt a long-term vision for places and focus on the safety and quality of places 	St Andrews is an area with pockets of deprivation hidden within a wealthy area. We will continue our work to address these issues and work to empower the community to have the skills and knowledge to be able to help themselves.
The Fairer Scotland Action Plan	<p>Based on five ambitions to reduce poverty and tackle inequality in the period to 2030:</p> <ol style="list-style-type: none"> 1 A Fairer Scotland For All 2 Ending Child Poverty 3 A Strong Start For All Young People 4 Fairer Working Lives 5 A Thriving Third Age 	St Mary's Place would provide a space where all members of the community are welcomed and can develop services to meet the needs of a cross section of the community
Scotland's Social Enterprise strategy ¹	<p>A Vision For Social Enterprise</p> <p>Over the next decade social enterprise will be at the forefront of a new wave of ethical and socially responsible business in Scotland. It will become a far-reaching and valued alternative and a key part of the Scottish way of doing business.</p>	The building and our organisation will work to enterprising principles, using the asset to become financially sustainable through community lets and other initiatives.
The Climate Emergency	Numerous policies around the climate emergency and sustainability abound but with the announcement of the Climate Emergency by the Scottish Government this is becoming a cross cutting theme across all policy and funding areas	This is at the heart of what we do. Through education we aim to help the community gain knowledge and skills on how to live more sustainably & in a more environmentally conscious manner.

2. Our vision

¹ <https://www.gov.scot/publications/scotlands-social-enterprise-strategy-2016-2026/pages/5/>



2.1 Vision, Mission and Values

Vision : St Andrews will be a net zero emissions town.

Mission : We will be St. Andrews' environmental centre. We will speak with advisors on the full range of environmental issues, & purchase from a range of products, all of which have a minimal impact on the environment. We will engage with the community to advise them to ultimately reduce greenhouse gas emissions and cut household fuel bills in the local area, helping the community work towards sustainable living and achieve net zero emissions for St Andrews

Values

1. Moving towards net zero emissions
2. Sustainability as a way of life
3. Sustainability should be affordable for all
4. Our plans for St Mary's Place will meet the needs of the whole community.
5. Services to all within the community

2.2 Key Areas of Development

The research report identified the following as key areas for development:

- Continuation of core climate challenge work
- Space for Community activity
- Space and support for small business and enterprise activity
- Learning and training opportunities

These are developed further in section 4.

2.3 The Space

The space is very significant with a huge range of different rooms for multiple activity.

2.4 Main outcomes

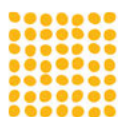
Though these are bespoke to St Andrews Environmental Network, we have related them to the three outcomes in the Scottish Land Fund stage 2 application. Section 4 shows the services, facilities and tools that will help us achieve these outcomes.

Outcome 1 : Our community will achieve more sustainable economic, environmental and social development through the ownership of land and buildings.

We help clients to save on their energy bills both through advising on small behavioural changes to cut down on usage as well as providing a number of energy efficient/ saving items for eligible clients. We provide impartial switching advice as well as information about various grants/ discounts that clients may be able to access.

Our Clean & Green team continue to do wonderful work around the town, keeping it looking tidy & well cared for. We look to continue this great work throughout the town.

Going forward, we will continue our work with our clients as well as expanding the organisation to be the town's first point of contact for all things environmental. It will allow the community to access help and



advice on their energy as well as provide a place where they can ask advice about/ buy from a range of food & domestic products, all made with their environmental impact at the forefront. Annually

- 750 local people will change their behaviour to reduce the carbon footprint of the town
- 100 hidden isolated people will report being more connected.
- 10 enterprises will be more sustainable through good use of town centre space

Outcome 2 : Our community will have a stronger role in and control over their own development.

Further community control and an increase in membership will pass real control over to the people of St Andrews. Annually

- 10 younger people will be more involved in facilities and service management
- 25% more people will volunteer with StAndEN
- We will seek new board members and form off-board sub-groups as necessary to increase our expertise..

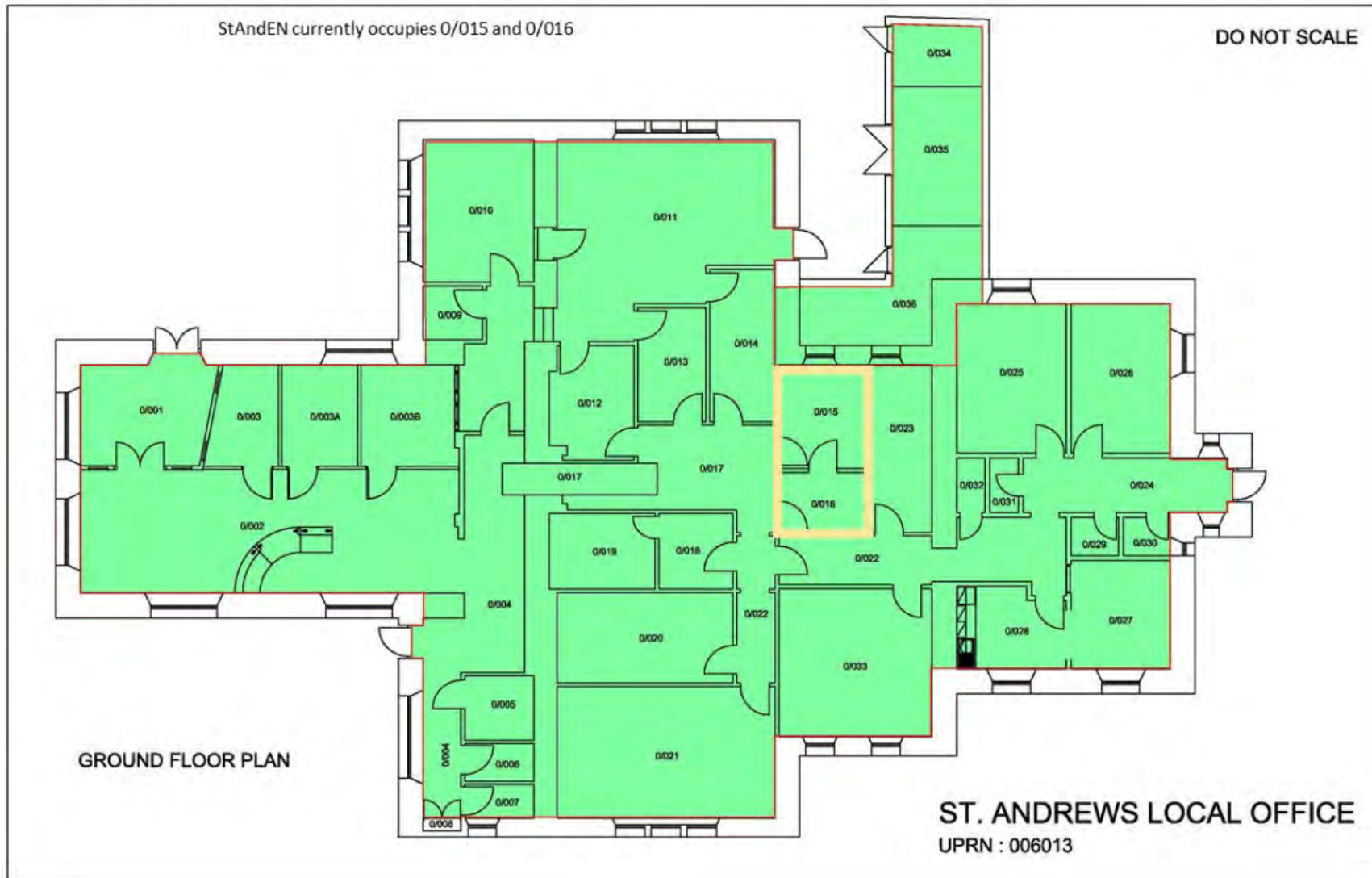
Outcome 3 : The community will have a well-managed, financially sustainable space

With multiple income streams in a town centre location, we will create a space that will be self-sufficient with member involvement and user group involvement.



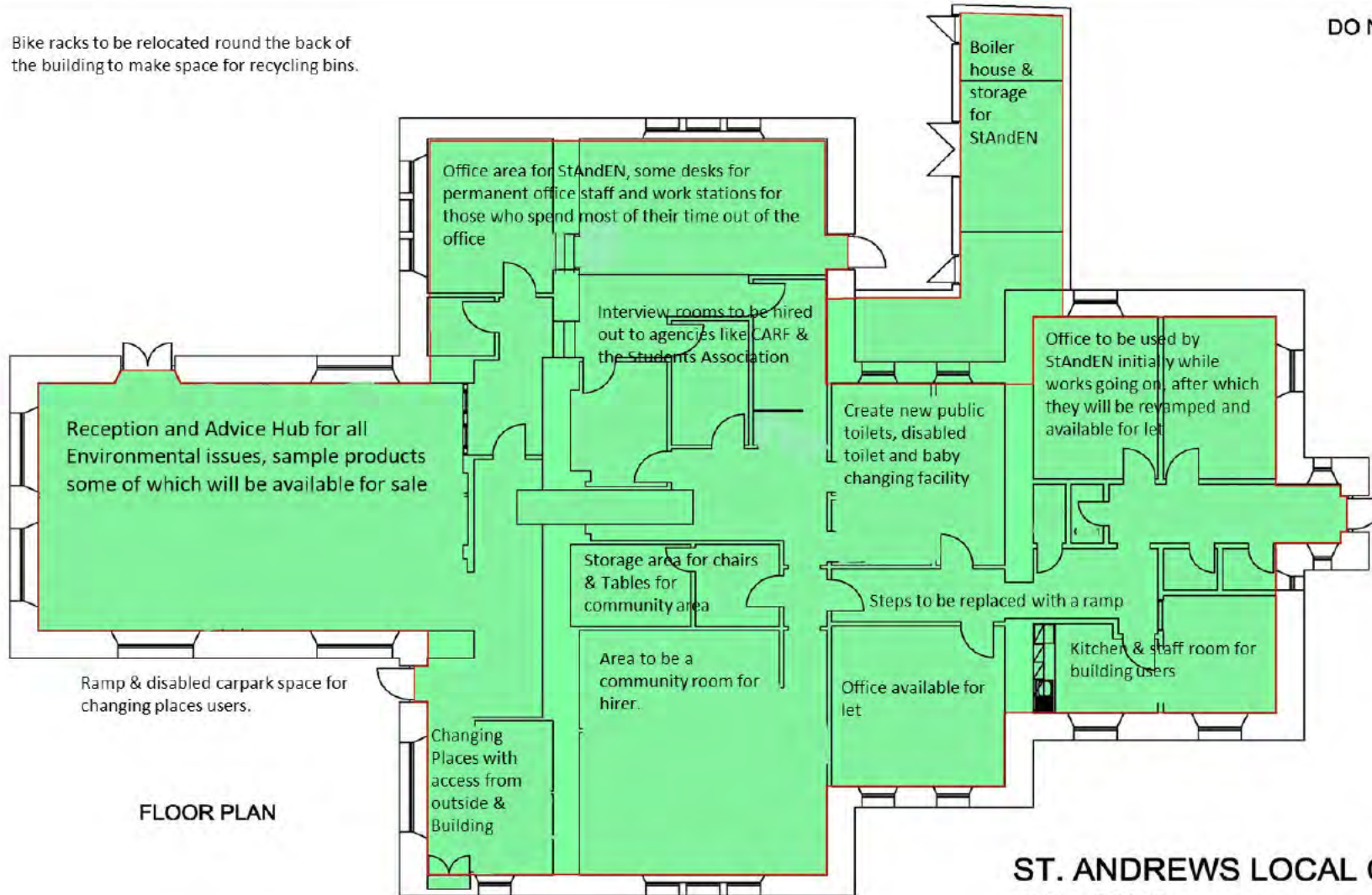
3. The Building

3.1 The asset



Bike racks to be relocated round the back of the building to make space for recycling bins.

DO NOT SCALE



FLOOR PLAN

ST. ANDREWS LOCAL OFFICE
UPRN : 006013

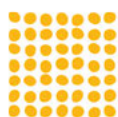


3.2 Development of the Asset

Renovating the building in sections and demonstrate how householders can make listed building more energy efficient.

The following spaces will be developed:

- An advice hub at the front of the building covering the full range of environmental issues open 7 days a week, and at least one evening opening.
- This will showcase environmental products and sell some not currently available in St Andrews.
- A community notice board available for advertising community initiatives and events.
- Run a toolshare library open seven days a week.
- A “changing places”, where the current public toilets are, which is accessible from the outside for 24-hour use and with a lockable door which can allow access from the building when it is open. Ramp access to the changing places and one parking space for use by changing places users.
- New public toilets with one disabled toilet and a baby changing facility.
- Additional office space for StAndEN to deliver their existing projects and expand the services they provide.
- A community space available for hire in the centre of St Andrews
- Interview rooms retained which can be available for hire by groups such as CARF & Students Association
- 3 offices available for rent
- Install a ramp to replace the current two steps towards the back of the building.
- Ramp the back entrance to the building. This will mean that the whole building will be suitable for disabled users
- Place a barrier to the back carpark to restrict access for cars.
- Move the cycle rack to the rear of the building.
- Provide public recycling bins at the front of the building.
- Investigate the potential for the hire of mobility scooters available for use by visitors to the town.



4. Developing the themes

4.1 Services

Having full ownership of St. Mary's Place would allow us to expand the organisation and offer services not currently feasible with our limited space. The building would require upgrading and some remodelling to make best use of the facilities.

Proposed use of the building is outlined below:

Community Space: There is a lack of community space for hire in the centre of St Andrews, several times we have been unable to hold events due to lack of facilities - the building would also provide much needed additional community facilities. Core to the plans for the building is a multi-function community space that can be used by all, irrespective of physical ability. We propose a 2-tier hierarchy of rental rates; one rate for community use & another rate for commercial use

Toilets: The toilets in this building are available to the public when the building is open (currently 3 days a week). There is currently a shortage of good public conveniences in St Andrews. Our intention is to relocate these facilities within the building and to add a separate baby changing facility all of which would be available to the community 7 days a week while the building is open. In addition to this the plan includes a changing places which would be available 24-7. Most of the building is already has disabled access but as part of the remodelling we would ensure the entire building is accessible to all.

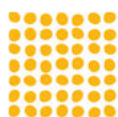
Disabled Access throughout the town; as well as continuing to provide the beach wheelchairs from their base on the West Sand we would like to offer the hire of mobility scooters from the building. This would allow residents and visitor the opportunity to use these within the town centre.

Lease of excess space: We look to rent out excess office space that we will aim to have on long term contracts generating a reliable revenue stream to go towards running costs. The plan also includes interview rooms which will be available for hire by groups looking to carry out consultations or wishing to run advice clinics, hire of these could be for one single use or regular use, a full table of charges will be developed. This revenue stream would also go towards the running costs of the building.

Cosy Kingdom: Funding for Cosy Kingdom has been secured until the end of March 2022 and we plan to continue the work of this project as it has been very well received and shows a need for help of this nature in the local area. Through ownership of St. Mary's Place, we would also have access to an interview room where members of the public could 'drop in' & speak with our Energy Advisors in a private space. This is something that is not currently available to us.

Advice Hub: Establish an Advice Hub at the front of the building which would be staffed 7 days a week, the person manning the Hub would be the first point of contact for all the projects, be able to give basic advice on the full range of Environmental Issues while being backed up by experienced staff in each field. From the hub we can provide residents and businesses with information and advice to empower them to make the changes to their lifestyles that will result in lowering their carbon footprint. The Eco Shop would run alongside the Advice Hub. This space would also be used for focused exhibitions on energy reduction, waste reduction, and low carbon transport, food growing and planting to mitigate climate change.

Eco-shop: One of our main goals is to establish an Eco Shop which would allow us to provide the local community with a space to buy products made & produced in an environmentally-conscious manner. The Eco Shop will also allow for the public to drop in with any questions/ queries they may have. Through ownership of the premises we would be able to be open 7 days per week, allowing the public



access to our proposed Eco Shop. Monthly themed swap shops would be organised in the eco shop to encourage reuse within the town.

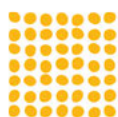
Workshops & Events: We would also be able to organise & run a number of events & workshops from this space focusing on a low carbon lifestyle, any time during the week. We would also like to increase our environmental education programmes. At present we carry out local school visits, however, we could further increase our outreach work during school holidays, for example. We would also look to provide other members of the community with some outdoor, environmental sessions such as health walks which are not currently on offer in the local area.

Energy: With this space we would also look to have different areas of the building heated by differing methods such as an air source heat pump, smart storage heaters micro CHP and infrared heating panel etc., showcasing how Fife can decarbonise heating. We would also look to work with Historic Scotland to use different insulation materials throughout the building. This would allow us to lead by example, giving honest and accurate representations of the different products. Fife has 48 conservation areas and more than 6250 listed buildings, all of which are considered hard to treat when increasing their energy efficiency, many of these are in North East Fife. Qualified Energy Advisors would be on hand to discuss the products used and the difference they made.

Waste: This area would also allow us space for receptacles to collect items for reuse and community recycle bins. At present, the council only provide general refuse bins in the main streets of the town centre. The university provide a number of recycling facilities, but we would like to increase these. This would promote positive behaviours & help work towards Fife Council's Zero Waste targets. Clean and Green and Towards a Plastic Free St Andrews would be based in the building. The advice hub would also act a first point of contact for these projects as well as delivering complementary services such as the swap shops.

Reuse: The building would allow us to further expand our project & would also allow us to provide the town with a town-centre location to be able to drop off any items that they no longer required. Long-term, we would also look to use a small area of the building as a 'swap shop', particularly during Pass it On week, for example.

Volunteering: Develop a volunteer network with regular sessions, working with all members of the community. At present we have 1 office-based volunteer & 14 project volunteers. We would be able to expand our volunteering opportunities and by ensuring that the building was fully accessible throughout, we would be able to offer volunteering opportunities to all irrespective of physical ability.



5. Delivering the project

5.1 Governance and Strategic Management

The Trust has 6 directors, with 3 office bearers, chair, treasurer and a vice chair. We have substantial representation from local people.

Board Member	Role
Henry Paul	Treasurer
Ronnie Murphy	Chairman
Howard Greenwell	Vice Chairman
Ian Goudie	Board Member
Patrick Marks	Board Member
Greg Newman	Board Member

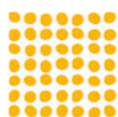
As part of the journey to developing more community ownership of the site and buildings, we plan to bring more local people into decision making. It would not be appropriate to increase the board to something unmanageable so we would set up time limited sub-groups based on need at the time. In the imminent period, this is likely to be around the steering of the physical development.

We already have robust processes in place reporting on progress and discussions at meetings, through our Agendas, Minutes and other records. We will ensure these are maintained and strengthened as we secure funding and have targets and outcomes to meet. Minutes are made publicly available.

St Andrews Environmental Network has no trading subsidiary, but if activity to generate income, which is not charitable increases, this may be required.

5.2 Financial stability

The organisation is financially robust. Over the years there has been good stability as can be seen below. Though there have been small operational losses in the annual accounts, there are sufficient reserves and cash flow to manage this.

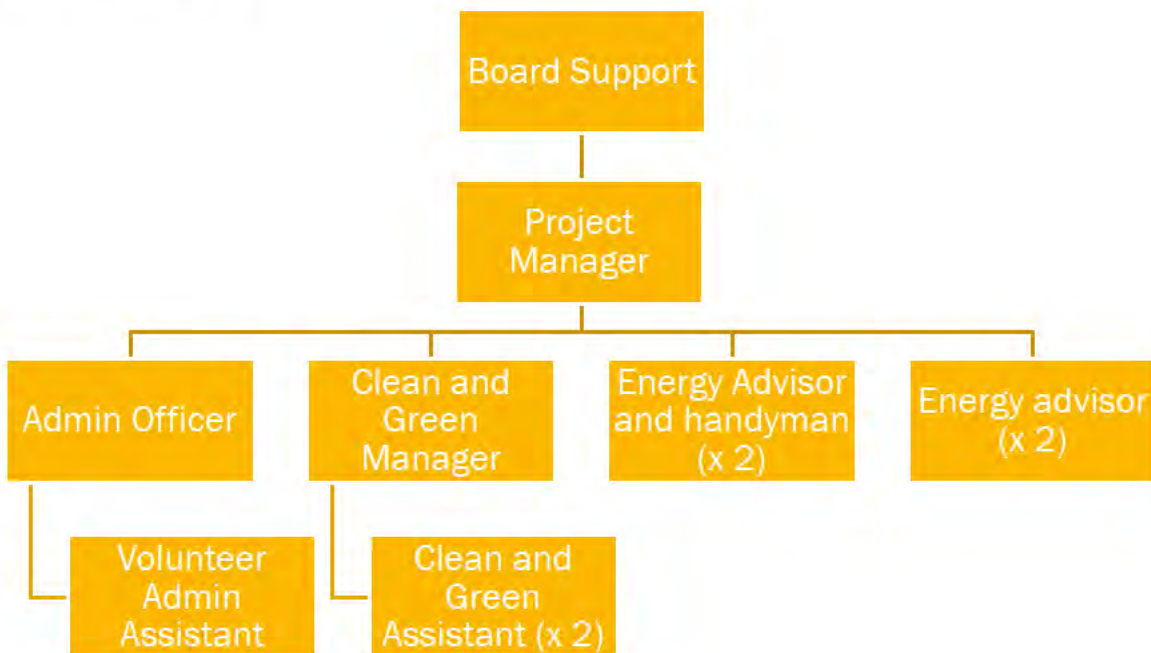




5.3 Staffing

Volunteers will continue to support the work of the organisation. They are provided with support and supervision and we have an active Volunteering Policy to ensure volunteers get the support they need through induction training and ongoing access to training as required, as well as ensuring we recruit new volunteers on an ongoing and regular basis. The aim to recruit volunteers from a variety of backgrounds is a key objective.

Organisational chart



5.4 Policies and Procedures

As an organisation that has been operating for some time, all the necessary policies and procedures are in place. These are reviewed regularly by the board and the manager keeps on top of changes and new legislation such as GDPR.

5.5 Legal Structure

St Andrews Environmental Network is a company (SC445003) with charitable status (SC045253).



5.5 Managing the Refurbishment

Following full procurement (to the end of the build and default period) the development will be led by an architect as lead project manager, though we will consider appointing our own Project Manager (on a temporary basis) to provide objective support and manage the refurbishment.

The full design team would comprise architect, structural engineer, mechanical and electrical engineer, quantity surveyor, CDM co-ordinator (for health and safety) and any specialists that were required.

5.6 Monitoring and Evaluation

We already have robust monitoring and evaluation systems in place for all our work, partly to communicate our impact to members and the general public and partly to report to funders.

Evidence is and will be collected from the following:

- Numbers and nature of people at events and initiatives
- Occupancy levels for room hire
- Number of enterprise spaces and co-working spaces booked
- Numbers and nature of volunteers. All volunteers will have an application form with aspirations as well as skills and interests and we can easily track the increase (or otherwise) of volunteers.
- User surveys which will be kept simple and used on a regular basis.
- We use Facebook to gather comments and responses electronically.
- Our marketing plan will agree targets for numbers of followers and numbers of likes etc. on social media.

How We Will Use This Information

1. **Sharing learning with others:** gathering this data from our users, customers, groups, stakeholders and partners in St Andrews will show what works and what doesn't, and this can be shared with similar organisations to support their plans.
2. **Getting better at what we do:** gathering data related to a baseline will allow us to continuously improve and to continue to meet the needs of people in our community.
3. **Start new projects:** We will use this information to design our services and to engage with our community, our partners, funders and stakeholders in future plans.
4. **Communicating with our members:** It is vital to report to members at an AGM and also during the year about how things are progressing
5. **Reporting to funders:** We have an obligation to report on activity and let funders know what impact their investment has had.

5.7 Partnership

St Andrews Environmental Network has worked hard to foster strong partnerships with a range of organisations and groups over the years, particularly in St Andrews.

Operational Partners

Partner Organisation	The Partnership Opportunity
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Greener Kirkcaldy	Partner on Cosy Kingdom
Citizens and Rights Fife	Delivery Partner on Cosy Kingdom
Transition University of St Andrews	Delivery Partner on the Carbon Challenge Fund project (Community Share for Climate Care)
St Andrews Botanic Garden	Delivery Partner on the Carbon Challenge Fund project (Community Share for Climate Care) Manage a shared community space, the Kernel
University of St Andrews	Town-wide waste strategy
BID	Close working relationship with the business community
Bloom St Andrews	Jointly developing the floral displays throughout the town
Hamish Foundation	Working in partnership to deliver St Andrews Beach Wheelchairs
Tourism St Andrews	Working to improve the towns appearance and access for all



5.8 Risk Mitigation

Risk	Impact	Probability	Existing Controls	Action Required	Lead Responsibility
Fife Council blocks or delays the sale	High	Low	On-going discussion with the Council	Meet Council and continue dialogue with representatives	Manager and chair
Inability to raise money for the purchase	High	Low to medium	Bid to Scottish Land Fund	Continue dialogue with SLF Consider other options such as local fundraising or a community share issue	Manager
Fife Council demanding an excessively high price	High	Medium	Liaison with Council following valuer's work	Potential support from elected members following meeting with Council.	Manager
Difficulty securing capital funding for renovations	High	High	Ability to use building as is	Variation of funds Phase the project over time	Manager with design team
Project not supported by local community (e.g. planning objections)	High	Low	Good community relations and positive views from members about the transfer	Increased community consultation and involvement in project development.	Board and Manager
Costs are not covered by income generated	High	Low to medium	Cashflows prepared	Further grants related to core work	Manager and board



Risk	Impact	Probability	Existing Controls	Action Required	Lead Responsibility
Refurbishment costs higher than expected	Medium	Medium	n/a	Get competitive quotes See cost savings Phase fit out costs during construction Allow for contingencies Get QS estimates and a design team engaged	Design team and Manager
Capital Costs Higher than expected following tenders for refurbishment	High	Medium	10% contingency and additional potential savings	Clever cost savings by design team Ensure contingency is adequate Additional funding if possible	Manager, chair and design team
Difficulty getting revenue funding	High	Medium	Keep core costs and staffing costs low	Approach a mix of funders from different perspectives Develop more enterprise income	Board and Manager
Loss of Key Personnel, Volunteers and Board Members	High	Medium	Good terms and conditions for volunteers	Write a succession plan Good terms and conditions for future staff Continued CPD for staff and board	Board
Insufficient reserves to manage cashflow	High	Low	Building up trading income, fundraising and donations	Continue to build reserves through income generation	Chair and Manager



6. Marketing and Communication

6.1 Marketing Context

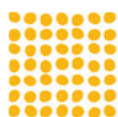
We already have good user numbers at our core services and good reach into the community.

The marketing strategy will be an effective means of communicating and consulting with the local community to ensure that its needs and interests are understood, and that services and facilities being provided reflect the needs of the people of St Andrews.

We already have 601 followers on Facebook which is an important conduit for information and taking feedback. We also promote upcoming events & raise awareness of current environmental issues via our Facebook page – this allows us to reach a wide audience whilst also saving on costs of leaflets & posters, for example.

We have good relationships with local press who are increasingly interested in our work in relation to the climate emergency, as well as our work within the local community.

We promote our services both at events/ talks. In expanding the organisation, we will also look to expand our clientele. For example, to the student population. We will still look to use Facebook as a wide advertising platform however, we will also continue to be present at student events such as Fresher's Week & other such relevant events.



6.2 Strategy

2019 to 2022 Increasing interest during planning, fundraising and build	2022/23 Establishment and launch	2023/24 and forward Growth and development
<p>Agree marketing objectives and write (or commission) marketing strategy</p> <p>Secure external support e.g. from a student placement due to low capacity on the team</p> <p>Agree objectives beyond current ones – broader community objectives</p> <p>Review social media strategy with targets to grow followers on Facebook</p> <p>Establish twitter and Instagram and other platforms as relevant.</p> <p>Build and Improve stakeholder relations through partnership meetings</p> <p>Clarify monitoring tools to judge effectiveness of marketing</p> <p>Regular blogs, posts on Facebook and/or Twitter about the fundraising and build</p>	<p>Arrange official opening event</p> <p>Advertising locally with stories in St Andrews Citizen, Fife Free Press and the Courier</p> <p>Increase social media posts/ shares – general</p> <p>E newsletters via MailChimp</p> <p>Secure external support for marketing, say from Just Enterprise or pro bono support from a PR firm.</p> <p>Develop database of customers</p>	<p>Review usage targets for each activity</p> <p>Expand communications strategy</p> <p>Continue social media plan</p> <p>Continue regular newsletters via MailChimp to growing number of people.</p> <p>Weekly blogs, posts on Facebook and/or Twitter</p> <p>News in local press</p>



7. Costs, Funding and Financing

7.1 Purchase costs and SLF Request

Item	Projected Cost
<i>Purchase of St Mary's Place</i>	
Building Purchase	£100,000
Legal Fees	£3,000

7.2 Capital Development Costs

The project will require refurbishing the building to a high standard.

An architect-led design team will be appointed. The following are holding estimates only till costs become clear

Item	High level estimated Cost
Capital upgrade	£1,000,000
Professional Fees – architect, QS, structural engineer (say 12%)	£120,000
Site investigations (estimate)	£20,000
Planning Fees (estimate)	£4,000
Building warrant fees (estimate)	£5,000
VAT (no vat on planning and building warrant fees)	£228,000
Sum for inflation (say 10%)	£137,700
Total	£1,514,700

7.3 Capital Funding

With increasing pressures on capital funding for community projects across Scotland, there is a need for caution in approaching fundraising for St Mary's Place and we have tried to cap the costs at £1.5m but estimates could be much less which would reduce this burden. There may also be VAT support that will reduce the VAT liability, thus increasing what can be achieved for the budget. St Andrews Environmental Network will need to continue discussions with Fife Council to agree an approach to this challenging target.

This table divides available capital funding for community projects into two sections to indicate more likely sources of funding.



Indicative Funding Strategy

Fund source	Comments	Projected Amount
Regeneration Capital Grants Fund	Bid supported by Fife Council but needs to focus on community regeneration, jobs and well-being	£750,000
Local development funding linked to regeneration plans	Potential section 75 funding	Unknown
Robertson Trust	Supportive of community projects but needs focus on deprivation and need	£50,000
Other Trusts which support capital	Garfield Weston, Clothworkers, Wolfson	£150,000
Local community funds	Alfred Dunhill Foundation St Andrews Community Trust	
Donations/ In-kind contributions	For example, reduced supply and installation costs	
New funds	Lottery and other funds currently paused or closed may re-open in future months.	Unknown
	Total	£1,514,700

7.4 VAT

We have included all VAT on costs and have not factored VAT into the cash flow projection. If the organisation was keen not to have VAT liability, it is possible to opt to tax voluntarily. This will allow the project to reclaim some or all of the VAT but will impact on the long term sustainability.

We will seek a formal VAT assessment at some stage to provide us with guidance on this which may reduce the total sum required or increase the construction budget.

7.5 Income Generation and Sustainability

These tables deal only with the additional income and expenditure associated with the running of the building. StAndEN currently has 5 full time and 4 part time staff who are funded for project delivery. Should any project funding end or new project funding start project staffing posts would be reviewed.

Expenditure over 6 years:

	Year 1*	Year 2	Year 3	Year 4	Year 5	Year 6
Senior Admin officer	0.00	28,000.00	28,840.00	29,705.20	30,596.36	31,514.25
Volunteer Admin support for Senior Admin officer	0.00	2,600.00	2,800.00	3,100.00	3,300.00	3,500.00

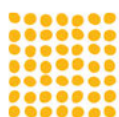


Volunteer Shop/Advice staff	0.00	2,600.00	2,800.00	3,100.00	3,300.00	3,500.00
Energy Costs	3600.00	7,000.00	7350.00	7717.50	8103.38	8508.54
Carbon tax	270.00	278.00	286.44	295.03	303.88	319.08
Rates	0.00	5,000.00	5,150.00	5304.50	5463.64	5627.55
IT Services	0.00	2500.00	2500.00	2500.00	2650.00	2650.00
Water	3,500.00	3605.00	3713.15	3824.54	3939.28	4057.45
Telephone & Internet	750.00	1500.00	1545.00	1591.35	1639.10	1688.26
Insurance	2000.00	3,000.00	3,000.00	3,000.00	3,500.00	3,500.00
Repairs & Maintenance	0.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
BID	100.00	100.00	100.00	100.00	100.00	100.00
Totals	£10,220.00	61,183.00	63,084.59	65,238.12	67,895.64	69,965.13

Year 1 assumptions:

Building will be used by St Andrews Environmental Network from day of purchase, as office space and space to run some events until renovation works start. As the building is in three distinct zones we will be looking at continuing to use the building while works are ongoing. This has resulted in the low figures for year 1.

	Year 1*	Year 2	Year 3	Year 4	Year 5	Year 6
Advice area surplus from sales of products	1,000.00	25,000.00	27,500.00	30,000.00	30,500.00	31,000.00
Workshops and classes	800.00	2000.00	2000.00	3000.00	4000.00	4750.00
Community room hire		3600.00	4800.00	4800.00	5760.00	5760.00
Interview room hire		5,000.00	5500.00	6000.00	6500.00	6500.00
Additional office space (3 offices with parking)		£26,000.00	26780.00	27,583.40	28,410.90	29,263.23
Grant funding	2,000.00					
Donations	1,500.00	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00
	4,500.00	63,600.00	68,580.00	73,883.40	77,670.90	79773.23
Income V Expenditure	(5720.00)	2,417.00	5,495.41	8,645.28	9,775.26	9808.10



ST ANDREWS ENVIRONMENTAL NETWORK LIMITED
(LIMITED BY GUARANTEE)

REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

SCOTTISH CHARITY NUMBER: SC045253

COMPANY REGISTRATION NUMBER: SC445003

Henderson Black & Co

CHARTERED ACCOUNTANTS, ST ANDREWS

ST ANDREWS ENVIRONMENTAL NETWORK LIMITED
(Limited by Guarantee)

Report and Financial Statements

for the year ended 31 March 2019

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ST ANDREWS ENVIRONMENTAL NETWORK LIMITED (Limited by Guarantee)

Trustees' Annual Report

for the year ended 31 March 2019

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2019.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Charitable Purposes

The company was registered as a charity on the Scottish Charity Register on 25 November 2014.

The charitable purposes are:

1. the prevention or relief of poverty by tackling the causes of fuel poverty and reducing energy bills for residents in Fife (the operating area);
2. to promote and support the reduction of the carbon footprint of Fife;
3. to advance environmental protection and improvement by improving energy efficiency within Fife;
4. to advance education on environmental issues and energy efficiency, particularly among the residents and businesses of Fife; and
5. the provision of recreational facilities within Fife, or the organisation of recreational activities within Fife, with the object of improving the conditions of life for the residents and businesses of Fife.

Review of the activities, achievements and future developments

This year the board of the charity decided to look at the structure of the charity and took the decision at a Special General Meeting held 11th March to open membership to all residents of St Andrews over the age of 18, taking on the structure of a Development Trust.

One of the main activities of the charity is still the Energy Advice Project which dealt with over 800 households this year. This program not only promotes the reduction of the carbon footprint within the area but also tackles the causes of fuel poverty. The emphasis is on home visits where the tailored advice is given to the client helping them reduce their energy usage and their energy costs.

As part of the Cosy Kingdom Partnership St Andrews Environmental Network carried out 357 home visits. Just over 200 householders received the handy service. As a direct result of work carried out under this project clients benefitted from £202,764 of financial gains. Through the Cosy Kingdom Partnership, referrals are made to Citizens Advice and Rights Fife for income maximisation.

There is also an energy element in the climate challenge project Community Share for Climate Care where 180 home visits were carried out resulting in 23 households carrying out fabric upgrades to their property. We also introduced a series of in-depth advice workshops which were attended by 273 residents. Several events were attended where information and non in-depth advice was given.

The partnership between Transition University of St Andrews, St Andrews Botanic Garden Trust and St Andrews Environmental Network to set up a Community Hub on the site at the back of St Andrews Botanic garden has continued. The Kernel, which has become the focus of the carbon reduction elements of our work, has developed into a well-used community space.

A series of Climate Change Awareness presentations were delivered to 5th year students at Madras College. The subjects covered were Climate Change, Energy, Waste, Food & Water, Travel and Transport. The students broke up into smaller groups to discuss scenarios relating to each subject and their solutions were recorded. A summary of these was sent to Fife Council who were consulting on A Plan For North East Fife. The students also pledged behavioural changes which resulted in a reduction of their own carbon footprint.

ST ANDREWS ENVIRONMENTAL NETWORK LIMITED (Limited by Guarantee)

Trustees' Annual Report

for the year ended 31 March 2019

As part of our efforts to promote and support the reduction of the carbon footprint of the area, StAnd Reuse Town, which provided a collection service for unwanted items to students leaving private rented accommodation at the end of the academic year, was continued. The service was expanded to include some residents of the town. These goods were made up into household packs which have been distributed to those in need throughout the community.

St Andrews Environmental Network was engaged by BID St Andrews to deliver the Clean & Green project within the BID area. This project focuses on the appearance of the town and deals with the issues of waste management, waste reduction and environmental clean ups. During the year a waste strategy was produced in partnership with the University of St Andrews and Transition University of St Andrews which was presented to the town groups. Out of this strategy a new project was launched – Towards a Plastic Free St Andrews. This project relies heavily on volunteers as it is unfunded. The project is registered with Surfers Against Sewage and the town has started the process of working towards the award of Plastic Free Status. Plans are underway for a launch event in June 2019.

Future plans

The charity will continue to deliver and develop the services it provided this year.

Premises has become a major issue with Fife Council confirming that they are looking to close St Mary's Place and, as such, St Andrews Environmental Network could find itself without office space. All options are being explored and the Board has decided to apply to acquire the building in St Mary's Place under Community Asset Transfer as the best option. A business plan is being developed and consultation carried out to support the application. Major fund raising will be required, however securing premises will ensure the long term future of the organisation.

StAnd Reuse has been expanded to include collections from the town, further expansion is hampered due to space restrictions. A warehouse type space would be required to develop this further. This would require considerable funding and has been put on hold until office accommodation has been secured.

The schools project will be further developed next year with Madras College and the charity will look to roll it out to other schools should funding become available. Funding did not become available for the financial year to 31st March 2020, however there is a funding application pending for the year 2020-21 – decision expected January 2021.

Two gaps in our provision need to be addressed over the coming years: growing spaces and food. The charity has been looking into possible allotment sites and will continue the search in the hope of providing this facility for the residents of St Andrews in the future.

Collaborative working has been very successful both with the Cosy Kingdom Partnership and the partnership with Transition University of St Andrews and St Andrews Botanic Garden. The charity will continue to work in these partnerships while exploring other partnerships with like-minded organisations to deliver a variety of projects.

Financial position and review of the year

The net expenditure for the year was £4,673 (2018 net expenditure £30,356) including grants and donations of £278,129 (2018 £235,233). Within grants were sums received from Climate Challenge Fund, Keep Scotland Beautiful, Greener Kirkcaldy, Fife Council and BID St Andrews. The reserves carried forward at the year end were £23,067 (2018 £27,740) including tangible fixed assets in use of £2,972 (2018 £5,500). The reserves were made up of unrestricted funds of £17,067 (2018 - £27,740) and restricted funds of £6,000 (2018 - £nil).

Reserves Policy

The trustees have set a policy of holding a minimum of £20,000 in reserve. Reserves are monitored closely throughout the year and this policy will be reviewed annually.

**ST ANDREWS ENVIRONMENTAL NETWORK LIMITED
(Limited by Guarantee)**

Trustees' Annual Report

for the year ended 31 March 2019

Risk Management

The trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operations and finances of the charity, and are satisfied that systems are in place to mitigate the charity's exposure to the major risks. Risk assessments address all key areas of the charity's activities.

The main risk to which the charity is exposed remains its dependence on grant funding. Ways of income generation are under consideration for the long term and, in the interim, the charity will move away from being reliant on one or two major funders.

Investment policy

The trustees do not hold funds for investment.

Structure, Governance and Management

The charity is a company limited by guarantee incorporated on 13 March 2013 and governed by its Articles and Memorandum of Association. The Articles were updated following a special general meeting in February 2019. The charity is administered by a board of trustees which meets as required. The day to day work is managed by the Manager.

The charity must have a minimum of 20 members all of whom must reside within the community. Membership is open to any individual aged 18 years or over. Any member of the charity who wishes to be considered for appointment as a trustee at an Annual General Meeting shall lodge a written notice of their willingness to be appointed (in such form as the trustees require) signed by the member, at any time up to the commencement of the Annual General Meeting with the Manager. Trustees may be appointed by ordinary resolution. The trustees may at any time appoint any member (providing he/she is willing to act) to be a trustee to fill a vacancy or as an additional trustee. The maximum number of trustees is 13, the majority of which must be member directors.

The charity has procedures for the induction and training of trustees which include a briefing meeting with current trustees. New trustees are also provided with an induction pack which contains a copy of the Memorandum & Articles of Association, recent minutes, latest annual financial statements and the OSCR publication "Guidance for Charity Trustees – acting with care and diligence".

Reference and Administrative Information

Scottish Charity number:	SC045253
Operational address:	c/o Fife Council, St. Mary's Place, St Andrews, Fife, KY16 9UY
Registered Office:	Kinburn Castle, Double Dykes Road, St Andrews, Fife, KY16 9DR
Secretary	Thorntons Law LLP
Bankers	Royal Bank of Scotland
Independent Examiner	Joanne Paul, Henderson Black & Co, 149 Market Street, St Andrews, Fife, KY16 9PF
Manager	Jane Kell

**ST ANDREWS ENVIRONMENTAL NETWORK LIMITED
(Limited by Guarantee)**

Trustees' Annual Report

for the year ended 31 March 2019

Directors and Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees serving during the year and since the year end were as follows:

Ian B. J. Goudie
Howard Greenwell
Patrick S. H. Marks
Ronald A. Murphy
Gregory F. Newman (appointed 5 October 2018)
Henry A. Paul
Kyfinn L. Roberts (resigned 5 October 2018)

At each Annual General Meeting all the trustees who have been appointed since the last Annual General Meeting shall retire from office and out of the remaining trustees one third shall retire from office. Retiring trustees shall be eligible for re-appointment.

Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the balance sheet date and of its income and expenditure for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the charities SORP;
- make sound judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small Company Exemptions

The trustees have prepared this report in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the trustees on 18 December 2019 and signed on their behalf by:



Henry Paul, (Trustee)

ST ANDREWS ENVIRONMENTAL NETWORK LIMITED
(Limited by Guarantee)
Independent Examiner's Report to the Trustees

I report on the accounts of the charity for the year ended 31 March 2019 which are set out on pages 6 to 12.

Respective Responsibilities of the Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine and report on the accounts under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

This report is made to the trustees, as a body, in accordance with the terms of my engagement. My work has been undertaken so that I might state to the trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the trustees for my work or for this report.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44 (1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Joanne Paul CA
Partner
Henderson Black & Co
Chartered Accountants

Chestney House
149 Market Street
St Andrews
Fife, KY16 9PF

18 December 2019

**ST ANDREWS ENVIRONMENTAL NETWORK LIMITED
(LIMITED BY GUARANTEE)**

**Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 31 March 2019**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Income and endowments from:					
Grants and donations	5	69,953	208,176	278,129	235,233
Interest	6	3	-	3	7
Total Income		<u>69,956</u>	<u>208,176</u>	<u>278,132</u>	<u>235,240</u>
Expenditure on:					
Charitable activities	7	71,932	210,873	282,805	265,596
Total Expenditure		<u>71,932</u>	<u>210,873</u>	<u>282,805</u>	<u>265,596</u>
Net income/(expenditure)		(1,976)	(2,697)	(4,673)	(30,356)
Transfers between funds	12	<u>(8,697)</u>	<u>8,697</u>	<u>-</u>	<u>-</u>
Net movement in funds		(10,673)	6,000	(4,673)	(30,356)
Reconciliation of funds:					
Total funds brought forward		<u>27,740</u>	<u>-</u>	<u>27,740</u>	<u>58,096</u>
Total funds carried forward		<u><u>17,067</u></u>	<u><u>6,000</u></u>	<u><u>23,067</u></u>	<u><u>27,740</u></u>

The Statement of Financial Activities includes all gains and losses in the year.
All income and expenditure derive from continuing activities.
The notes on pages 9 to 12 form an integral part of these accounts.

**ST ANDREWS ENVIRONMENTAL NETWORK LIMITED
(LIMITED BY GUARANTEE)**

Balance Sheet as at 31 March 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Fixed assets					
Tangible assets	8	2,972	-	2,972	5,500
		<u>2,972</u>	<u>-</u>	<u>2,972</u>	<u>5,500</u>
Current assets					
Stocks		4,342	-	4,342	5,055
Debtors	9	-	55,837	55,837	78,199
Cash in bank and on hand		28,714	1,472	30,186	11,718
		<u>33,056</u>	<u>57,309</u>	<u>90,365</u>	<u>94,972</u>
Liabilities					
Creditors: amounts falling due within one year					
Creditors and accruals	10	18,961	51,309	70,270	72,732
		<u>18,961</u>	<u>51,309</u>	<u>70,270</u>	<u>72,732</u>
Net current assets		14,095	6,000	20,095	22,240
Total net assets		<u>17,067</u>	<u>6,000</u>	<u>23,067</u>	<u>27,740</u>
The funds of the charity:					
Unrestricted income funds					
General Fund	12	17,067	-	17,067	27,740
Restricted income funds:					
Restricted Funds	12	-	6,000	6,000	-
Total charity funds		<u>17,067</u>	<u>6,000</u>	<u>23,067</u>	<u>27,740</u>

For the financial year ended 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime.

Approved by the trustees on 18 December 2019 and signed on their behalf by:-


Henry Paul (Trustee)

Company Registration Number: SC445003

The notes on pages 9 to 12 form an integral part of these accounts.

**ST ANDREWS ENVIRONMENTAL NETWORK LIMITED
(LIMITED BY GUARANTEE)**

**Statement of Cash Flows
for the year ended 31 March 2019**

	Total Funds 2019 £	Total Funds 2018 £
Cash flows from operating activities:		
Net cash provided by/(used in) operating activities (see below)	<u>18,465</u>	<u>(39,860)</u>
Cash flows from investing activities:		
Interest	3	7
Purchases of tangible fixed assets	-	(2,267)
Net cash used in investing activities	<u>3</u>	<u>(2,260)</u>
Change in cash and cash equivalents in the year	18,468	(42,120)
Cash and cash equivalents brought forward	11,718	53,838
Cash and cash equivalents carried forward	<u>30,186</u>	<u>11,718</u>

The cash and cash equivalents totals brought forward and carried forward comprise cash at bank and in hand.

Reconciliation of net movement in funds to net cash flow from operating activities

Net movement in funds (as per the Statement of Financial Activities)	(4,673)	(30,356)
Add back depreciation charge	2,528	2,801
Investment income shown in investing activities	(3)	(7)
Decrease in stocks	713	10,032
Decrease/(increase) in debtors	22,362	(4,955)
Decrease in creditors	(2,462)	(17,375)
Net cash provided by/(used in) operating activities	<u>18,465</u>	<u>(39,860)</u>

**ST ANDREWS ENVIRONMENTAL NETWORK LIMITED
(LIMITED BY GUARANTEE)**

**Notes to the Financial Statements
for the year ended 31 March 2019**

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of Preparing the Financial Statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005, the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

1.2 Fund accounting

Funds held by the charity are either unrestricted or restricted in purpose. Unrestricted funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees. Restricted funds are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

1.3 Income recognition

Income is recognised when the charity has entitlement to the income, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income from savings is recognised on a receivable basis.

1.4 Expenditure

Expenditure is recognised as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. The charity is not registered for Value Added Tax and accordingly all expenditure includes Value Added Tax which cannot be recovered.

1.5 Allocation of expenditure

Costs charged to a restricted fund include direct costs in relation to the restricted activities.

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows: Equipment (all classes) 25%.

1.7 Pension

The charity operates a defined contribution scheme for the benefit of its employees. Contributions are charged to the profit and loss account in the year they are payable.

**ST ANDREWS ENVIRONMENTAL NETWORK LIMITED
(LIMITED BY GUARANTEE)**

**Notes to the Financial Statements
for the year ended 31 March 2019 (continued)**

2 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £1.

3 Control

Control of the charity lies in the hands of the members who elect the trustees.

4 Taxation

The charity is exempt from tax on income and gains to the extent that these are applied for its charitable objects.

5 Income from grants and donations

	2019	2018
	£	£
Grants	277,058	234,685
Donations	1,071	548
	<u>278,129</u>	<u>235,233</u>

In 2019 £208,176 (2018 - £48,295) of the income from grants and donations was attributable to restricted income funds with the balance of £69,953 (2018 - £186,938) adding to unrestricted funds.

6 Interest income

	2019	2018
	£	£
Bank interest	<u>3</u>	<u>7</u>

7 Expenditure on charitable activities

	Unrestricted Funds 2019	Restricted Funds 2019	Total Funds 2019	Total Funds 2018
	£	£	£	£
Direct expenses of activities (adjusted for stock)	6,611	106,227	112,838	96,215
Salaries	47,612	92,978	140,590	143,536
Employer's NIC	1,892	4,599	6,491	6,459
Pension costs	1,694	3,428	5,122	1,315
Training	471	-	471	1,100
Insurance	654	654	1,308	1,249
Stationery, postages, office costs and sundries	1,034	1,035	2,069	1,659
Marketing and promotion	-	-	-	37
Telephone and internet	803	802	1,605	1,440
Subscriptions and memberships	-	-	-	96
Travel expenses	6,131	1,150	7,281	7,241
Payroll preparation costs	762	-	762	1,008
Independent Examiner's fee	1,740	-	1,740	1,440
Depreciation	2,528	-	2,528	2,801
	<u>71,932</u>	<u>210,873</u>	<u>282,805</u>	<u>265,596</u>

Within the foregoing expenses of charitable activities the trustees regard the salaries as support costs.

Expenditure on charitable activities was £282,805 (2018 £265,596) of which £71,932 was unrestricted (2018 £206,316) and £210,873 was restricted (2018 £59,280).

**ST ANDREWS ENVIRONMENTAL NETWORK LIMITED
(LIMITED BY GUARANTEE)**

**Notes to the Financial Statements
for the year ended 31 March 2019 (continued)**

8 Tangible fixed assets

	Office equipment £	Project equipment £	Total £
Cost:			
As at 1 April 2018	4,996	7,627	12,623
Additions	-	-	-
As at 31 March 2019	<u>4,996</u>	<u>7,627</u>	<u>12,623</u>
Depreciation:			
As at 1 April 2018	3,176	3,947	7,123
Charge for the year	687	1,841	2,528
As at 31 March 2019	<u>3,863</u>	<u>5,788</u>	<u>9,651</u>
Net book values:			
As at 31 March 2019	<u><u>1,133</u></u>	<u><u>1,839</u></u>	<u><u>2,972</u></u>
As at 31 March 2018	<u><u>1,820</u></u>	<u><u>3,680</u></u>	<u><u>5,500</u></u>

9 Debtors

	2019 £	2018 £
Grants receivable	<u>55,837</u>	<u>78,199</u>

10 Creditors and accruals

	2019 £	2018 £
Project expenses	56,187	60,954
Taxation and social security	9,960	9,900
Other creditors	2,923	858
Accruals	1,200	1,020
	<u>70,270</u>	<u>72,732</u>

11 Related party transactions, employees, trustees and their remuneration

11.1 Employees

The average weekly number of employees during the year was ten (2018 - ten), all supporting charitable activities.

No employee earned at a rate of £60,000 pro-rata or more (2018 - none).

The key management personnel of the charity comprise the Trustees and the Manager whose employee benefits total £21,305 (2018 £29,239).

11.2 Trustees

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or in kind. The value of the work done by the trustees is not reflected in the accounts as it cannot be quantified.

Donations to the charity during the year from trustees were £nil (2018 - £nil).

Thorntons Law LLP, of which Ronald Murphy is a partner, was paid £193 (2018 - £193) in the year for services as company secretary.

**ST ANDREWS ENVIRONMENTAL NETWORK LIMITED
(LIMITED BY GUARANTEE)**

**Notes to the Financial Statements
for the year ended 31 March 2019 (continued)**

12 Movement in funds

	At 1 April 2018 £	Income £	Expenditure £	Transfers £	At 31 March 2019 £
Restricted funds					
Clean and Green	-	58,176	(60,873)	8,697	6,000
Community Share for Climate Care	-	150,000	(150,000)	-	-
	<u>-</u>	<u>208,176</u>	<u>(210,873)</u>	<u>8,697</u>	<u>6,000</u>
Unrestricted funds:					
General funds	27,740	69,956	(71,932)	(8,697)	17,067
Total funds	<u>27,740</u>	<u>278,132</u>	<u>(282,805)</u>	<u>-</u>	<u>23,067</u>

Description of restricted funds

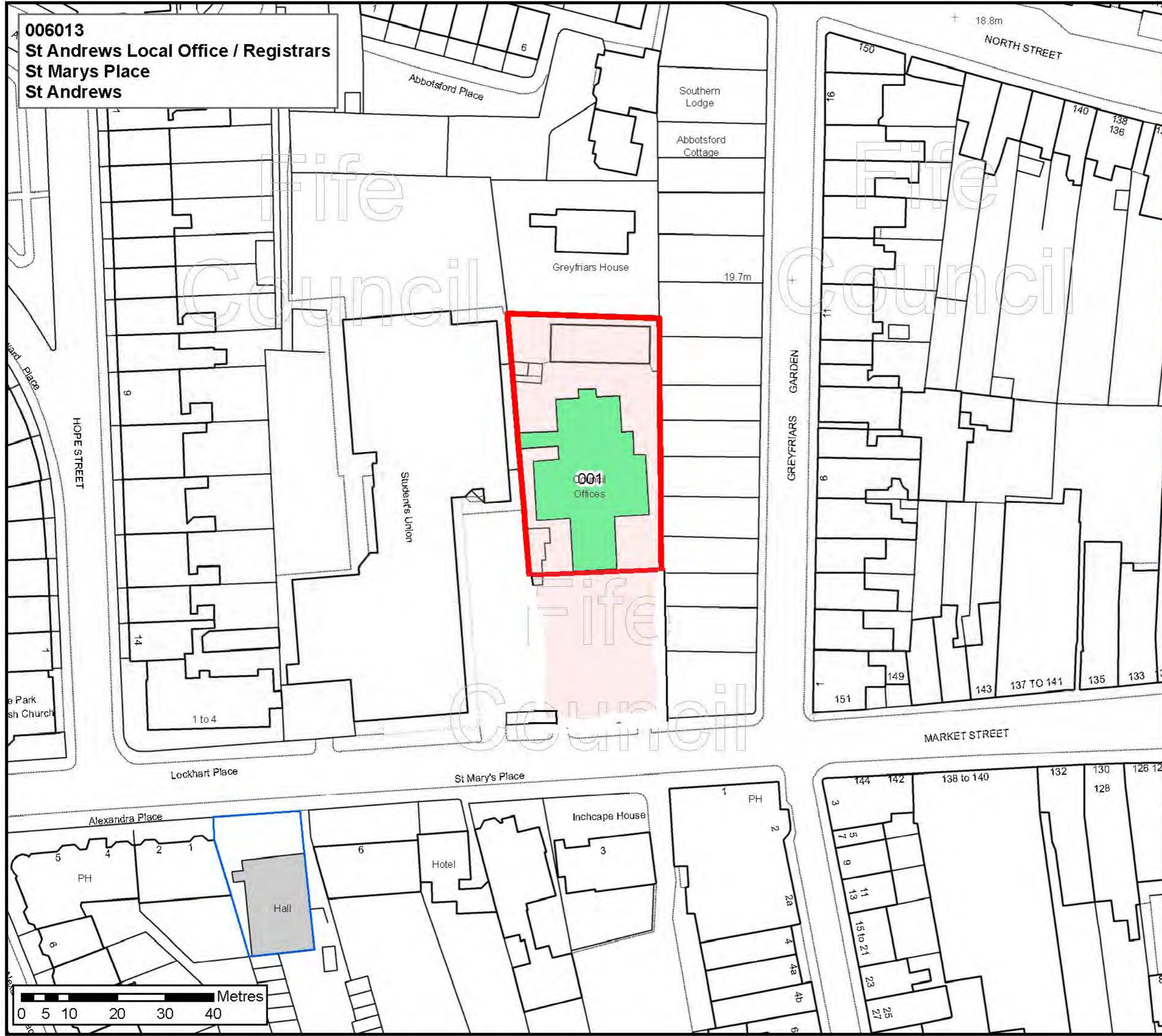
Clean and Green

A grant of £50,000 was received from BID St Andrews towards delivering the Clean and Green initiative in St Andrews, £2,176 was received from Fife Council towards the cost of wages and £6,000 was received in the year towards the purchase of a new truck which was not purchased until after the year end. A transfer was made from unrestricted funds to cover project costs in the year.

Community Share for Climate Care

A grant was received from the Climate Challenge Fund to deliver the Community Share for Climate Care project.

006013
St Andrews Local Office / Registrars
St Marys Place
St Andrews



N
Scale: 1:750

Prepared By: BMillar-50
Service: Property Services
Printing Date: 05 June 2013

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VALUATION REPORT

St Andrews Local Office, St Marys Place,
St Andrews, Fife, KY16 9UY



Client: St Andrews Environmental Network

Date of Valuation: 14 February 2020

EXECUTIVE SUMMARY

Property Address	St Andrews Local Office, St Marys Place, St Andrews, Fife, KY16 9UY
Type of Property	Office unit.
Purpose of Valuation	Potential acquisition.
Date of Inspection	14 February 2020
Date of Valuation	14 February 2020
Basis of Value	Market Value with vacant possession.
Location	Central location within St Andrews.
Description	Detached 'C' Listed property currently occupied by Fife Council for office use.
Tenure	Assumed Heritable (Scottish equivalent of English Freehold).
Interest Valued	Heritable.
Tenancies	None.

Market Rent	N/A
Market Value (Vacant Possession)	£500,000

Special Valuation Assumptions	None.
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This summary is intended for quick reference purposes only and must be considered within the context of this entire report.

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1. CONFIRMATION OF INSTRUCTIONS

1.1 Introduction

We refer to your instructions of 11 February 2020 and our Terms and Conditions of Engagement dated 11 February 2020 a copy of which is reproduced in Appendix 1.

In accordance with these instructions, an inspection of the property was undertaken by Jonathan Reid BLE (Hons) MRICS, acting as an external valuer, on 14 February 2020. The extent of the inspection carried out is as described in the attached Scope of Work and Valuation Assumptions and any specific limitations will be outlined within this report.

We can confirm Jonathan Reid BLE (Hons) MRICS (an RICS Registered Value) has the necessary knowledge and expertise to provide the advice required.

This report has been prepared in accordance with the RICS - Global Standards 2017 incorporating the IVSC International Valuation Standards.

1.2 Conflict of Interest

We are not aware of any conflict of interest that would preclude us from providing the valuation advice requested.

1.3 Professional Indemnity

J & E Shepherd maintain Professional Indemnity Insurance with Zurich Insurance plc and other insurers, with a limit of indemnity set at a level which is proportionate to the instruction as fully outlined within the Terms and conditions of Engagement previously provided and appended to this report.

1.4 Purpose of Valuation

This report is provided for acquisition purposes.

Whilst this report may be suitable for secured lending purposes, any lender wishing to rely upon its contents should instruct this Firm to prepare a further report which addresses the lenders specific reporting assumptions and requirements.

1.5 Basis of Value

Our Valuation has been prepared determine Market Value with vacant possession.

1.6 Sources of Information

None.

1.7 Scope of Work and Valuation Assumptions

The scope of work and valuation assumptions adopted for the purposes of this report are set out in Appendix 5.

1.8 Verification

Before any financial transaction is entered into the validity of the assumptions that we have adopted should be verified. Any variation should be referred to us immediately, as this could impact the valuation(s) reported.

2. TYPE OF PROPERTY

Office unit.

3. DATE OF VALUATION

14 February 2020

4. LOCATION

4.1 Regional

The university town of St Andrews is situated on the north east coast of Fife approximately 25 km (15 miles) south of Dundee, 56 km (35 miles) east of Perth and circa 80 km (50 miles) north east of Edinburgh.

The town has a resident population of some 14,000 persons which is boosted by an influx of approximately 6,500 students during term time.

Additionally, St Andrews is known throughout the world as the Home of Golf and is an important historic town which ensures a healthy flow of tourists all year long.

4.2 Local

The subjects are centrally located within St Andrews and accessed off St Marys Place which is a good quality mixed residential and commercial location.

Surrounding occupiers include St Andrews University Union and to the front of the property is a Fife Council metered car park.

The location of the property is shown on the appended Location Plan within Appendix 2.

5. DESCRIPTION

5.1 The Property

The subjects comprise a single storey former school property which we understand is **Category 'C' Listed** and dates from 1894. The property is understood to have been **converted to office use during the 1970's and is occupied by Fife Council.**

5.2 External Construction and Finishes

The main walls are of solid stone construction whilst the roof over is multi pitched and clad in slates. There are brick built external stores with flat roof over.

5.3 Accommodation

The property is accessed to the front and rear elevation and internally comprises a variety of offices.

The flooring is a mix of suspended timber and solid construction whilst windows are of timber single glazed design.

5.4 The Site

The property is accessed over a Fife Council public car park where we assume the appropriate rights of access exist. Thereafter access to the side of the property leads to a rear car park where there is marked parking for approximately 16 vehicles. The rear car park which forms part of the property is enclosed by stone boundary walls.

Photographs of the property can be found within Appendix 3.

6. AREAS

The property provides the following accommodation and approximate floor areas:

Description	Area (sq m)	Area (sq ft)
Reception, Private Offices/Meeting Rooms, Kitchen and Toilet Facilities.	365.40	3,933
Total		

The above areas, which have been calculated from scaled plans provided have been calculated on a Net Internal area in line with the RICS Property Measurement Professional Statement (2nd Edition) and the RICS Code of Measuring Practice (6th Edition).

7. SERVICES

The property is understood and assumed to connect to mains supplies of water, gas and electricity. Drainage is understood and assumed to be into the main public sewer.

None of the systems, circuits or services have been checked or tested for the purpose of this report.

8. STATE OF REPAIR

We have not been instructed to provide a detailed report upon the structure and fabric of the property however for the purposes of our valuation report a visual, non disruptive inspection of the property was undertaken in accordance with the limitations noted within the appendices of this report. A general comment on the condition of the property is noted below.

8.1 External

The subjects are of an age and character where regular maintenance should be expected in particular to roof covers, rainwater goods and stonework.

8.2 Internal

Our internal inspection was limited due to the ongoing use of the premises, fixtures and fittings and floorcoverings however again the property is of an age and character where refurbishment will be required.

8.3 Items Requiring Further Investigation

Prior to purchase we would recommend a building survey is prepared to understand the likely costs required to undertake an internal/external refurbishment of the property.

The above should not be considered as an exhaustive list. Unless otherwise stated, when arriving at our valuations we have assumed that there are no defects pertaining to the property that would impact on the values. Should detailed reports on the condition of the property be required or where specialist advice is recommended, our Building Consultancy Department would be pleased to deal with this on receipt of further written instructions.

9. STATUTORY ENQUIRIES

9.1 Structure and Local Plan

The Fife Structure Plan 2006-2026 has now been replaced by the TAYplan Strategic Development Plan.

Fife Council adopted the FIFEplan (Fife's Local Development Plan) on 21st September 2017. The adopted FIFEplan now forms part of Fife's Development Plan. It replaces previous Local Plans for West Fife, Mid Fife and East Fife.

9.2 Listed Building Status, Conservation Areas and Other Relevant Planning Matters

The subjects are category C listed with further controls imposed by Planners to protect the architectural or historic interest of the building. Any proposed alteration may require listed building consent.

The subjects are located within a conservation area and is designated by the Planning Authority to preserve character. They require planning permission to be sought for a range of works that would otherwise be considered permitted development.

9.3 Current Planning Use/Consent(s)

The subjects are currently used as office accommodation and accordingly we have assumed that the subjects will benefit from an unrestricted Class 4 (business) consent, all in terms of the Town and Country Planning (Use Classes) (Scotland) Order 1997. Should this prove not to be the case, then it is assumed that a Certificate of Established Use can be demonstrated or otherwise the values reported herein may be impacted.

9.4 Recent or Proposed Alterations

We assume all Local Authority consents are available for the property as it stands.

9.5 Licenses and Other Consents

As above.

9.6 Roads

We assume that the roads which serve the subjects have been fully made up and adopted by the Local Highways Authority and that the subjects benefit from an unimpeded access onto same.

9.7 Fire (Scotland) Act 2005

The Fire (Scotland) Act introduces a fire safety regime for non-domestic properties in Scotland.

It has been assumed appropriate safety measures have been implemented and that a Fire Risk Assessment exists or will be put into place to periodically review these measures to ensure it complies with legislation.

9.8 Equality Act 2010

The Equality Act 2010 requires service providers to address physical features which make it impossible or unreasonably difficult for disabled persons to use their services and to make reasonable changes where required to improve services and ensure disabled persons are not at substantial disadvantage.

Our valuation assumes that there are no issues in relation to the legislation that would impact on our figures. Our Building Consultancy Department would be happy to provide necessary advice or arrange an access audit should this be required on receipt of further written instructions.

9.9 Rateable Value

Rateable Value – £45,500.

The poundage rate for the financial year 2019/2020 is 49 pence for properties with a Rateable Value up to £51,000 and 51.6 pence for properties with a Rateable Value above that threshold.

Effective from 1st April 2018, there has been an expansion of Fresh Start Relief to include all property types, halving the period the property has to be empty to qualify from 12 months to six; and doubling the level of relief from 50% to 100% for the first year of any new occupation albeit subject to an upper limit of NAV/RV £65,000. To qualify, properties must have been receiving vacant rates relief for a minimum of 6 months.

From 1st April 2017, the Small Business Bonus Scheme provides relief for qualifying occupiers at 100% for properties with a Rateable Value up to £15,000 and 25% for those where the Rateable Value is between £15,001 and £18,000. The upper limit for 25% relief for multiple premises is a cumulative Rateable Value of £35,000 (the 25% relief is available for qualifying occupiers for each individual property with a Rateable Value of £18,000 and under) from 1st April 2017. Small Business Bonus Scheme relief will be subject to the operation of other reliefs including Empty Property Relief, Rural Rate Relief, Charitable Rate Relief, Disabled Persons Rate Relief, discretionary relief for not-for-profit recreational clubs, Fresh Start relief and New Start relief, each of which may be available in certain circumstances.

Transitional Relief was introduced by the Scottish Government for certain property types (i.e. (i) B&B accommodation; camping sites; caravans and caravan sites; chalets and holiday huts; guest houses, hotels and hostels; public houses; restaurants; self catering holiday accommodation; timeshare accommodation and certain renewable energy generation subjects throughout Scotland) and (ii) Offices in the City of Aberdeen and in Aberdeenshire) following the 2017 Revaluation. This transitional relief limits the maximum increase in the amount of rates payable to +12.50% (+14.75% in real terms) over the amount payable in 2016/17 on qualifying properties. The Finance Secretary announced on 12th September 2017 that this transitional relief scheme is to be continued in to 2018/19 with an additional +12.50% cap.

It should be noted that water, sewerage and drainage charges are payable by occupiers of non-domestic properties. Vacant non-domestic properties have been exempt from these charges, but from 1st April 2017 that exemption was removed and owners of vacant non-domestic are now liable for charges in the same way as those that are occupied.

10. TENURE

Assumed Heritable (Scottish equivalent of English Freehold). We have not had sight of a report on title and assume that the title deeds contain no onerous or restrictive conditions and that the existing use complies fully with current planning law.

11. OCCUPATIONAL LEASES

None.

12. TRADE FIXTURES AND FITTINGS

Not applicable

13. THE BUSINESS

Not Applicable

14. ENVIRONMENTAL CONSIDERATIONS

14.1 Observed Use of Property and Surrounding Properties/Land

Offices with surrounding properties being a mix of commercial and residential.

14.2 Energy Performance Certificate (EPC)

It is a legal requirement for most commercial properties to have an EPC when constructed, modified, sold or leased. We have not seen a copy of an EPC for this property however for the purposes of this report we assume the property has the necessary certification.

Section 63 of the Climate Change (Scotland) Act 2009 – The Assessment of Energy Performance of Non-domestic Buildings (Scotland) Regulations 2016 came into force on 1st

September 2016. At this stage the regulations only apply to buildings over 1,000 sq.m. Those buildings which meet the 2002 Building Regulation Standards or those already **improved via 'Green Deal' are exempt, as are a number of building types with low energy demands.** There are also a number of other exemptions including temporary buildings and **transactions relating to the renewal of existing leases and 'short term' lettings.**

Where the regulations apply, and the building falls below the minimum 2002 Building **Regulation Standards, the owner of the building must have an 'Action Plan' assessment** carried out to define the measures to be completed to improve the energy performance of the building. The owner thereafter has a choice to 1) implement the works to improve the building within 42 months or 2) defer the works and record/report operational energy ratings yearly via a Display Energy Certificate (DEC) to be independently assessed each year.

The legislation has only recently come into force and as such we cannot comment on the impact on the market or on value that it may have. Rather we have assumed that there are no issues with regard to the EPC for the property which would adversely affect our valuation. It should be noted however that those properties with Action Plans will likely have cost implications to bring the property to an acceptable level and these costs may impact on property values.

Our Building Consultancy Department have a team of commercial energy assessors providing full coverage throughout Scotland and would be pleased to advise further on receipt of further written instructions.

14.3 Asbestos

The Control of Asbestos Regulations 2012 imposes an obligation upon those responsible for commercial properties to hold an Asbestos Register.

We have not had sight of any such Register and therefore for the purposes of our report we have assumed that there are no issues in this regard which would affect our undernoted valuations however we reserve the right to amend our said valuations on sight of any relevant reports in this regard.

14.4 Flooding

We have referred to the Scottish Environmental Protection Agency (SEPA) "Flood Map" which provides a general overview of potential risks of flooding in Scotland.

We have not carried out formal checks or received reports concerning flood risk however **from our enquiries of SEPA's website it would appear the property** is not at risk of flooding.

When arriving at our valuations we have assumed that there is no history of flooding, no flood issues that would impact on the property and that the property can obtain insurance. Should this not prove to be correct it may impact on the values reported herein and we would recommend further checks are made.

14.5 Radon Gas

When arriving at our undernoted valuations we have made no investigations with regard to Radon gas and assume that there are no issues in this regard. We do however reserve the right to amend our valuations on sight of further information.

14.6 Invasive Species

Unless otherwise specified elsewhere within this report, we have specifically assumed that there are no invasive species contained within the property/site or within the surroundings of the property/site including, but not exclusively, Japanese Knotweed. We reserve the right to amend our valuations on sight of further reports in this regard.

14.7 Coal Mining

The property is not thought to be within an area where coal mining has taken place. It would, however be prudent to obtain a written report from the Coal Authority on previous

mine workings in the vicinity. The valuation is on the basis that this does not reveal that the property is at risk of movement from underground mine workings.

14.8 Summary and Recommendation

Based on the observed use of the property and surrounding properties we have assumed that there is no existence of contamination which would affect value.

Similarly we have assumed there are no EPC, asbestos, Radon gas, Japanese Knotweed, invasive species or flooding issues that would affect value. We reserve the right to amend our valuations on sight of any further information with regard to any of these items as noted herein and above.

15. ALTERNATIVE USAGE

Subject to planning the subjects may be suitable for a variety of commercial and residential uses.

16. MARKET COMMENTARY

16.1 National Market Commentary

The Office for National Statistics (ONS) reports UK Gross Domestic Product (GDP) was estimated to have contracted by 0.2% during Q2 (April to June) 2019. Manufacturing output fell as did construction over the period and the services sector delivered virtually no growth.

GDP contracted in the second quarter for the first time since 2012 after robust growth of 0.5% in Q1, although Q1 was driven by manufacturing and was in part due to temporary factors, including stockpiling in anticipation of a March exit from the EU. Some businesses have reversed these activities following the extension to the withdrawal agreement.

Inflation fell below 2% for the first time since February 2017 early in the year before edging back up 2.1% in April and returning to the Bank of England target rate of 2% in May, with downward contributions from transport, housing and utilities.

Low unemployment has been a major economic success story in the UK and data for February to April 2019 showed that unemployment fell to 3.8%, the joint lowest rate since 1974 and nominal and real pay continue to strengthen, growing 3.4% and 1.5% over the 12 months to April.

With the labour market in good shape UK consumers continue to spend. Retail sales volumes remain on an upward trend, rising 1% month on month in June to leave them 3.8% higher than a year ago.

Approaching full employment it is more difficult for the economy to expand by getting more people into work and labour productivity, which has failed to pick up to pre financial crisis levels, was reported to have contracted 0.1% over 2018 as a whole. There is still no sign of a revival in productivity growth which continues to confound forecasters at the Bank of England and the Office for Budget Responsibility.

Looking forward the Bank of England have predicted growth will pick up slightly to 1.5% in 2019, moderated by continued Brexit uncertainty and soft global growth. The International Monetary Fund forecast the UK economy will slow in 2019 to 1.2% before rebounding to 1.4% in 2020. Both these forecasts assume a smooth Brexit transaction which is by no means certain and this ongoing uncertainty is holding back businesses from investing for the future.

Scottish Economic Commentary

According to the latest State of the Economy Report from the Scottish Government (June 2019) the Scottish economy continued its recent pattern of positive performance at the beginning of 2019 with increased growth of 0.5% in the first quarter (up from 0.3% in Q4

2018) which is in line with the UK as a whole. However in line with the remainder of the country growth was driven in part by temporary factors in anticipation of the March Brexit deadline.

Brexit uncertainty has impacted business investment in Scotland with businesses pausing key investment programmes. As a result investment has fallen in both Scotland and the UK for a number of quarters and since the EU Referendum investment has lagged behind other countries. Similarly the number of foreign direct investment projects into the UK and Scotland in 2018 was also down reflecting the same Brexit related uncertainty.

Although investment has been subdued Scotland's labour market has seen record high levels of employment and historic low levels of unemployment. The report highlights two reasons. Firstly, when companies need to respond quickly to changing events, some are increasing staff numbers rather than boosting capital investment, to maximise flexibility. Secondly, labour supply remains tight and the impact of Brexit on EU labour. Both factors however are combining to drive real wage growth, supporting consumer demand and household sentiment.

The outlook for the Scottish economy continues to be dominated by Brexit uncertainty which is reflected in the modest growth estimates for an orderly transition, to the negative impacts of a no deal exit. Until the Brexit terms are known growth in the Scottish (and UK) economies will remain subdued and potentially more exposed to any downturns in international demand and growth.

16.2 Local Market Commentary

St Andrews is a popular and prosperous town where demand for commercial property is strong from owner occupiers, developers, investors and tenant occupiers.

16.3 Marketability

If actively exposed to the market we would expect there to be a good level of interest in acquiring the property. This interest would emerge from the local, regional and national market. We would expect a marketing period in the region of 6 months to be required in order to secure a sale, albeit if offers were conditional upon planning a longer sale period would be required.

17. VALUATION METHODOLOGY, ANALYSIS AND COMPARABLE EVIDENCE

17.1 Valuation Methodology

Our Valuation uses the Comparable methodology making reference to market transactions when arriving at our valuations.

17.2 Comparable Evidence & Valuation Analysis

In line with RICS Red Book guidance, we are obliged to remind the client that in undertaking any valuation exercise the degree of subjectivity involved varies significantly as **will the degree of certainty (that is, the probability that the valuer's** opinion would be the same as the price achieved by an actual sale at the valuation date). These variations are generally very minor with an accurate figure being produced through the use of comparables however variations can arise due to inherent features of the property, the market place, economy or the quality of comparable information available.

18. VALUATIONS

Our valuation(s) have been prepared in accordance with the Royal Institution of Chartered Surveyors (RICS) - Global Standards 2017 incorporating the IVSC International Valuation Standards. Any departures from this will be clearly stipulated within our report. All valuations will be carried out under the definitions of the various valuation bases set out by the RICS, which are appended.

18.1 Market Value

We are of the opinion that the Market Value of the property with vacant possession as at 14 February 2020, may be fairly stated as being in the sum of **£500,000 (Five Hundred Thousand Pounds)**.

Our above noted valuation assumes continuation of office use. Were planning consent secured for alternative uses then our valuation would require to be revisited.

We have also been asked to comment on the Market Value of the Fife Council car park to the front elevation. This is understood to consist of 22 car spaces and we are of the opinion the Market Value would be in the region of **£475,000 (Four Hundred and Seventy Five Thousand Pounds)**.

Again were planning consent secured for an alternative use then this valuation would require to be revisited.

The above mentioned valuation figure makes no allowance for any effect on value of the imposition of Value Added Tax on some property transactions.

19. SPECIAL VALUATION ASSUMPTIONS

When arriving at our valuations we have assumed that there are no defects pertaining to the property which would impact on the values noted herein.

20. LIMITATION AND PUBLICATION

This valuation report is prepared solely for the use of the named client. No responsibility is accepted to any other party for the whole or any part of its contents. It may be disclosed to other professional advisors assisting in respect of the purpose for which the valuation is prepared.

Neither whole nor any part of this valuation report, nor any reference thereto may be included in any published document, without the valuer's written approval over the form and context which it may appear.

We trust that this report will be satisfactory for your present purposes.

Yours faithfully



.....
Inspected and Prepared By
Jonathan Reid BLE (Hons) MRICS
RICS Number: 0852215
For and on behalf of J & E Shepherd
Chartered Surveyors

24 February 2020



.....
Approved By
Gerry McCluskey Dip Prop Invest MRICS Partner
RICS Number: 0081142
For and on behalf of J & E Shepherd
Chartered Surveyors

24 February 2020

JR\CG

APPENDIX 1 - TERMS AND CONDITIONS OF ENGAGEMENT

**COMMERCIAL VALUATION REPORT
TERMS AND CONDITIONS OF ENGAGEMENT**

J & E Shepherd
13 Albert Square, Dundee, DD1 1XA.



To: Jane Kell, St Andrews Environmental Network, St Marys Place, St Andrews, KY16 9UY.

Date: 11th February 2020.

Dear Jane,

We write to confirm your instructions to inspect and provide a valuation report of the property at:-

PROPERTY TO BE VALUED: St Marys Place, St Andrews, KY16 9UY

INTEREST TO BE VALUED: Heritable (Scottish equivalent of English Freehold) Interest.

PURPOSE OF VALUATION: Proposed purchase via community asset transfer

The instruction is based on the following information and is subject to the undemoted Terms and Conditions of Engagement.

INSTRUCTING PARTY:	Jane Kell
CLIENT:	St Andrews Environmental Network
PRICE QUOTED/AGREED:	N/A
CLASSIFICATION OF PROPERTY:	Office premises.
STATUS OF VALUER:	RICS Registered External Valuer
DATE OF VALUATION:	As at date of Valuation Report
SPECIAL ASSUMPTIONS:	None
INFORMATION TO BE RELIED UPON:	None
REPORT TYPE:	Valuation Report
SURVEYOR:	Jonathan Reid
ACCESS ARRANGEMENTS:	via Fife Council

FEE £1500 exclusive of VAT plus any agreed additional costs/fees associated with separate specialist investigations.

Unless otherwise agreed, the fee invoice will be made out in the name of the instructing party who will be liable for payment. It is expected that payment will be received within 14 days of issue.

In the event of our fee for the services provided in terms of this Contract, V.A.T thereon and/or outlays incurred on your behalf in connection therewith not being settled within our standard settlement terms of 14 days, we reserve the right:-

1. To instruct Solicitors, Debt Collection Agents or other third parties to endeavour to collect said fees, V.A.T. and outlays for us. It is a specific condition of our accepting instructions from you that in the event of said Solicitors, Debt Collection Agents or third parties being instructed by us, you will be liable to reimburse us for the whole fees and other costs charged by them to us and thereby incurred in that connection; and
2. To exercise our statutory right under the Late Payment of Commercial Debts (Interest) Act, 1998 as amended by the Late Payment of Commercial Debts Regulations, 2002 and any subsequent legislation to claim interest and compensation for debt recovery costs under such legislation.

THE VALUER: J & E Shepherd, Chartered Surveyors at the address shown above.

Terms and Conditions of Engagement

We are not aware of any conflict of interest that would preclude us from providing the valuation advice requested. The Valuer shall inspect the property to be valued and shall provide a written report and valuation. Unless the property is to be valued as part of an operational entity the valuation shall not include trade fixtures and fittings, tenant's improvements, plant and machinery unless specifically agreed in writing.

Following discussion with the instructing party and/or client it is understood that the valuation is required for a **proposed purchase via community asset transfer**. On this understanding the Valuer will assess the valuation on the basis of **Market Value**. The valuation report is not suited for secured lending purposes and cannot be relied on for same.

The valuation will be undertaken in accordance with the RICS – Global Standards 2017 incorporating the IVSC International Valuation Standards and on the basis of our Scope of Work and Valuation Assumptions attached and appended to the report. Compliance with these standards and external inspection of the report may be required during investigation by the RICS for the purposes of administration of the institutions conduct and disciplinary regulations.

The valuation report is prepared solely for the use of The Client. No responsibility is accepted to any other party for the whole or any part of its contents. It may be disclosed to another professional advisor assisting in respect of the purpose for which this valuation is prepared. Neither the whole nor any part of the Report, nor reference thereto may be included in any published document, without the Valuers written approval over the form and context in which it may appear.

Energy Performance Certificate

If you provide us with an EPC produced by anyone other than J & E Shepherd you agree we may treat it as having been prepared using best practice and accurate. Otherwise unless instructed to provide one, we will presume that there are no matters covered by an EPC which would affect the property's value.

**COMMERCIAL VALUATION REPORT
TERMS AND CONDITIONS OF ENGAGEMENT**

J & E Shepherd
13 Albert Square, Dundee, DD1 1XA.



Consumer Contracts

If you are a consumer you have a right to cancel your contract with us under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 ("Regulations") if your contract with us is an off-premises or distance contract. Please read this information carefully.

You have the right to cancel an off-premises or distance contract with us without giving any reason. The cancellation period will expire at the end of 14 days after the day on which you receive these terms and conditions. To exercise the right to cancel, you must inform us of your decision to cancel this contract by a clear statement (e.g. a letter sent by post, fax or e-mail to us at the address on the letter enclosing these terms). To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

If you exercise your right to cancel, we will reimburse to you all payments received from you pursuant to this letter of engagement. We will make the reimbursement without undue delay, and not later than 14 days after the day on which we are informed about your decision to cancel the contract. We will make the reimbursement using the same means of payment as you used to make the payment to us, unless you have expressly agreed otherwise. In any event, you will not incur any fees as a result of the reimbursement.

If you requested us to begin the performance of services during the cancellation period (see below), you are liable to pay us an amount which is in proportion to what has been performed until you have communicated to us your cancellation of this contract, in comparison with the full coverage of the contract.

In terms of the Regulations, we cannot start to provide services to you under this letter of engagement during the cancellation period unless you expressly request us to do so. If you ask us to supply services during the cancellation period you will lose your right to cancel your contract with us if, having made the request, the services are fully performed during the cancellation period; and if you exercise your right to cancel during the cancellation period, and the services have been partly performed, you will be liable to pay us an amount which is in proportion to what has been performed until you have communicated to us your cancellation of this contract, in comparison with the full coverage of the contract.

Privacy Policy

In the course of providing services to you, we may collect or receive personal data or sensitive personal data relating to you and (where the client is a company) your employees, officers, and shareholders or (where the client is an individual) members of your family. In line with the new EU General Data Protection Regulation (GDPR) we have updated our Privacy Policy to provide detailed information on how we use and protect personal information and your rights in relation to this. The updated Privacy Policy can be viewed in full at www.shepherd.co.uk/information/privacy-policy. If you have any questions, queries or requests, please contact us at dataprotection@shepherd.co.uk and we will endeavour to respond to you as quickly as possible.

Money Laundering Regulations

We are obliged in certain circumstances to identify our clients in accordance with the requirements of the Money Laundering Regulations 2007. We are likely to request from you, and retain some information and documentation for these purposes and/or make searches of appropriate databases electronically. For the avoidance of doubt, searches may also be conducted on directors and "beneficial owners" of the client as is required by the legislation. If satisfactory evidence of your identity is not provided within a reasonable time, there may be circumstances in which we are not able to proceed with the instructions.

The provision of certain of our services is business in the regulated sector under the Proceeds of Crime Act 2002 and, as such, we may be required to comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the "tipping off" provisions of the legislation.

Limitation of Liability

Neither party will be liable for any loss of profit (other than in respect of our fees, costs or charges), loss of business or goodwill, or for any special, indirect or consequential loss or damage suffered by the other (including as a result of an action brought by a third party), save that nothing in these Terms of Engagement will exclude or restrict any liability which either party may have for death or personal injury arising out of negligence, fraudulent misrepresentation or any other liability which cannot be restricted or excluded by law. We will not be liable for any loss which may occur as a result of your reliance on a subsequent valuation in, among other things, any discharge of any loan or advance of further funds.

We will not be liable for any loss as a result of your receipt of any information, data or communications supplied or sent by us electronically, where through no fault of our own the relevant information, data or communication has been corrupted or otherwise modified as a result of it being supplied or sent electronically. You will be responsible for ensuring that any materials you provide or send us by any electronic medium and/or by computer disk are, and remain, virus free.

Subject to the above, our total liability in contract, including negligence or breach statutory duty, misrepresentation, restitution or otherwise, arising in connection with the performance or contemplated performance of this appointment or otherwise under the Terms of Engagement, unless otherwise agreed in writing, be on the basis of a liability cap set at a level which is proportionate to the instruction as follows:

Market Value of the Property as Existing	Liability Capped at:
£250,000 and below	£10,000
£250,001 to £500,000	£20,000
£500,001 to £1,000,000	£40,000
£1,000,000 or above	50% of any loss attributable to us after the application of the following provisions on just and equitable shares, up to a maximum of £500,000

Without prejudice to any other exclusion or limitation of liability, damages, loss, expense or costs our liability if any for any loss or damage (the loss and damage) under this Appointment shall not exceed such sum as it would be just and equitable for us to pay having regard to the extent of our responsibility for the loss or damage and on the assumptions that:

- all other consultants, contractors, sub-contractors, project managers and advisers engaged in connection with the transaction have provided contractual undertakings on terms no less onerous than those set out here;

**COMMERCIAL VALUATION REPORT
TERMS AND CONDITIONS OF ENGAGEMENT**

J & E Shepherd
13 Albert Square, Dundee, DD1 1XA.



- there are no exclusions of or limitations of liability nor joint insurance or coinsurance provisions between you and any other party referred to in this clause and any such other party who is responsible to any extent for the loss and damage is contractually liable to you for the loss and damage; and
- all the parties referred to in this clause have paid you such proportion of the loss and damage which it would be just and equitable for them to pay having regard to the extent of their responsibility for the loss and damage.

Claims shall be brought only against the firm of J&E Shepherd and no liability shall rest with any individual partner (save through J&E Shepherd), employee or agent of J & E Shepherd.

Should any part of this section be held to be unenforceable for any reason, the remainder of the agreement and this section shall remain in full force and effect.

Complaints Procedure

In accordance with the Royal Institution of Chartered Surveyors Rules of Conduct, J&E Shepherd, Chartered Surveyors operate a formal procedure to deal with complaints from clients and others. Our Complaints Handling Procedure is intended to:-

Provide certainty for both the company and individuals; Ensure a fair and transparent process is adhered to; Enable a written policy to be provided on request, to satisfy the expectations of external consumers and the RICS.

Full details of our Complaints Handling Procedure are available from Complaints@shepherd.co.uk.

If you remain dissatisfied with any aspect of our handling of your complaint, then we will attempt to resolve this promptly through negotiations and otherwise agree to enter into mediation via the Surveyors Ombudsman Services-Property (OS-P), an independent service set up to adjudicate on disputes between Chartered Surveyor firms and consumers.

Governing law

This agreement shall be governed by and construed in accordance with the law of Scotland and is subject to the exclusive jurisdiction of the Scottish Courts.

Confirmation of instruction

Please check that the terms incorporate your instructions and sign below and return to us to confirm instructions. If we do not hear from you by return, we shall assume that all matters are in order and we will proceed with the instructions as detailed herein.

Signature:	Date:
------------	-------

DEFINITION OF VALUE

The agreed basis of valuation is as noted on page one of these terms, which is defined in the RICS Valuation Standards and is reproduced below.

Market Rent

The estimated amount for which a property would be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's-length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.

Market Value

The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's-length transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.

Existing Use Value

The estimated amount for which an asset should exchange on the valuation date between a willing buyer and a willing seller in an arm's-length transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion - assuming that the buyer is granted vacant possession of all parts of the asset required by the business, and disregarding potential alternative uses and any other characteristics of the asset that would cause its Market Value to differ from that needed to replace the remaining service potential at least cost.

Worth and Investment Value

The value of an asset to the owner or a prospective owner for individual investment or operational objectives.

Fair Value

The estimated price for the transfer of an asset or a liability between identified knowledgeable and willing parties that reflects the respective interests of those parties.

SCOPE OF WORK AND VALUATION ASSUMPTIONS

The Valuer has inspected the property for the purpose of providing an opinion of Market Value and/or Market Rent as instructed. The Valuer has undertaken a visual inspection of as much of the exterior and interior of the property as was accessible safely and without undue difficulty. The inspection was carried out whilst standing at ground level within the boundaries of the site and adjacent public/communal areas and whilst standing at the various floor levels.

REPAIR AND CONDITION

This report constitutes a valuation and not a building survey. The Valuer was under no duty to carry out a building survey or to inspect those parts of the property that are covered, unoccupied or inaccessible or to raise boards, move any fixtures, fittings or contents or to arrange for the testing of heating or other services. It has been assumed that all services, and any associated controls or software, are in working order and free from defect. Roof voids and sub-floor areas were only inspected where readily available and safe access was available.

Comments, if any, on the physical condition of the foundations, walls, floors, ceilings, roof or roof voids, roof coverings, chimneys, gutters, drains, pipes, tanks and services etc., must be made in this context. If further information is required a separate survey with respect to these items or to other parts of the property related thereto must be specifically instructed in writing.

In undertaking the inspection, the general state of repair and condition of the property has been taken into account. The inspection was not a Building or Structural survey and this report is not intended to detail minor defects which do not materially affect value. If however, minor defects are mentioned in the report, they should be regarded as indicative and not an exhaustive list of defects. For the purposes of the Valuation, it is assumed that the property is in a reasonable repair, except for any defects specifically noted.

Woodwork or other parts of the property, which were covered, unoccupied or inaccessible, have not been inspected and we are therefore unable to report that such parts of the property are free from rot, beetle or other defects.

STATUTORY ENQUIRIES

We have not secured a written planning history from the local authority nor have we made formal enquiries to other relevant bodies. The information contained within this report therefore represents our findings based on verbal enquiries with the relevant statutory bodies and investigations thought appropriate. Whilst the information provided is taken to be accurate, we have assumed that a full planning history and further formal enquiries will be conducted by your legal advisors. Any discrepancy should be immediately notified to ourselves in order that we may advise whether this may impact our valuation(s) reported.

Unless stated otherwise within this report and in the absence of any information to the contrary, we have assumed that:

all buildings have been erected either prior to planning control, or in accordance with planning permissions, and have the benefit of permanent planning consents or existing use rights for their current use.

The property is not adversely affected by town planning or road proposals.

All alterations, additions or extensions to the property have received all necessary Town Planning Consents, Building Authority Approvals (Building Warrants) and Completion Certificates.

The property complies with all relevant statutory and local authority requirements, including but not limited to Fire Regulations, The Equality Act, The Control of Asbestos Act, The Licensing Scotland Act, Health and Safety Regulations, Environmental Health Regulations and similar.

FIXTURES & FITTINGS

Unless otherwise specified the following items are excluded, except in the case of Trading Relettings valuations where they are specifically included, unless stated to the contrary:

All items of process plant and machinery, loading and other equipment not primarily serving the building, cranes, hoists, conveyors, elevators, structures which were ancillary to, or form part of an item of process plant and machinery, sewage plant primarily connected with heating trade effluents, air conditioning forming part of a computer installation or primarily serving plant.

In the case of trading related valuations, all items of trade equipment and fittings currently present within the property that are necessary for the continued operation of the business are assumed to be owned outright (unless otherwise stated) and included with the sale of the business. No tests have been undertaken to establish the operation of the trade fixtures and fittings which are assumed to be in good working order.

INFORMATION SOURCES

All information provided to the valuer by the client and/or the client's professional advisors or any other party is assumed to be complete and correct.

TITLE, TENURE AND TENANCIES

It is assumed that there are no encumbrances or undue onerous restrictions, easements, servitudes, outgoings, conditions or other burdens that would have an adverse effect upon the value of the property and that a good and marketable title is held.

We do not generally have access to all leases, title deeds, or other legal documents relating to the property.

Any information recorded in this report represents our understanding of the relevant documents provided. We should emphasise that the interpretation of the documents of title (including relevant deeds, leases and planning consents), is the responsibility of your legal advisor.

Unless otherwise stated and in the absence of any information to the contrary, we have assumed that:

- a. There are no tenant's improvements that will materially affect our opinion of the rent that would be obtained at rent review or lease renewal.
- b. The tenants will meet their obligations under their leases and are responsible for insuring the property or reimbursing the cost of insurance to the landlords, payment of business rates, and all repairs, whether directly or by means of a service charge.
- c. There are no user restrictions or other restrictive covenants in leases which would adversely affect value.
- d. Where appropriate, permission to assign the interest being valued would not be withheld by the landlord.
- e. Vacant possession can be secured for all accommodation let on a temporary basis, service/occupancy etc.

Where we have not conducted credit enquiries on the financial status of any of the tenants, we have, reflected our general understanding of the likely perception of the tenants in the marketplace. Accordingly, purchasers should satisfy themselves of the financial strength of the tenants prior to purchase.

GROUND AND ENVIRONMENTAL INVESTIGATIONS

We will not carry out or commission a site investigation or geographical or geophysical survey. We will, therefore, not be able to give any opinion or assurance or guarantee that the ground has sufficient load bearing strength to support any of the existing constructions or any other constructions that may be erected in the future. We also cannot give any opinion or assurance or guarantee that there are no underground mineral or other workings beneath the site or in its vicinity nor that there is no fault or disability underground that might affect the property or any construction thereon. We have, unless otherwise stated, assumed that there are no abnormal site or ground conditions, nor archaeological remains present which might adversely affect the current or future occupation, development or value of the property.

We will not undertake or commission an environmental assessment to establish whether contamination exists or may exist. We will not carry out any detailed investigation into past or present uses, either of the property or of any neighbouring land, to establish whether there is any contamination or potential for contamination of the subject property from these uses or properties.

Therefore, for the purposes of our Valuation Report, unless definitive information to the contrary is made available to us, we will normally assume that no contamination exists in relation to the property which would affect value.

Should it be established subsequently that contamination exists at the property or on any neighbouring land, or that the premises have been or are being put to a contaminative use, this might reduce the value(s) set out in the report. You should therefore inform us of this immediately and we will reconsider our opinion of value accordingly.

Similarly we have assumed there are no EPC, asbestos, Radon gas, Japanese Knotweed, invasive species or flooding issues that would affect value. We reserve the right to amend our valuations on sight of any further information with regard to any of these items as noted herein and above.

No tests have been carried out to determine whether or not any deleterious or hazardous building materials including (but not limited to) asbestos, composite paneling and fibrous insulation have been incorporated in the construction or subsequent alterations of the premises. We have, unless otherwise stated, assumed that there are no deleterious or hazardous materials within the property which might adversely affect the current or future occupation, development or value of the property. Specifically the Valuer has not carried out an Asbestos inspection and has not acted as an Asbestos Inspector in completing the valuation inspection of the Property that may fall within the current control of Asbestos at Work Regulations. No enquiry has been made with the Duty Holder, as defined in the Control of Asbestos in the Workplace Regulations, of the existence of an Asbestos Register, or of any Plan for the Management of Asbestos.

REINSTATEMENT COST ASSESSMENT

Any reinstatement figure indicated within this report is provided for guidance purposes only, as a formal estimate for insurance purposes can only be given by a Quantity Surveyor or other person with sufficient current experience of replacement costs.

Unless otherwise stated, the calculation is based upon the building in its present form including the cost of demolition, site clearance and professional fees but excluding:

- a. VAT
- b. Loss of rent or turnover
- c. Cost of alternative accommodation for the reinstatement period.
- d. Any other consequential loss.

TAXATION

We have not been advised whether the property is elected for Value Added Tax (VAT). For the avoidance of doubt, all values stated in this report are exclusive of VAT and take no account of any liability for it or any other form of taxation that may arise upon the disposal or acquisition of the property.

SITE BOUNDARIES

Markings highlighted on any appended plans indicate the approximate extent of the site inspected as understood or as indicated to us during our visit to the property. No guarantee can be given as to whether this corresponds to that over which the title is held. It remains the responsibility of your legal advisor to confirm the legal boundaries and title applying to the property.

Should any of the assumptions or any additional stated assumptions prove to be incorrect (or inappropriate), we reserve the right to revise our opinion(s) of value accordingly.

The foregoing Instruction Acknowledgement and Conditions of Engagement sets out the basis upon which we are to prepare our report and valuation of the property at the Property To Be Valued noted herein.

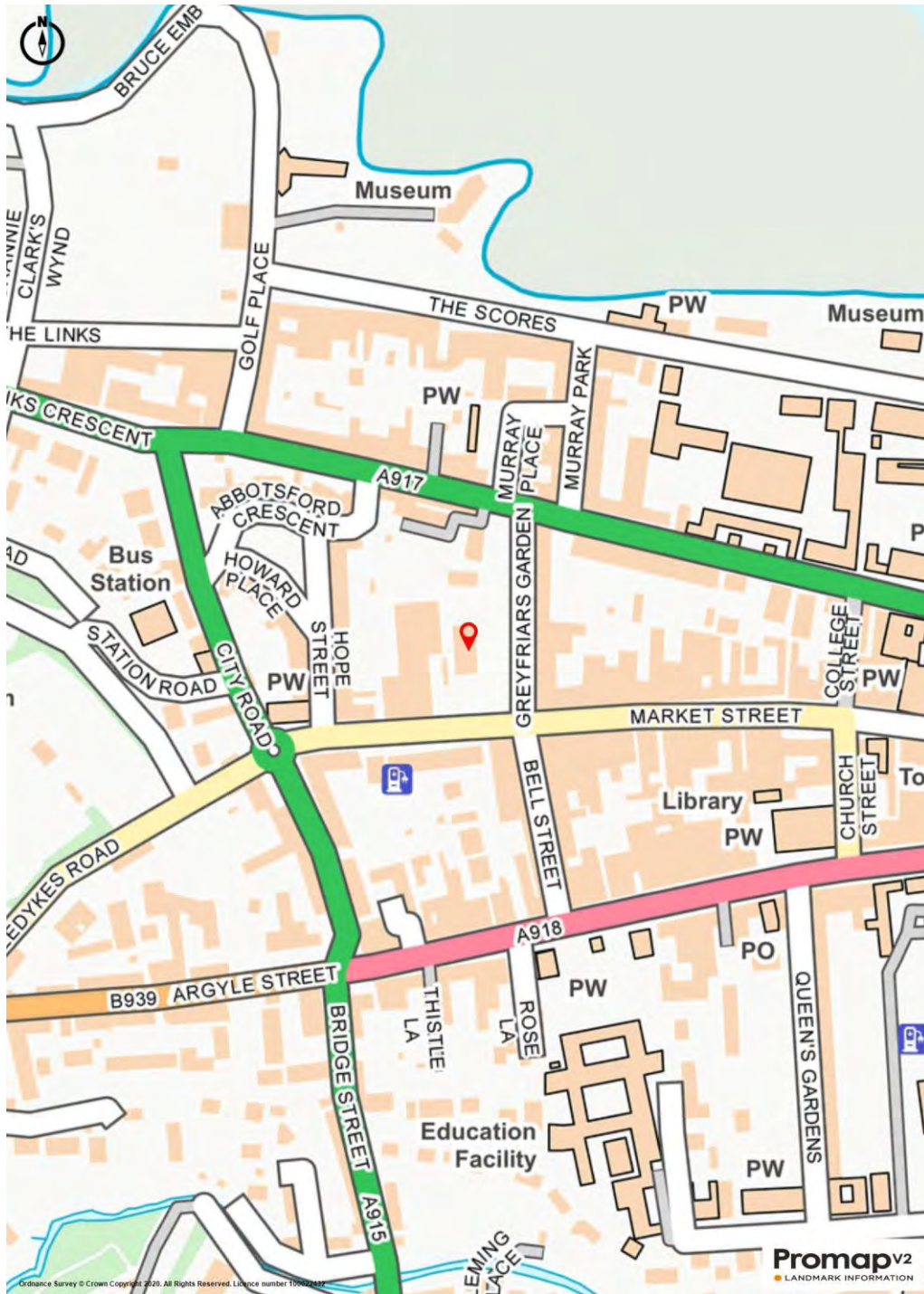
Please check that these incorporate your instructions and if we do not hear from you by return, we shall assume that all matters are in order and we will proceed with the instructions as outlined herein.

If appropriate, please pass a copy of this Instruction Acknowledgement and Conditions of Engagement to your client.

Yours faithfully

J. S. E. Shepherd

APPENDIX 2 - LOCATION PLAN



APPENDIX 3 - PHOTOGRAPHS







APPENDIX 4 - DEFINITIONS OF VALUE

Market Rent

The estimated amount for which an interest in real property should be leased on the valuation date, between **a willing lessor and a willing lessee on appropriate lease terms in an arm's-length** transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.

Market Value

The estimated amount for which an asset or liability should exchange on the valuation date between **a willing buyer and a willing seller in an arm's-length** transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.

Existing Use Value

The estimated amount for which an asset or liability should exchange on the valuation date between **a willing buyer and a willing seller in an arm's-length** transaction, after proper marketing and where the parties had acted knowledgeably, prudently and without compulsion - assuming that the buyer is granted vacant possession of all parts of the asset required by the business, and disregarding potential alternative uses and any other characteristics of the asset that would cause its Market Value to differ from that needed to replace the remaining service potential at least cost.

Worth and Investment Value

The value of an asset to the owner or a prospective owner for individual investment or operational objectives.

Fair Value

The estimated price for the transfer of an asset or a liability between identified knowledgeable and willing parties that reflect the respective interests of those parties.

APPENDIX 5 - SCOPE OF WORK AND VALUATION ASSUMPTIONS

General

The Valuer has inspected the property for the purpose of providing an opinion of Market Value and/or Market Rental as instructed. The Valuer has undertaken a visual inspection of so much of the exterior and interior of the property as was accessible safely and without undue difficulty. The inspection was carried out whilst standing at ground level within the boundaries of the site and adjacent public/communal areas and whilst standing at the various floor levels.

Repair and Condition

This report constitutes a valuation and not a building survey. The Valuer was under no duty to carry out a building survey or to inspect those parts of the property that are covered, unexposed or inaccessible or to raise boards, move any fixtures, fittings or contents or to arrange for the testing of heating or other services. It has been assumed that all services, and any associated controls or software, are in working order and free from defect. Roof voids and sub-floor areas were only inspected where readily available and safe access was available.

Comments, if any, on the physical condition of the foundations, walls, floors, ceilings, roof or roof voids, roof coverings, chimneys, gutters, drains, pipes, tanks and services etc., must be read in this context. If further information is required a separate survey with respect to these items or to other parts of the property related thereto must be specifically instructed in writing.

In undertaking the inspection, the general state of repair and condition of the property has been taken into account. The inspection was not a Building or Structural survey and this report is not intended to detail minor defects which do not materially affect value. If however, minor defects are mentioned in the report, they should be regarded as indicative and not an exhaustive list of defects. For the purposes of the Valuation, it is assumed that the property is in good repair, except for any defects specially noted.

Woodwork or other parts of the property, which were covered, unexposed or inaccessible, have not been inspected and we are therefore unable to report that such parts of the property are free from rot, beetle or other defects.

Statutory Enquiries

We have not secured a written planning history from the local authority nor have we made formal enquiries to other relevant bodies. The information contained within this report therefore represents our findings based on verbal enquiries with the relevant statutory bodies and investigations thought appropriate. Whilst the information provided is taken to be accurate, we have assumed that a full planning history and further formal enquiries will be conducted by your legal advisors. Any discrepancy should be immediately notified to ourselves in order that we may advise whether this may impact our valuation(s) reported.

Unless stated otherwise within this report and in the absence of any information to the contrary, we have assumed that:

- (a) all buildings have been erected either prior to planning control, or in accordance with planning permissions, and have the benefit of permanent planning consents or existing use rights for their current use;
- (b) the property is not adversely affected by town planning or road proposals.
- (c) all alterations, additions or extension to the property have received all necessary Town Planning Consents, Building Authority Approvals (Building Warrants) and Completion Certificates.
- (d) the property complies with all relevant statutory and local authority requirements, including but not limited to Fire Regulations, The Equality Act, The Control of Asbestos Act, The Licensing Scotland Act, Health and Safety Regulations, Environmental Health Regulations and similar.

Fixtures and Fittings

Unless otherwise specified the following items are excluded, except in the case of Trading Related valuations where they are specifically included, unless stated to the contrary:

All items of process plant and machinery, tooling and other equipment not primarily serving the building, cranes, hoists, conveyors, elevators, structures which were ancillary to, or form part of an item of process plant and machinery, sewerage plant primarily concerned with treating trade effluents, air conditioning forming part of a computer installation or primarily serving plant.

In the case of trading related valuations, all items of trade equipment and fittings currently present within the property that are necessary for the continued operation of the business are assumed to be owned outright (unless otherwise stated) and included with the sale of the business. No tests have been undertaken to establish the operation of the trade fixtures and fittings which are assumed to be in good working order.

Information Sources

All information provided to the **valuer by the client and/or the client's professional advisors or any other party** is assumed to be complete and correct.

Title, Tenure and Tenancies

It is assumed that there are no encumbrances or unduly onerous restrictions, easements, servitudes, outgoing, conditions or other burdens that would have an adverse effect upon the value of the property and that a good and marketable title is held.

We do not generally have access to all leases, title deeds, or other legal documents relating to the property.

Any information recorded in this report represents our understanding of the relevant documents provided. We should emphasise that the interpretation of the documents of title (including relevant deeds, leases and planning consents), is the responsibility of your legal advisor.

Unless otherwise stated and in the absence of any information to the contrary, we have assumed that:

- a) **There are no tenant's improvements that will materially affect our opinion of the rent** that would be obtained at rent review or lease renewal.
- b) The tenants will meet their obligations under their leases and are responsible for insuring the property or reimbursing the cost of insurance to the landlords, payment of business rates, and all repairs, whether directly or by means of a service charge.
- c) There are no user restrictions or other restrictive covenants in leases which would adversely affect value.
- d) Where appropriate, permission to assign the interest being valued would not be withheld by the landlord.
- e) Vacant possession can be secured for all accommodation let on a temporary basis, serviced occupancy etc.

Where we have not conducted credit enquiries on the financial status of any of the tenants, we have, reflected our general understanding of the likely perception of the tenants in the marketplace. Accordingly, purchasers should satisfy themselves of the financial strength of the tenants prior to purchase.

Ground and Environmental Investigations

We will not carry out or commission a site investigation or geographical or geophysical survey. We will, therefore, not be able to give any opinion or assurance or guarantee that the ground has sufficient load bearing strength to support any of the existing constructions or any other constructions that may be erected in the future. We also cannot give any opinion or assurance or guarantee that there are no underground mineral or other workings beneath the site or in its

vicinity nor that there is no fault or disability underground that might affect the property or any construction thereon. We have, unless otherwise stated, assumed that there are no abnormal site or ground conditions, nor archaeological remains present which might adversely affect the current or future occupation, development or value of the property.

We will not undertake or commission an environmental assessment to establish whether contamination exists or may exist. We will not carry out any detailed investigation into past or present uses, either of the property or of any neighbouring land, to establish whether there is any contamination or potential for contamination of the subject property from these uses or properties.

Therefore, for the purposes of our Valuation Report, unless definitive information to the contrary is made available to us, we will normally assume that no contamination exists in relation to the property which would affect value.

Should it be established subsequently that contamination exists at the property or on any neighbouring land, or that the premises have been or are being put to a contaminative use, this might reduce the value(s) set out in the report. You should therefore inform us of this immediately and we will reconsider our opinion of value accordingly.

Similarly we have assumed there are no EPC, asbestos, Radon gas, Japanese Knotweed, invasive species or flooding issues that would affect value. We reserve the right to amend our valuations on sight of any further information with regard to any of these items as noted herein and above.

No tests have been carried out to determine whether or not any deleterious or hazardous building materials including (but not limited to) asbestos, composite panelling and flammable insulation have been incorporated in the construction or subsequent alterations of the premises. We have, unless otherwise stated, assumed that there are no deleterious or hazardous materials within the property which might adversely affect the current or future occupation, development or value of the property. Specifically the Valuer has not carried out an Asbestos Inspection and has not acted as an Asbestos Inspector in completing the valuation inspection of the Property that may fall within the current control of Asbestos at Work Regulations. No enquiry has been made with the Duty Holder, as defined in the Control of Asbestos in the Workplace Regulations, of the existence of an Asbestos Register, or of any Plan for the Management of Asbestos.

Reinstatement Cost Assessment

Any reinstatement figure indicated within this report is provided for guidance purposes only, as a formal estimate for insurance purposes can only be given by a Quantity Surveyor or other person with sufficient current experience of replacement costs.

Unless otherwise stated, the calculation is based upon the building in its present form including the cost of demolition, site clearance and professional fees but excluding:

- a) VAT
- b) Loss of rent or turnover
- c) Cost of alternative accommodation for the reinstatement period.
- d) Any other consequential loss.

Taxation

We have not been advised whether the property is elected for Value Added Tax (VAT). For the avoidance of doubt, all values stated in this report are exclusive of VAT and take no account of any liability for it or any other form of taxation that may arise upon the disposal or acquisition of the property.

Site Boundaries

Markings highlighted on any appended plans indicate the approximate extent of the site inspected as understood or as indicated to us during our visit to the property. No guarantee can be given as to whether this corresponds to that over which the title is held. It remains the responsibility of your legal advisor to confirm the legal boundaries and title applying to the property.

Should any of the assumptions or any additional stated assumptions prove to be incorrect (or inappropriate); we reserve the right to revise our opinion(s) of value accordingly.

Roger Curtis <roger.curtis@hes.scot>
Fri 14/02/2020 12:06

- Jane Kell;
- Ewan Hyslop <ewan.hyslop@hes.scot>;
- Lila Angelaka <lila.angelaka@hes.scot>

☐

Jane,

Thank you for the discussions, the usb and the images; much as you describe. The building looks to be in reasonable condition, with good stonework. We would be interested in working with you on the conversion we discussed. With recent work and outreach at Holyrood Park Lodge we know the power of actually showing people the range of measures that can be done with pre 1919 buildings, listed or not. At the Lodge we achieved a high 'D' and with some minor works will be in band C – not bad for a Cat B Listed building of complex geometry and built in 1858. The case study for the Lodge will be finished shortly, and I can send you a copy to show what we did.

We could support your project in a number of ways – some financial assistance in technical demo measures, technical advice and assistance, a case study write up, publicity as well as designing the works to maximise the RdSAP factors to ensure a good EPC rating. The project is timely with the consultation on minimum standards for private owners, and EPC's will be at the heart of it all.

Roger

Roger Curtis MRICS | Technical Research Manager | Conservation Directorate
Historic Environment Scotland | Àrainneachd Eachdraidheil Alba
Registered Address: Longmore House, Salisbury Place, Edinburgh, EH9 1SH
Scottish Charity No. SC045925
01316688621 07917551561 roger.curtis@hes.scot



University of
St Andrews | FOUNDED
1413

Derek A Watson, FCCA
Quaestor and Factor

10 December 2019

Jane Kell
Project Manager
St Andrews Environmental Network
C/o Fife Council
St Marys Place
St Andrews
KY16 9UY

Dear Jane


Ref: St Andrews Environmental Network

Further to our recent meeting I can confirm that the University is supportive of the idea of the St Andrews Environmental Network having a permanent base in the town which meets the operational needs of the network and provides a better platform for engagement with the community.

You have indicated to me that the network has an aspiration to achieve a community transfer of the former Fife Council Local Office on St Mary's Place. As discussed, the University may also have an interest in acquiring this and redeveloping it for its own purposes, but I can confirm that in light of the networks interest and in support of your goals, the University will not pursue its interests while this remains an achievable goal for the network.

May I wish you every success in taking this forward.

Yours sincerely



Derek A Watson
Quaestor and Factor



The Scottish Parliament
Pàrlamaid na h-Alba

Willie Rennie
Member of Scottish Parliament, North East Fife
Leader of the Scottish Liberal Democrats

11 March 2020

Dear Sir or Madam

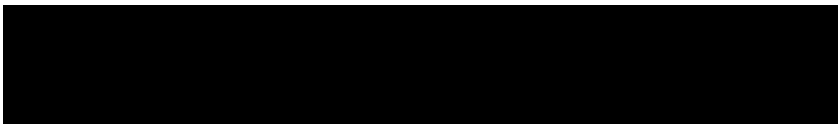
I am writing in support of St Andrews Environmental Network's bid to acquire the former West Infant School (currently Fife Council local office) under a Community Asset Transfer. The intended purpose of a community environmental hub and advice centre would be a new provision for St Andrews and a welcome asset for grassroots activity in Scotland working towards net zero carbon emissions.

The group also want to install a changing places facility at the hub. That would be significant for those using it since there is currently no provision in St Andrews which sadly makes it not workable as a place to visit for some disabled people.

A community run facility such as this are so valued in small towns such as St Andrews and I cannot think of a better use for this space. STAndEN have really thought through in the bid how to maximise the use of the building. There will be knock on benefits for locals who will be able to rent some office space or use the large space for events or meetings.

The plans for the site on St Mary's Place would really add to the community activity in St Andrews by providing something not currently available in the area.

Yours sincerely



Willie Rennie
Liberal Democrat Member of the Scottish Parliament for North East Fife



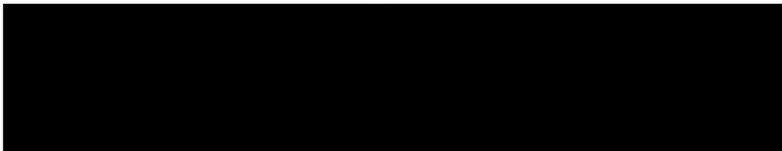
9 January 2020

To Whom It May Concern

COMMUNITY ASSET TRANSFER OF FIFE COUNCIL OFFICES AT ST MARY'S PLACE, ST ANDREWS

I understand that St Andrews Environmental Network (StAndEN) is submitting a bid to acquire the above premises under Community Asset Transfer. Having reviewed StAndEN's plans for the facilities, specifically the intention to keep the building in the local community and to transform it into a community environmental hub and centre for advice, I am pleased to provide this letter of support on behalf of The R&A. As an organisation committed to sustainability in our own operations, The R&A welcomes and encourages initiatives within the St Andrews community which promote greater energy efficiency, reduce carbon footprint, and tackle issues such as single-use plastic. We believe StAndEN's plans for the acquisition of the premises at St Mary's Place would make a positive contribution to the town in this regard and we are therefore pleased to support the bid.

Yours faithfully



PHILIP RUSSELL
Assistant Director – Sustainability

Home Energy Scotland
South East
36 Newhaven Road
Edinburgh, EH6 5PY

0808 808 2282
Mon-Fri 8am-8pm, Sat 9am-5pm.
Calls are free from landlines
and all major mobile networks.



Jane Kell
St Andrews Environmental Network
St Mary's Place
St Andrews
KY16 9UY

22nd January 2020

Dear Jane

Thank you for getting in touch about your plans to acquire the former West Infant School in St Mary's Place and turn it into an environmental hub for the local community. This sounds like a great opportunity to engage with the local community and we will be delighted to support you with this project. We have enjoyed a long-standing partnership with St Andrew's Environmental Network and have worked together successfully to deliver joint events and activities to support people to reduce their carbon footprint.

Home Energy Scotland delivers free and impartial advice on energy saving, sustainable transport and renewable energy, through a variety of mediums including our Freephone advice line, outreach events and liaison with local partners to reach the most vulnerable householders.

As discussed, your plans for the building will include using it to showcase all the energy efficient measures and technologies approved for use in listed buildings as well as having staff available to offer advice on a number of environmental issues.

There will be a large space kept for community use and interview rooms available for other organisations & groups to provide support and advice to local residents. Home Energy Scotland will be happy to support local events in the hub and provide additional advice as required to encourage people to think more about their energy use. This is a great opportunity to bring the community together and ensure that the space is accessible for all.

At Home Energy Scotland South East we believe that by working together we can support you to increase knowledge of energy saving and sustainable living among those with whom you engage. We look forward to supporting you on this project.

Yours sincerely


Roisin Hurst
Partnership Manager, Home Energy Scotland South East

HOMEENERGYSCOTLAND.ORG
0808 808 2282
FUNDED BY THE SCOTTISH GOVERNMENT

energy[®]
saving
trust

 Greener
Scotland
Scottish
Government

Home Energy Scotland is funded by the Scottish Government and delivered by Energy Saving Trust. Changeworks Resources for Life Ltd, a separate legal entity, operates the Home Energy Scotland advice centre in South East under contract to Energy Saving Trust. Changeworks Resources for Life Ltd. Registered Office: 36 Newhaven Road, Edinburgh, EH6 5PY. Company Registration No: SC0103904.

Re: St Mary's Place

Jane Ann Liston <janeann@louisxiv.co.uk>

Mon 13/01/2020 11:45

To: Jane Kell <jane@standrewsenvironmental.org>

Dear Jane

Letter of Support

To whom it may concern:

I am happy to support St Andrews Environmental Network's bid to acquire the St Mary's Place Fife Council office (former West Infants School) in St Andrews for the purposes of a Community Environmental Hub and Advice Centre.

The growing awareness of climate change makes the provision of such information as the centre intends to provide increasingly important, and the proposal to include Changing Places toilet facilities is particularly welcome, as such facilities are so far entirely absent from St Andrews. I can think of no better use for this building once Fife Council has quit the premises.

Yours sincerely

Cllr Jane Ann Liston



St Andrews & Strathkinness



ST ANDREWS
PRESERVATION TRUST

16th January, 2020

Ms. Jane Kell,
St. Andrews Environmental Network,
St. Andrews Local Office,
St. Mary's Place,
St. Andrews.

Dear Ms. Kell,


Transfer of Community Asset, Local Office to StAndEN

The St. Andrews Preservation Trust wishes to express our support for the above.

The present Local Office was originally the West Infants school which is of some architectural importance. The extension having been designed by the David Henry the architect responsible for designing a number of important buildings in the town. In order to preserve the character of St. Andrews it is important to retain such important buildings.

St. Andrews Environmental Network has shown in recent years that it is able to provide useful information on topics such a fuel poverty and the work done to towards a Plastic Free St. Andrews. If the group succeeds in having the transfer of the building made to them it will allow them to continue to expand on the projects it is currently involved with.

Yours sincerely,


Sandy Bremner,
Chairman

Registered office and Museum: 12 North Street, St Andrews, KY16 9PW

trust@stapt.org.uk | curator@stapt.org.uk

01334 477629

Charity No: SC011782

Company No: SC020194



St Andrews Partnership

~~01337 857420~~ - ~~07005 8574~~
<http://standrewspartnership.blogspot.co.uk>
Baidland,
19 Lade Braes,
St. Andrews,
FIFE, KY16 9ES

16th January, 2029

StAndEN,
Local Office,
St. Mary' Place,
St. Andrews.


Dear Jane,

The St. Andrews Partnership is very supportive of the expression of interest for the Community Asset Transfer of Fife Council local office to St Andrews Environmental Network.

StAndEn has carried out a huge amount of beneficial environmental work both in St. Andrews and the surrounding area and should this transfer take place it will allow the group to continue and expand the work it carries out.

With so many of the community facilities either gone or at risk St. Andrews cannot afford to lose this asset.

Yours sincerely,



Dorothea Morrison (Mrs.)
Chairman,
St. Andrews Partnership

President of the Students Association <president@st-andrews.ac.uk>
Mon 13/01/2020 15:44

• Jane Kell

☒
Hi Jane

As President of the Students Association, I am delighted to support St Andrew's Environment Network's bid to take ownership of the former Fife Council Office on St Mary's Place. STANDEN has done a lot of good work protecting and enhancing our local community an environment: supporting, helping and inspiring students to make positive sustainable choices. An Environmental Hub next to the Student's Association would help enhance this work, making this ton a better place for locals and students alike."

Jamie Rodney
Association President

(He/Him)

St Andrews Students' Association
St Mary's Place
St Andrews
Fife KY16 9UZ
Phone: (01334 46) 2700

The University of St Andrews Students' Association is a registered Scottish Charity (SC019883).

Appendix Photos indicating dampness:





**St. Andrews Environmental Network Ltd. –
St. Andrews Community Centre, St. Mary’s
Place, St. Andrews**

**Report to Assets and Corporate Services
Committee of 20th August, 2020**

20th August 2020

Agenda Item No. 08

Community Asset Transfer Application by St. Andrews Environmental Network . St. Andrews Customer Services Centre

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Ken Gourlay, Head of Assets, Transportation and Environment

Wards Affected: 18

Purpose

The purpose of this report is to provide information on a formal Community Asset Transfer request received from St Andrews Environmental Network (StAndEN) under Part 5 of the Community Empowerment (Scotland) Act 2015 (the "Act") to purchase St Andrews Customer Services Centre, St. Mary's Place, St. Andrews.

Recommendation(s)

It is recommended that committee members refuse the Community Asset Transfer request from StAndEN for the sale of St Andrews Customer Services Centre, St Mary's Place, St Andrews in terms of Part 5 of the Act for the reasons set out below (see also paras 3.4, 3.5 & 3.6):

- The request did not supply enough evidence of the funding and ongoing operation of the proposal
- The projected benefits did not demonstrate enough community benefit relative to the value forgone and adverse impact on the delivery of Council Services
- Lack of evidence of consultation and support for loss of existing services
- Agreeing to the request would restrict the Council's ability to carry out its functions per Section 82(3)(h) of the Act.

Resource Implications

If the request is approved, there will be a potential loss of a capital receipt of at least £400,000.

Refusal will ensure the building will continue to be occupied by Fife Council Customer Services and continue to deliver registration services, Customer Service appointments and front counter services providing a single point of access to Council Services.

Legal & Risk Implications

The unsuccessful applicant may seek a review of the decision to refuse the request. This would be dealt with by the Community Empowerment Act Review Body, with the potential for further appeal to the Scottish Ministers.

Impact Assessment

An EqlA is not required because the report does not propose a change to existing policies and practices.

Consultation

StAndEN has undertaken local consultation as part of the application process. However, the consultation was on the proposed town centre delivery of environmental services and an Eco Shop. The applicant has not consulted the community on the loss of Customer Services and CARF from this asset.

1.0 Background

- 1.1 Part 5 of the Community Empowerment (Scotland) Act 2015 enables community transfer bodies to request the ownership, lease or management of publicly owned buildings or land. The community transfer body (CTB) and its request must meet the requirements of the Act before the Council can validate and consider the request.
- 1.2 St. Andrews Environmental Network (StAndEN) was established in 2010 and its main aims include: advancing health and wellbeing by tackling the causes of fuel poverty and reducing energy bills for residents and businesses in St. Andrews; promoting and supporting the reduction of the carbon footprint and advancing environmental protection by improving energy efficiency within the community and surrounding areas. S.AndEN's application for purchase of St. Andrews's Local Office was validated on 23rd March 2020.
- 1.3 The Asset is currently occupied by Customer Services allowing residents a single point of access to Council Services in addition to registration of births, deaths and marriages. CARF also deliver services from the Asset providing residents with information, advice and assistance on matters such as benefits, housing, debt and money advice.

2.0 Process for Dealing with Community Asset Transfer Applications

- 2.1 The Council has a two-stage process for dealing with (1) CAT enquiries and (2) formal CAT requests. Stage 1 is not required in terms of the Act but encourages organisations to make an informal application in order for the Council to assess the extent of any advice or support necessary for organisations to make the most of the opportunities that the Act offers. A Community Transfer Body can submit a formal request in terms of the Act at any time. The Community Asset Transfer Team has set

up an evaluation panel to evaluate and score requests in accordance with the criteria set down by the Act. A scoring matrix has been developed in order to allow requests to be evaluated objectively, fairly and transparently. The evaluation panel will score a request and make a recommendation to either accept or reject a request.

2.2 Section 82 (5) of the Act states that an authority must agree to a request unless there are reasonable grounds for refusing it. Reasonable grounds for refusal must be determined in the circumstances of each individual case. However, they are likely to include cases where:

- the benefits of the asset transfer request are judged to be less than the benefits of an alternative proposal;
- where agreeing to the request would restrict the relevant authority's ability to carry out its functions; or
- failure to demonstrate the benefits or delivery of the proposal.

2.3 Once the Committee decides to either approve or refuse the application, the Act requires that the Decision Notice states reasons for the decision reached by the Committee. These are set out in Appendix 1.

3.0 CAT Application by St. Andrews Environmental Network

3.1 StAndEN has been delivering a range of environmental community projects over the last 10 years. In response to community demand, qualified energy advisors have carried out more than 500 home visits across North East Fife and Glenrothes installing energy saving measures in 209 properties. The organisation is also involved in a number of other energy efficiency and climate change projects and works in partnership with the local community. StAndEN is a member of several umbrella groups including Energy Action Scotland, the Development Trust Association Scotland, Community Resources Network Scotland and Fife Communities Climate Action Network.

3.2 The following are some of the services StAndEN intends to offer in St. Mary's Place, St. Andrews which are designed to be as inclusive as possible.

- An accessible community space within the town which would be available to hire;
- Office space for let to businesses;
- Public toilets, baby changing and changing places facilities which would be open seven days a week;
- Hire of mobility scooters to residents and visitors;
- Develop an advice hub which would be staffed seven days a week offering advice to businesses and residents on lowering their carbon footprint;
- Establish an Eco Shop selling products made in an environmentally conscious manner;
- Organise and run workshops and events focusing on a low carbon lifestyle and increase environmental education programmes;

- Offer and increase volunteering opportunities to everyone irrespective of their abilities.

3.3 StAndEN has outgrown its office space and the continued provision of a wide range of environmental projects to benefit the whole community is dependent upon the acquisition of an appropriately situated and equipped community facility. Any plans for income generation and a move away from being reliant solely on grant funding requires long term access to premises. The community asset transfer of St. Andrews Customer Service Centre will enable the organisation to deliver services from the centre of St. Andrews. The organisation has therefore submitted an application to purchase the asset for £100,000. The application was validated on 23rd March 2020 and published online at the same time. The Council must consider and provide a written Decision Notice by 22nd September 2020 in order to meet the 6 month time limit.

3.4 StA. dEn's core purpose and funding is to address fuel poverty. The organisation's aims include the following:

- Advancing health and wellbeing by tackling the causes of fuel poverty and reducing energy bills for residents and businesses;
- Advancing environmental protection by promoting and supporting the reduction of the carbon footprint of the community and the surrounding area;
- Advancing education on environmental issues and energy efficiency, particularly among the residents and businesses of the community; and
- the provision of recreational facilities within the community, with the object of improving the conditions of life for the residents and businesses of the community.

While many aspects of the proposal relate to climate change and the environment it is less clear how providing public toilets, mobility scooters or space for hire or let meet StAndEn's core purpose.

3.5 Financial viability of the project was assessed as weak (score of 5 out of a potential 16). Capital expenditure of £1.6m will be required to make the necessary changes to the building to deliver the project proposals. No applications for capital funding have been made to date. While this is not surprising given that the building is not owned by StAndEn the repurposing of the building and the business model are inextricably linked which does not give any confidence that the proposals are financially viable.

3.6 St. Mary's Place is currently occupied by Customer Services and CARF, a third sector organisation operating via a Service Level Agreement with Fife Council. StAndEn occupies a small office within the building at no charge.

4.0 Disposal of Properties for Less than Best Consideration

4.1 Where the Council is considering a proposal that land (or buildings) be disposed of at 'less than the best consideration that can reasonably be obtained,' in

situations like the current one, it needs to follow the process set out in the Disposal of Land by Local Authorities (Scotland) Regulations 2010.

The process consists of three steps:

- The Council must appraise and compare the costs and other disbenefits and the benefits of the proposal;
- Be satisfied that the disposal for that consideration is reasonable; and
- Be satisfied that, as regards some or all of the local authority area or persons resident or present there, the disposal is likely to contribute to the promotion of improvement of economic development or regeneration; health; social well-being; or environmental well-being.

- 4.2 The asset has been valued at £500,000 and StAndEN offered a purchase price of £100,000. It should be noted that the valuation, commissioned directly by StAndEN, was based on the assumption of the existing office use. It is considered that a valuation or a sale of the property on the open market without any restriction on use, would secure much higher receipts.

The benefits of the application are that an advice hub will be created in the centre of St. Andrews offering energy efficiency advice to businesses and residents.

StAndEN also intends to work in partnership with other organisations to develop environmentally friendly projects and offer education programmes and volunteering opportunities to reduce the carbon footprint.

The disbenefits are as follows:

1. Proposal unsustainable, no evidence of funding;
2. Loss of at least £400,000 from the disposal at less than market value. It was not considered that the discount proposed reflected the benefits of the proposal.
3. Customer Services Centre and CARF would have to relocate to Cupar.

The costs and other dis-benefits of disposal for the suggested consideration were considered to be unreasonable, given the lack of evidence provided about the organisation's ability to manage the asset over the longer term.

5.0 Community Empowerment (Sc) Act Evaluation

- 5.1 The CAT evaluation panel individually scored StAndEN's request and met to discuss the request at a consensus evaluation and scoring meeting on 14th April 2020. The panel considered the request using evaluation criteria as laid down by the Act. A copy of the completed scoring matrix is attached at Appendix 2. The panel considered that the organisation's proposal would offer the following benefits:

- Regeneration of the building to provide an inclusive space for use by a range of people and businesses including providing office space to third sector organisations such as Cosy Kingdom;
- Addressing social wellbeing by establishing an eco-hub to empower people to take action to address climate change.
- Volunteering opportunities will be provided to increase people's confidence, develop their skills and education to increase employment opportunities;
- Improve environmental wellbeing by helping the community to take actions for themselves to improve the environment;
- Reducing inequalities by ensuring that steps taken to mitigate the effects of climate change do not leave any sections of the community behind.

5.2 The price offered by StAndEN is £100,000. The market value of the property on a restricted use basis is considered to be £500,000 based on the valuation obtained by the organisation's surveyor, Shepherds. Accordingly, the proposed disposal does not represent the best consideration that the Council could obtain for this property.

5.3 Under the Community Empowerment (Scotland) Act 2015, the CAT evaluation panel decided that:

- The request did not provide sufficient evidence on how the organisation intended to fund the proposal. On carrying out due diligence, StAndEN have not applied for the relevant funding to fund the acquisition nor have they applied for the Regeneration Capital Grant;
- The projected benefits were not based on robust information, and the proposal did not demonstrate value for money;
- Agreeing to the request would restrict the Council's ability to carry out its functions per Section 82(5) of the Act. There would be a direct impact on the Council's ability to deliver local registration services. Residents would be inconvenienced and potentially have to travel to Cupar for Registration and other Council Services and Customer Service appointments. StAndEN did not consult the community on this displacement of services. CARF would also be displaced resulting in relocation to Cupar and/or a lease arrangement with StAndEn.

StAndEN received a consensus score of 51 points out of a maximum of 104 points and the panel recommended refusal of the transfer on the basis outlined above. The likely benefits of the request were considered to be less than the benefits of keeping local registration services and access to Council and CARF services in the Asset.

6.0 Conclusions

- 6.1 StAndEN submitted a CAT application for the acquisition of St Andrews Customer Services Centre as it has outgrown its current premises and would like to extend the services provided to the community
- 6.2 Following evaluation of the request in terms of the Act the evaluation panel and CAT team are recommending the refusal of the request based on the fact that : (a) the proposal failed to demonstrate sufficient benefit to justify the transfer of the asset at less best consideration, (b) the proposal failed to provide robust evidence to support

the purchase and ongoing funding/sustainability and (c) local registration, Customer Services and CARF services would have to be relocated at a disadvantage to the community.

Appendices

1. Reasons for Refusal or Approval
2. Scoring Matrix

Report Contacts:

Tim Kendrick
Community Manager (Development)
Fife House, Glenrothes
03451 55 55 55 ext. 446109
Tim.Kendrick@fife.gov.uk

Michael O'Go.man
Service Manager (Estates)
Bankhead Central
Bankhead Park
Glenrothes
KY7 6GH
03451 555555 ext 440498
Michael.ogorman@fife.gov.uk

Approval of request

Matters to be considered

1. Has the organisation demonstrated the need for the proposal in their community?
Does it have community support?

2. Benefits of the request

The Council needs to consider whether agreeing to the proposal would be likely to promote or improve:

- Economic development
- Regeneration
- Public Health
- Social well-being
- Environmental well-being, or

Reduce inequality of outcome which result from socio-economic disadvantage.

3. Ability to deliver

The Council must consider whether the proposal is sustainable and whether the organisation has the ability to deliver. Has the organisation:

- provided evidence on how they intended to fund the proposal. Have they identified all costs associated with delivering the proposal and how these would be covered in the short and long term?
- provided evidence of the appropriate skills and experience required to manage and maintain the asset.
- Demonstrated that the projected benefits were based on robust information and the proposal demonstrated value for money.

4. Will the proposal restrict the delivery of the Council's functions?

Consider whether the proposal will contribute to achieving local and national outcomes.

5. Is there an alternative proposal?

This can be another community asset transfer request or the Council's own requirement for the asset. Assess the benefits of the request against those of the alternative proposal.

Refusal of request

Matters to be considered

1. Has the organisation demonstrated the need for the proposal in their community? Does it have community support? If the proposal has attracted opposition and causes division within the community then it does not have a net benefit.

2. Benefits of the request

The Council needs to consider whether agreeing to the proposal would be likely to promote or improve:

- Economic development
- Regeneration
- Public Health
- Social well-being
- Environmental well-being, or

Reduce inequality of outcome which result from socio-economic disadvantage.

3. Ability to deliver

The Council must consider whether the proposal is sustainable and whether the organisation has the ability to deliver. Has the organisation:

- provided evidence on how they intended to fund the proposal. Have they identified all costs associated with delivering the proposal and how these would be covered in the short and long term?
- provided evidence of the appropriate skills and experience required to manage and maintain the asset.
- Demonstrated that the projected benefits were based on robust information and the proposal demonstrated value for money.
- What is the impact of project failure?

4. Will the proposal restrict the delivery of the Council's functions?

Will there be an unacceptable impact on the Council's ability to deliver its functions? For example, it may interfere with operations or require the Council to put alternative arrangements in place at substantial cost.

5. Is there an alternative proposal?

This can be another community asset transfer request or the Council's own requirement for the asset. Assess the benefits of the request against those of the alternative proposal.

6. Other obligations or restrictions

Is the asset leased by the Council and there are restrictions on assignation or subletting? Is the asset common good and consent from the Sheriff is required? This would not prevent the transfer but there would be additional cost involved in obtaining consents. Consider whether this cost would have to be met by the organisation.

**Scoring Matrix for Stage 2 Applications under Part 5 . Community Empowerment (S)
Act 2015**

Name of applicant: St Andrews Environmental Network

Asset being applied for: St Andrews local Office, St. Mary's Place, St. Andrews

Assessment Criteria	Score
Section A – About the Proposal	
A.1 - Are the aims and objectives of the proposal clearly defined?	2
A.2 - Has the organisation described what services they will deliver and explained why they are required?	2
A.3 - Has the organisation described why they require the asset and what difference this will make to delivery of services in their area?	2
A.4 - How does the proposal compare with similar services being delivered in the same area? What is the additionality/displacement?	3
Section B – Wider support and wider public support	
B.1 - Has the applicant organisation demonstrated that there is sufficient demand for the proposal?	3
B.2 - Local community support Has the organisation demonstrated that there is sufficient support from the local community? This should be based on widespread consultation of those who would be served by the asset as well as support from community partners. Evidence of stakeholder consultation is required including details of who was consulted, how, what the response was etc.	2
B.3 - Partnerships - Has the organisation provided details of any partnership arrangements required to deliver the proposal successfully?	2
B.4 - Equality - Has the organisation demonstrated how it will take into account the different needs of the community? Does the application demonstrate where a proposal may reduce inequalities?	2
Section C - Impact/ Benefits	
C.1 - Assess whether agreeing to the request would be likely to: promotes or improve: <ul style="list-style-type: none"> • Economic development • Regeneration • Public health • Social well-being • Environmental well-being • Reduce inequalities 	3

Section D . Organisational Viability	
D.1 - Has the organisation demonstrated that they have experience of managing an asset?	2
D.2 - Has the organisation demonstrated that they have experience in delivering the proposed services?	3
D.3 - Has the organisation provided details of individuals who have the skills to a) manage the project b) run and manage the asset? This should include details of the individual skills and experience.	3
D.4 - Has the organisation demonstrated they have clear governance and decision-making procedures for managing the asset and delivering the services e.g. there needs to be a clear process for making decisions including who will be responsible for booking rooms, dealing with site problems, compliance with legal issues such as health and safety.	3
D.5 - Has the organisation demonstrated they have a clear understanding as to what is required in relation to managing an asset? E.g. insurance, maintenance of the building, boilers, firefighting equipment and electrical items, EPC, legionella testing etc.	2
D.6 - Has the organisation provided details of the monitoring arrangements to be put in place to ensure the project delivers its key objectives?	2
Section E – Financial Information	
E.1 - Has the applicant organisation provided their projected income and expenditure and cash flow forecasts? Have they demonstrated there is sufficient projected cash flow to show the proposal is financially viable?	1
E.2 - Has the organisation demonstrated the need as to why the asset should be transferred at less than best consideration?	1
E.3 - Use of Resources Has the organisation identified all the resources required to deliver the benefit? Consider: <ul style="list-style-type: none"> • Funding obtained so far • Funding and support required from the Council • Other sources of funding • Number of employees or volunteers available to run/maintain the asset 	2
E.4 - Has the organisation demonstrated prioritisation of resources in the longer term in order to contribute to sustainable development? Demonstrate future funding or self-financing arrangements. Are the assumptions credible/ evidenced?	1
Section F – Property	

F.1 - If the organisation seeks a discount then the benefit of the request should be proportionate to the value of the asset and the level of discount. Has the discount been justified?	1
F.2 - Will the project have an overall financial benefit on public sector costs (e.g. removes the maintenance burden from the Council)	1
F.3 . Has sufficient consideration been given to property costs?	1
F.4 – Has the organisation provided sufficient evidence that they merit and can sustain exclusive use of the asset (based on current user information provided)?	2
G. Local and National Outcomes	
G.1 - Consider how the proposed benefits of the asset transfer request will contribute to achieving the Council's outcomes or to national outcomes more generally.	2
G.2 - Consider how the proposal will impact on the Council's own delivery of services.	1
G.3 – To what extent does the proposal contribute to local or national priorities? Produce a clear plan for achieving intended outcomes (ideally showing links to local or national outcomes),	2
H - Other information	

Total score: 51/ 104

Assessment Scoring Matrix

To assess proposed use and financial arrangements for the asset. Must be proportionate and appropriate.

-2	Has negative impact on the Councils activities
-1	Has negative impact on existing provision/ existing benefit
0 = Poor	Little or no response in regard to the submission with ill-defined unrealistic ambitions
1 = Weak	The submission contains only minor detail and is not based on robust information
2 – Moderate	The submission provides a level of detail which enables understanding with acceptable projected benefits
3 = Strong	The submission provides sufficient evidence that the issue has been considered with sound, sustainable Best Value characteristics
4 = Very Strong	The applicant has included all issues in the submission and has provided additional information which enables detailed understanding with strong and sustainable Best Value characteristics with robust related project benefits

**St. Andrews Environmental Network Ltd. –
St. Andrews Community Centre, St. Mary’s
Place, St. Andrews**

**Minute of Assets and Corporate Services
Committee of 20th August, 2020**

**THE FIFE COUNCIL - ASSETS AND CORPORATE SERVICES SUB-COMMITTEE –
VIRTUAL MEETING**

20th August, 2020

10.00 a.m. – 11.35 a.m.

PRESENT: Councillors Craig Walker (Convener), David Alexander, Alistair Bain, Alex Campbell, Mick Green, Gary Guichan, Kathleen Leslie, David MacDiarmid, Karen Marjoram, Graham Ritchie and Andrew Verrecchia.

ATTENDING: Keith Winter, Executive Director, Enterprise and Environment; Ken Gourlay, Head of Assets, Transportation and Environment; Alan Paul, Senior Manager (Property Services); Eileen Rowand, Executive Director, Finance & Corporate Services; Barbara Cooper, HR Service Manager; Katie Feechan, Accountant, Finance; Donna Grieve, Accountant, Finance, Finance & Corporate Services; Tim Kendrick, Community Manager (Development); Sharon Douglas, Community Investment Team Manager; Jacqui Prokes, Corporate Development Lead Officer, Communities and Neighbourhoods; Alison Marr, Solicitor, Diane Barnet, Committee Officer (minute taker); Elizabeth Mair, Committee Officer (observer), Legal & Democratic Services.

APOLOGIES FOR ABSENCE: Councillors Alistair Cameron and Alex Campbell.

136. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 7.1.

**137. MINUTE OF ASSETS AND CORPORATE SERVICES COMMITTEE OF
16TH JANUARY, 2020**

The Committee considered the minute of the meeting of the Assets and Corporate Services Committee of 16th January, 2020.

Decision

The Committee agreed to approve the minute.

Councillor Verrecchia joined the meeting during consideration of the following item.

**138. SUPPORTING COMMUNITIES - PROGRESS REPORT SUBSIDISED LEASE
POLICY**

The Committee considered a joint report by the Head of Communities and Neighbourhoods and the Head of Assets, Transportation and Environment presenting progress on the subsidised lease policy implementation arrangements since/

since November 2019 and seeking approval for amended standard lease values included within the policy.

Decision

The Committee:-

- (1) approved the lease values of £250 (small), £500 (medium) and £750 (large) be adopted as the values for lease preparations in relation to buildings on or adjacent to sports sites; and
- (2) noted the emerging issues in reviewing the leases portfolio and plans to address these as detailed in the report.

139. LAND ADJACENT TO 64 NEW ROW, DUNFERMLINE

The Committee considered a joint report by the Head of Assets, Transportation and Environment and the Head of Communities and Neighbourhoods seeking approval of a request to lease a small area of land held on the Dunfermline Common Good Account at the junction of New Row and Park Avenue, Dunfermline.

Decision

The Committee:-

- (1) agreed to approve the proposal that an area of land extending to circa 15 sqm² and held on the Dunfermline Common Good Account be leased to the Alhambra Theatre Trust (or nominee) on a 25 year lease; and
- (2) noted the Head of Legal and Democratic Services would obtain any necessary consents required from the Sheriff for the lease of Common Good property; and all otherwise on terms and conditions to the satisfaction of the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services.

Councillor Leslie left the meeting prior to consideration of the following item.

140. LAND ADJACENT TO 19 PARK AVENUE, DUNFERMLINE

The Committee considered a joint report by the Head of Assets, Transportation and Environment and the Head of Communities and Neighbourhoods seeking approval of a request to sell a small area of land held on the Dunfermline Common Good Account at Park Avenue, Dunfermline.

Decision

The Committee:-

- (1) agreed to approve the sale of the area of land extending to 42m² and held on the Dunfermline Common Good Account, to the proprietor of 19 Park Avenue, Dunfermline; and
- (2)/

- (2) noted that the Head of Legal and Democratic Services would require to obtain any necessary consent from the Sheriff for the sale of Common Good property; and all otherwise on terms and conditions to the satisfaction of the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services.

141. THE FIFE COUNCIL (65 (WEST) CAMPBELL STREET, DUNFERMLINE) COMPULSORY PURCHASE ORDER 2017

The Committee considered a joint report by the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services seeking authority to promote a compulsory purchase order to rectify the Council's title to former flat No 65 (west) Campbell Street, Dunfermline allowing the property to be sold and brought back into beneficial use.

Decision

The Committee, using the powers conferred by Section 189(1) of the Town and Country Planning (Scotland) Act 1997 and the Acquisition of Land (Authorisation Procedure) (Scotland) Act 1947:

- (1) resolved to make The Fife Council (65 (West) Campbell Street, Dunfermline) Compulsory Purchase Order 2020 ("the CPO") to acquire all of the land detailed in Appendix 1 of the report and shown on the map at Appendix 2, for the purposes of securing the land required for –
 - (a) the carrying out of development, redevelopment or improvement; and
 - (b) required for a purpose which it is necessary to achieve in the interests of the proper planning of an area in which the land is situated;
- (2) authorised the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to advertise the CPO and take all other necessary steps to obtain title to the land; and
- (3) authorised negotiation of any claims for compensation payable to the owners of the land, should any come forward following advertisement of the CPO.

Councillor Leslie re-joined the meeting during consideration of the following item.

142. COMMUNITY ASSET TRANSFER APPLICATION BY ST. ANDREWS ENVIRONMENTAL NETWORK - ST. ANDREWS CUSTOMER SERVICES CENTRE

The Committee considered a joint Report by the Head of Communities and Neighbourhoods and the Head of Assets, Transportation and Environment providing information on a formal Community Asset Transfer request received from St. Andrews Environmental Network (StAndEN) under Part 5 of the Community Empowerment (Scotland) Act 2015 (the "Act") - to purchase St. Andrews Customer Services Centre, St. Mary's Place, St. Andrews.

Decision/

Decision

The Committee agreed to refuse the Community Asset Transfer request from StAndEN for the sale of St. Andrews Customer Services Centre, St. Mary's Place, St. Andrews in terms of Part 5 of the Act for the following reasons (see also Paragraphs 3.4, 3.5 and 3.6 of the report):

- (1) the request did not supply enough evidence of the funding and ongoing operation of the proposal;
- (2) the projected benefits did not demonstrate enough community benefit relative to the value forgone and adverse impact on the delivery of Council Services;
- (3) lack of evidence of consultation and support for loss of existing services; and
- (4) agreeing to the request would restrict the Council's ability to carry out its functions per Section 82(3)(h) of the Act.

Councillor Verrecchia left the meeting during consideration of the following item.

143. COMMUNITY ASSET TRANSFER APPLICATION BY CRAIL COMMUNITY PARTNERSHIP - PINKERTON TRIANGLE

The Committee considered a joint report by the Head of Communities and Neighbourhoods and the Head of Assets, Transportation and Environment providing information on a formal Community Asset Transfer request received from Crail Community Partnership under Part 5 of the Community Empowerment (Scotland) Act 2015 to purchase Pinkerton Triangle.

Decision

The Committee agreed to approve the Community Asset Transfer request at less than market value at the nominal price of £1 and all otherwise on terms and conditions to the satisfaction of the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services.

144. COMMUNITY ASSET TRANSFER APPLICATION BY CRAIL COMMUNITY PARTNERS BOW BUTTS PARK

The Committee considered a joint report by the Head of Communities and Neighbourhoods and the Head of Assets, Transportation and Environment providing information on a formal Community Asset Transfer request received from Crail Community Partnership under Part 5 of the Community Empowerment (Scotland) Act 2015 to purchase land at Bow Butts Park, Crail.

Decision

The Committee agreed to approve the Community Asset Transfer request at less than market value at the nominal price of £1 and all otherwise on terms and conditions to the satisfaction of the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services.

145./

145. COMMUNITY ASSET TRANSFER APPLICATION BY CRAIL COMMUNITY PARTNERSHIP - KILMINNING SOUTH

The Committee considered a joint report by the Head of Communities and Neighbourhoods and the Head of Assets, Transportation and Environment providing information on a formal Community Asset Transfer request received from Crail Community Partnership under Part 5 of the Community Empowerment (Scotland) Act 2015 to purchase Kilminning South.

Decision

The Committee agreed to approve the Community Asset Transfer request at less than market value at the nominal price of £1 and all otherwise on terms and conditions to the satisfaction of the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services.

146. PROPERTY ASSET STRATEGY ANNUAL UPDATE

The Committee considered a report by the Head of Assets, Transportation and Environment providing a progress update against the Council's Property Asset Strategy, Building Success for the year to 31st March, 2020. The report also outlined work during the year under review, key challenges and opportunities and future work plans.

Decision

The Committee:-

- (1) noted the contents of the report; and
- (2) endorsed the progress made for 2019/20 against the agreed Property Asset Strategy.

147. 2019/20 CAPITAL MONITORING PROJECTED OUTTURN - ENTERPRISE & ENVIRONMENT DIRECTORATE

The Committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Enterprise and Environment providing an update on the Capital Investment Plan and advising on the provisional financial position for the 2019/20 financial year for areas in scope of the Assets and Corporate Services Sub-Committee in relation to Assets only.

Decision

The Committee acknowledged the current performance and activity across the 2019/20 Financial Monitoring as detailed in the report.

148. 2019/20 REVENUE MONITORING PROJECTED OUTTURN - ENTERPRISE & ENVIRONMENT DIRECTORATE

The Committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Enterprise and Environment providing an update on the provisional financial position for 2019/20 for the areas in scope of the Assets and Corporate Services Sub-Committee in relation to Assets only.

Decision

The Committee acknowledged the current financial performance and activity as detailed in the report.

149. 2019/20 CAPITAL MONITORING PROJECTED OUTTURN - FINANCE & CORPORATE SERVICES DIRECTORATE

The Committee considered a report by the Executive Director, Finance and Corporate Services providing an update on the Capital Investment Plan and advising on the financial position for the 2019/20 financial year for the Finance and Corporate Services Directorate.

Decision

The Committee acknowledged the current performance and activity across the 2019/20 Financial Monitoring as detailed in the report.

150. 2019/20 REVENUE MONITORING PROJECTED OUTTURN - FINANCE & CORPORATE SERVICES DIRECTORATE

The Committee considered a report by the Executive Director, Finance and Corporate Services providing an update on the 2019/20 provisional outturn for the Finance and Corporate Services Directorate.

Decision

The Committee acknowledged the current financial performance and activity as detailed in this report.

151. FINANCE & CORPORATE SERVICES PERFORMANCE REPORT

The Committee considered a report by the Executive Director, Finance and Corporate Services presenting the performance scorecard for the Finance and Corporate Services Directorate for 2019/20.

Decision

The Committee noted:-

- (1) the Finance and Corporate Services performance information presented in the Services' Performance Report 2019/20 appended to the report, specifically/

specifically achievements in relation to: the gender pay gap; council tax collection; and budgetary control;

- (2) the arrangements set out in Section 1 of the report to fulfil the Council's obligation to comply with Audit Scotland's 2018 SPI Direction;
- (3) information regarding the Directorate's workforce profile; and
- (4) the Annual Workforce Report data for Finance and Corporate Services.

152. BEVERIDGE BOWLING CLUB, BEVERIDGE PARK, KIRKCALDY

The Committee considered a report by the Head of Assets, Transportation and Environment, as required by the List of Officer Powers, advising of the conclusion of the minute of variation and extension of the lease of Beveridge Park Bowling Club and its assignment to the Scottish Charitable Incorporated Organisation, Beveridge Park Bowling Club, at concessionary rent using delegated powers. Though the decision to dispose was delegated to Officers, as the rent is at less than Best Consideration, it was a transaction where the Disposal of Land by Local Authorities (Scotland) Regulations 2010 applied and there was a need to report back to this Committee the ways in which the terms of the regulations had been met.

Decision

The Committee noted:-

- (1) the variation, extension and assignment of the lease of Beveridge Park Bowling Club, at less than Best Consideration; and
- (2) the extension of the lease of Beveridge Park Bowling Club to 25 years from the date of the assignment at a rent of £1,200 per annum reduced by back to letter to £50 per annum from the 1st April, 2017.

153. REVIEW OF LEASES AND UTILITY COSTS

The Committee considered a report by the Head of Assets, Transportation and Environment advising of the completion of the review examining the recovery of utility costs arising from Fife Council properties occupied by third parties under a lease or license.

Decision

The Committee noted:-

- (1) the contents of the report; and
- (2) that new agreements and measures were being introduced to continue to reduce non-recoverable costs.

154./

154. DECISIONS TAKEN UNDER DELEGATED AUTHORITY MARCH TO JULY 2020

The Committee considered a report by the Head of Legal and Democratic Services advising of decisions taken by officers acting under delegated authority and that were within the remit of the Assets and Corporate Services Committee (now Sub-Committee).

Decision

The Committee acknowledged the decisions taken under delegated authority, as set out in the Appendix to the report.

155. ASSETS & CORPORATE SERVICES COMMITTEE WORK PROGRAMME

Decision

The Committee noted the current work programme for the Assets and Corporate Services Sub-Committee.

**St. Andrews Environmental Network Ltd. –
St. Andrews Community Centre, St. Mary’s
Place, St. Andrews**

Due Diligence Report

Due Diligence Report

1 The Request did not supply enough evidence of the funding and ongoing operation of the proposal.

This was the primary reason for the refusal. The application failed to meet the expected minimum standard in all 4 areas of finance assessed by the panel and there was no confidence that the project was financially viable or sustainable. Specific issues identified were:

Capital Costs

StAndEN Trustees acknowledge that there is increasing pressure on securing capital funding for community projects and have therefore capped the costs for capital upgrade and refurbishment at £1.5mi. Potential funding sources have been identified as:

- Regeneration Capital Grants Fund -	£750k
- Robertson Trust	50k
- Other Trust Funds	<u>150k</u>
	<u>£950k</u>

No funders have been approached to date. The Assessment Panel would have expected to see a stronger funding strategy for post-acquisition development in the Business Plan with evidence of funders and amounts up to the value of the capital costs required with details of initial discussions including on phasing the work.

The Business Plan states that if there is difficulty securing capital funding for renovations then the building could be used 'as is' and the project phased over time. The Assessment Panel did not accept that this mitigated the risk. Project delivery is inextricably linked to capital investment. Without capital to establish a demonstration energy efficient building with different areas heated by different methods, the creation of an Eco Shop, refurbishment of office space to let, provision of a public toilet and changing places facility etc. the key objectives stated in the application will not be deliverable. In short, without capital investment the project cannot be delivered nor can the income to cover revenue costs be generated.

Purchase Price

The purchase price offered is £100k. A Stage 1 application for £103k to the Scottish Land Fund was made to cover purchase and legal costs. The market value of the property is considered to be £500k based on the valuation obtained by the StAndEN's Surveyor, Shepherds. However, St AndEN have since confirmed that no Stage 2 application was submitted as they were not able to comply with the requirements in time. The Scottish Land Fund have since closed their last round of funding and are now only open the Stage 1 applications. The fund may re-open after the Scottish Government elections in May 2021.

The organisation's Business Plan stated that if the application to SLF was unsuccessful it will consider other options such as local fundraising or a community share issue. Given the backlog maintenance plus the significant capital investment required to make the building fit to deliver the objectives outlined in the CAT application this may not be viable.

Current Projects/Funding

StAndEN's main activities are listed in the CAT application as:

- Community Share for Climate Care
- Cosy Kingdom
- Clean & Green
- Towards a Plastic Free St. Andrews
- StAnd Reuse
- Beach Wheelchairs

Due diligence checks identified that funding for the first project had now ended (£49k); Cosy Kingdom is funded by Housing Services to March 2022 (£60.5k); Clean & Green is part-funded by BID to March 2021 (£50k with balance of £20k-£25k to be raised by StAndEN); Towards a Plastic Free St. Andrews is unfunded and delivered by volunteers; StAndReuse is unfunded but was supported by Clean & Green, it is on hold until funding can be raised including for warehouse space; Beach Wheelchairs is a partnership project delivered by volunteers with some funding for expenses and core costs (£5k).

In the interim 2 new funding applications for fuel poverty have been secured, 1 for £11,462 (single year) and the other for £46,783 (for a 2-year project).

StAndEN has an impressive record of securing funding for projects over a 10-year period but while this is a strength it can also leave the organisation vulnerable. For example, the impact of Covid-19 and renewal ballot for BID St. Andrews has resulted in a loss of funding for the Clean & Green team in 2020/21 which is instrumental to much of StAndEN's activities. The Job Retention Scheme and applications to St. Andrews Community Trust and Common Good have been necessary to keep this project afloat.

Reserves

The trustees have set a policy of holding a minimum of £20K in reserve. At 31.03.19 reserves were:

- Unrestricted - £17,067
 - Restricted - 6,000
- £23,067

The sole source of funding for StAndEN currently is grant applications for projects i.e. restricted. Few funders will provide grants for overheads. The organisation receives free office accommodation and has never owned a building or been responsible for running costs. Backlog maintenance for St. Mary's Place is £317k and premises related expenditure is £35,269 for part-time opening.

Revenue Costs/Discrepancies

In Year 1 expenditure associated with the running of the building is assumed to be £10,220 excluding rates. The building will be used as office space for StAndEN and space to run some events until renovation works start. StAndEN anticipate raising £4,500 through donations, grants and workshops/sales.

In Year 2 expenditure increases to £61,183 and anticipated income is:

- Sales of Products - (profit based on sales of £62.5k)	£25k
- Workshops and Classes - (50 x 8 participants x £5)	£2k
- Community Room Hire (7 - 8hpw @ £10 x 50 weeks)	£3.6k
- Hire of Interview Rooms (20hpw @ £5 x 50 weeks)	£5k
- Let of 3 Office Spaces (@ £8K, £8.5K and £9K)	£26k
- Donations	£2k
	<u>£63,600</u>

Fife Council premises costs for the part-time operation of St. Mary's Place is £35,269pa. StAndEN may get 100% rates relief as a charity in Year 1 i.e. before its operation of an Eco Shop commences.

There are revenue costs missing from Year 2 projections i.e. the staffing costs of a part-time Assistant Manager who would be involved in building management and would be responsible for 'effective operation and compliance'. There are also no costs associated with the delivery of public toilets and a changing places facility e.g. cleaner, cleaning materials, annual maintenance costs. FCCT have estimated costs for a 7-day operation to be:

- Cleaning (3hpd x 7 days @£10)	£210pw = £19,920pa
- Cleaning materials and resources	£70pw = £3,640pa
- Maintenance and other costs for Changing Places	£2,000pa

(Even if costs were half the amount estimated by FCCT this would be £8,280.)

Given the underestimate of revenue costs and the strong reliance on volunteers in the delivery of the project including for the delivery of workshops and classes the CAT Assessment Panel was unconvinced of the financial sustainability of the project.

Financial Assessment of the CAT Application (reference to scoring matrix)

E1. Has the applicant organisation provided their projected income and expenditure and cashflow forecasts? Have they demonstrated there is sufficient projected cashflow to show the proposal is financially viable?

Score 1 (weak) – The submission contains only minor detail and is not based on robust information.

Costs were omitted from the Cash Flow forecast including for the key post of part-time Assistant Manager which StAndEn stated in the application that they would employ as evidence that they understood what was required in relation to managing an asset i.e. postholder would have responsibility for building management, effective operation and compliance. Also, no account taken of the costs of delivering public toilets.

Anticipated income also appeared to be on the high side but was needed to balance expenditure (which as stated before did not cover full costs)

Both these issues raised concerns of the financial viability of the proposal.

E2. Has the organisation demonstrated the need as to why the asset should be transferred at less than best consideration?

Score 1 (weak)– The submission contains only minor detail and is not based on robust information.

Local Authorities are required to obtain best value when disposing of their assets (Disposal of Land by Local Authorities (Scotland) Regulations 2010). The protective mechanisms which the Council may employ can be impacted by funder requirements as they will also want security for their investment. In the case of the Scottish Land Fund, their conditions are that Secured Head of Terms are of no longer than 5 years. The Assessment Panel therefore had to consider if the project proposal could evidence delivery of over £400,000 additional community benefit in 4 years (Year 1 operation is 'as is') and from the information provided the conclusion reached was that it could not.

E3. Has the organisation identified all the resources required to deliver the benefit?

Consider:

- Funding obtained so far
- Funding and support required from the Council
- Other sources of funding
- Number of employees or volunteers available to run/maintain the asset

Score 1 (weak) -The submission contains only minor detail and is not based on robust information.

The Assessment Panel would have expected to see a stronger funding strategy for post-acquisition development in the Business Plan with evidence of funders and amounts up to the value of capital costs required with details of initial discussions including on phasing the work.

E4. Has the organisation demonstrated prioritisation of resources in the longer term in order to contribute to sustainable development? Demonstrate future funding or self-financing arrangements. Are the assumptions credible/evidenced?

Score 2 (moderate) – The submission provides a level of detail which enables understanding with acceptable projected benefits.

The Council's CAT policy states that the Council must consider whether the proposal is sustainable and whether the organisation has the ability to deliver. Information was provided (on request not in the application) on the assumptions on which the projected income was based. While some projections seemed on the high side research on the potential surplus from sale of products had been undertaken.

Total Score based on Financial Information provided (including follow up questions for clarification) is 5 out of a possible 16.

2. The projected benefits did not demonstrate enough community benefit relative to the value forgone and adverse impact on the delivery of Council Services.

Local Authorities are required to obtain best value when disposing of their assets (Disposal of Land by Local Authorities (Scotland) Regulations 2010). The protective mechanisms which the Council may employ can be impacted by funder requirements as they will also want security for their investment. In the case of the Scottish Land Fund, their conditions are that Secured Head of Terms are of no longer than 5 years. The Assessment Panel therefore had to consider if the project proposal could evidence delivery of over £400,000 additional community benefit in 4 years (Year 1 operation is 'as is') and from the information provided the conclusion reached was that it could not. The impact on Council Services is covered in more detail at point 4.

3. Lack of evidence of consultation and support for loss of existing services

Survey

Consultation was conducted via a community survey. 216 responses received with 94% supporting CAT

The Assessment Panel were of the opinion that the consultation questions were not sufficiently robust and were framed in such a way that it would be difficult to dissent. It would have expected the survey to ask if respondents were resident, student or visitor, whether they had previously accessed services at St. Mary's Place (CARF or Customer Services), whether they had used any of the community facilities in the town (Cosmos Centre, St. Andrews Town Hall, Victory Memorial Hall) and whether they had difficulty accessing community space, questions on the types of courses and classes or energy efficiency services/eco products they would be interested in etc.

A copy of the survey was requested and a fifth question on 'Which advice services/facilities would you use?' was asked but the results were not reported.

Community Events

Information provided at St. Andrews Day celebration, Farmers Market and launch of Plastic Free St. Andrews.

Meetings with Stakeholders

Strong partnership arrangements with key groups in the town.

Local Community Support Assessment by CAT Panel

B2 – Has the organisation demonstrated that there is sufficient support from the local community? This should be based on widespread consultation of those who would be served by the asset as well as support from community partners. Evidence of stakeholder consultation is required including details of who was consulted, how, what the response was etc.

Score 2 (Moderate) – The submission provides a level of detail which enables understanding with acceptable projected benefits.

- 4. Agreeing to the request would restrict the Council’s ability to carry out its function per section 8.2 (3)(h) of the Act. Although the Council had sought to relocate existing services being delivered from the Asset this has not been possible therefore the Asset is still (and will continue to be) operational.**
- StAndEn’s response was that the Council had already indicated its intention to close the building.
 - When the Asset Panel followed up and asked what formal enquiries had been made/discussions held StAndEn referred to an email from a former employee of Asset Management dated December 2017 which stated that the building would close in 2018. No further enquiries were made before submitting the CAT application in March 2020.
 - The CAT Assessment Panel contacted Customer Services in April 2020 and were informed that while the service would still like to move, they had been unable to find suitable alternative accommodation in St. Andrews.
 - The CAT Assessment Panel also contacted CARF who confirmed that there had been informal discussion with StAndEn several months previously when they had indicated that they would be interested in remaining in the building should StAndEn progress with a CAT application. However, there had been no formal discussion and CARF were unaware that an application had been submitted.

While the aspiration to relocate Customer Services remains, a review of Council buildings in St. Andrews did not present any viable options in the town. A reconfiguration of the space within the Town Hall was considered but ruled out because of the costs involved.

**St. Andrews Environmental Network Ltd. –
St. Andrews Community Centre, St. Mary’s
Place, St. Andrews**

Decision Notice

Jane Kell
Project Manager
St Andrews Environmental Network

Sent by e-mail: jane@standrewsenvironmental.org

**Communities &
Neighbourhoods**

Tim Kendrick
Tel: 01345 555555 ext. 446108

Email: tim.kendrick@fife.gov.uk

Our ref: ZR/CAT/NEF

Date 25th August 2020

Dear Ms. Kell

**Community Empowerment (Scotland) Act 2015 (the “Act”)
Community Asset Transfer Request – St Andrews Local Office, St Mary’s Place, St.
Andrews (the “Asset”) - Decision Notice**

This Decision Notice relates to the asset transfer request made by St Andrews Environmental Network validated on 23rd March 2020 for the purchase of the Asset.

I confirm that your application has been refused by the Council’s Assets and Corporate Services Committee for the following reasons:

- The request did not supply enough evidence of the funding and ongoing operation of the proposal;
- The projected benefits did not demonstrate enough community benefit relative to the value forgone and adverse impact on the delivery of Council Services;
- Lack of evidence of consultation and support for loss of existing services; and
- Agreeing to the request would restrict the Council’s ability to carry out its functions per Section 82(3)(h) of the Act. Although the Council had sought to relocate existing services being delivered from the Asset, this has not been possible therefore the Asset is still (and will continue to be) operational.

Please note that your organisation is entitled to a Review of the Decision under S86 of the Act where:

1. The Council refuses your request;
2. The Council agrees your request but the decision notice specifies material terms or conditions which differ to a significant extent to those stated in your request; or
3. The Council does not issue a decision within 6 months of the Validation Date.

Any request for a Review should be made within 20 working days of the date of the Decision Notice or within 20 working days of when the Decision Notice should have been issued.

If you require an internal Review of the Decision then please complete and return the enclosed Review Form to the Council within 20 working days. The application for review must include a statement setting out the reasons for the application. This must cover all matters which the community transfer body intends to raise in the review.

The Decision Notice will be published online and also notified to all parties who have made representations in terms of Regulation 11 of the Asset Transfer Request (Procedure) (Scotland) Regulations 2016.

Yours sincerely

Pp Tim Kendrick
Community Manager (Development)

Enc.

- *Review Form*

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 - SECTION 86

REVIEW REQUEST FORM

Name of Community Transfer Body	
Address of Community Transfer Body	
Land or asset to which the transfer request relates	
Reasons for requiring a review	
List of documents upon which you intend to rely. You do not need to re-submit previously submitted documents.	

**St. Andrews Environmental Network Ltd. –
St. Andrews Community Centre, St. Mary’s
Place, St. Andrews**

Application for Review

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 - SECTION 86

REVIEW REQUEST FORM

Name of Community Transfer Body	St Andrews Environmental Network Ltd
Address of Community Transfer Body	C/O Fife Council Local Office St Mary's Place St Andrews KY16 9UY
Land or asset to which the transfer request relates	Fife Council Local Office St Mary's Place St Andrews KY16 9UY
Reasons for requiring a review	<p><i>1. The request did not supply enough evidence of the funding and ongoing operation of the proposal.</i></p> <p>Formal talks and a stage 1 application had been submitted to the Scottish Land Fund however when we submitted our CAT Application, we were aware that we would not be able to comply with the requirements of a stage 2 application before the Scottish Land Fund closed. We therefore started talks with other bodies. These potential funders have been advised that the request for St Mary's Place was rejected however we are continuing to engage with them so, should the appeal be successful, we are able to proceed with the purchase.</p> <p>The request supplied accurate projections of costs and revenues based on research carried out and the business plan was prepared with the aid of Community Enterprise. It is impossible to have confirmed funding in place for either the capital or revenue aspects of the plan without confirmation of Fife Council's approval of the asset transfer. I would suggest that most applications are based on estimates and projections at this stage. However, as the funding landscape has changed dramatically because of Covid 19</p>

we have attached a revised financial plan as Appendix 1. This adjusted plan still shows that the project can be delivered with a small surplus over each of the 6 years. Only in years 1 & 2 are we relying on any grant funding.

2. The projected benefits did not demonstrate enough community benefit relative to the value forgone and adverse impact on the delivery of Council Services;

Firstly, we did not believe there would be any adverse impact on the delivery of Council Services as plans were already in place to relocate any essential services within St Andrews. This is dealt with in more detail below. The valuation of the building as offices was to reflect its current use and the fact that the public carpark would remain in the ownership of Fife Council.

Secondly, the value of the community benefit has been under-estimated – a full and detailed community benefit report is attached as Appendix 3.

3. Lack of evidence of consultation and support for loss of existing services;

No consultation was carried out on the relocation of existing council services as this decision had already been taken and the process of relocating staff had started with the relocation of ESOL. At no point were we informed of any changes in the plan to close the Local Office and relocate essential staff within St Andrews. Citizens Advice & Rights Fife (CARF) staff and Council staff located in the building were also given no hint of these changes. I understand that Local Councillors have now been informed that plans have changed, but they only received this information at the August 2020 Ward meeting.

Consultation was carried out in the community to form the project and ensure that the venture had community support. The full consultation report, which was summarised in the original application, is attached as Appendix 2. In total, 1,916 people expressed their views on the project and 1,775 (92.6%) were in favour. Consultation was carried out with 14 stakeholder groups within the town, Home Energy Scotland and Historic Environment Scotland, all of whom expressed their support for the project.

4. Agreeing to the request would restrict the Council's ability to carry out its functions per Section 82(3)(h) of the Act.

Although the Council had sought to relocate existing services being delivered from the Asset, this has not been possible therefore the Asset is still (and will continue to be) operational.

As already stated, the decision to relocate existing council services had already been taken in 2018. There were delays in the process of relocating staff however this started with the relocation of ESOL. As noted above, neither we nor CARF nor the Fife Council staff in the building have been told of any change to the closure and relocation plan, and local members have only recently been thus briefed. We were aware that the process had been delayed and dependent on the works at the Town Hall. A delay should not be an obstacle to the transfer of the asset.

We would be willing to provide temporary accommodation to essential staff whilst the works to the Town Hall continues or if this is no longer an option, discuss essential council services remaining in the building as tenants. CARF are aware that their services can continue to be based at the building for as long as they wish. This would not affect our plans as we have

	<p>delayed the start of major renovation works to reflect changes in the funding landscape and therefore could accommodate council staff on a temporary bases within the existing layout and/or redesign the layout to accommodate them on a more permanent basis. We are uncertain exactly what Fife Council's plans are now other than the building will remain in use 3 days a week for the time being. Had we or any of the other building users been made aware of this at any time prior to the decision letter we could have held talks with the relevant officers. One of the council's objectives is to make better use of assets in partnership with the local communities which this plan would achieve. The building would be in use 7 days a week and, if necessary, could accommodate the council for the 3 days a week they currently use the building. Our offer is for the building and the land at the back, leaving the public car park at the front of the building in the ownership of Fife Council allowing that service to continue and generate an income for Fife Council going forward.</p>
<p>List of documents upon which you intend to rely. You do not need to re-submit previously submitted documents.</p>	<p>Appendix 1: St Mary's Place Finance tables post Covid Appendix 2: Consultation Report Appendix 3: Community Benefit Report. Appendix 3A Community Benefit Report. Fife Council – closure of St Mary's Place Correspondence with CARF Notification of intent to refuse Report to Committee StAndEN response to cttee report Decision Let – StAndEN Comments from Elected Members Reply FC re Response to Committee Report</p>

7. Costs, Funding and Financing – revisit in light of the changed funding landscape post COVID 19

The COVID-19 pandemic is likely to have a significant impact on the funds available going forward. It is therefore very likely that there will be a slip in the time scales for renovation and improvement works being carried out which will also have a knock-on effect on our ability to generate income.

The plan is still to purchase the building and use it as offices for St Andrews Environmental Network with immediate effect. The building could be used in its current state however, the delays incurred by the appeals process and the fact that it is currently unoccupied will lead to a deterioration of this listed building over time. The roof is leaking, and we believe the heating is currently not working. Applications to the Scottish Land Fund to purchase the building are now closed so we have opened up discussions with funders who already have a connection with St Andrews and support the idea of an Eco Hub in the town. We have received positive feedback in principle; however, none will commit funds until we have a positive decision on the asset transfer. We have a firm offer from a supporter for an interest free loan of £25,000, should we require it, to purchase the building or carry out the necessary repairs to get it opened. We would only use this offer if it were absolutely necessary.

Purchase Costs	Projected Cost
<i>Purchase of St Mary's Place</i>	
Building Purchase	£100,000
Legal Fees	£3,000

Capital Development Costs

The project will require refurbishing the building to a high standard over time, this will be done in stages spread over 3 years rather than a complete refurbishment in one go. Individual elements of the project can be carried out as the funds become available.

An architect-led design team will be appointed as soon as possible to ensure that all works carried out are in line with the final vision. The following are holding estimates only until costs become clear

Capital Development Costs	High level estimated Cost
Capital upgrade	£1,000,000
Professional Fees – architect, QS, structural engineer (say 12%)	£120,000
Site investigations (estimate)	£20,000
Planning Fees (estimate)	£4,000
Building warrant fees (estimate)	£5,000
VAT (no vat on planning and building warrant fees)	£228,000

Sum for inflation (say 10%)	£137,700
Total	£1,514,700

Capital Funding

With increasing pressures on capital funding for community projects across Scotland, there is a need for caution in approaching fundraising for St Mary's Place and we have tried to cap the costs at £1.5m but estimates could be much less, which would reduce this burden. There may also be VAT support that will reduce the VAT liability, thus increasing what can be achieved for the budget.

No capital funding has been secured to date and at this stage, with the ever changing landscape, all we can do is list some possible contributors, however by splitting the renovation and carrying it out over a 3 year period relieves some of the pressure as we will be applying for a number of smaller contributions.

Fund source	Comments	Projected Amount
Local development funding linked to regeneration plans	Potential section 75 funding	Unknown
Robertson Trust	Supportive of community projects but needs focus on deprivation and need	£50,000
Other Trusts which support capital	Garfield Weston, Clothworkers, Wolfson, Hunter Foundation	£220,000
Local community funds	Alfred Dunhill Foundation (over 3 years)	£90,000
	St Andrews Community Trust (over 3 years)	£15,000
	University of St Andrews Community Fund (over 3 years)	£9,000
	Hamish Foundation	£5,000
	Pilgrim Foundation	£15,000
	Kinburn Charitable Trust	5,000
Donations/ In-kind contributions	For example, reduced supply and installation costs	£60,000
New funds to be applied for over 2 years	Lottery and other funds which will re-open in future months.	£906,000
Community fund raising	Appeal within the local community	£25,000
	Total	1,500,000

StAndEN is also in talks with organisations about funding elements of the capital works for example, the changing facilities & the advice/shop area refit which would reduce the amount of capital funding required from the lottery or other bodies. Other possible funders going forward include the R&A from the

Open Legacy Fund, should we be successful in acquiring the building, and various student fundraising committees, all of which we already have established working relationships with. At this stage none of the funders will commit as the transfer of the asset has not been agreed however, those we have engaged with are very supportive.

VAT

We have included all VAT on costs and have not factored VAT into the cash flow projection. If the organisation was keen not to have VAT liability, it is possible to opt to tax voluntarily. This will allow the project to reclaim some or all of the VAT but will impact on the long-term sustainability.

We will seek a formal VAT assessment at some stage to provide us with guidance on this which may reduce the total sum required or increase the construction budget.

Income Generation and Sustainability

These tables deal only with the additional income and expenditure associated with the running of the building. StAndEN currently has 5 full time and 4 part time staff who are funded for project delivery. Should any project funding end or new project funding start, project staffing posts would be reviewed. Over the past 10 years we have adapted our services in line with the funding secured, each time we have lost a major funder we have been successful in finding a replacement and adapted the services accordingly.

EXPENDITURE

We have added in a figure of £30,000 in year one to cover necessary repairs that will be required while we are waiting to secure the capital funding. We have discussed the need for a small amount of funding to carry out necessary repairs with the same funders that we are speaking to about the purchase costs and all have indicated that they would be amenable to making a contribution towards the purchase price plus the additional sum towards repairs.

We have reduced the staffing requirement to a part time Senior Admin office from year 4 on, this reflects the time delay in delivering many of the outputs until after the major renovations. We are currently recruiting an admin volunteer for now and will recruit additional volunteers should we be successful with the appeal. In the early stages the cleaning will be carried out by the existing staff and volunteers (staff have been consulted and agreed to a cleaning rota) until such time as we are in a position to employ a cleaner.

No costs have been included for office furniture – desks, chairs, filing cabinets and shelving as we intend to kit the building out with donated office furniture. Our two main suppliers will be the University of St Andrews and University of Dundee. We have well established contacts with both Universities and regularly find furniture for other charities through these links.

We currently have enough printers, laptops, and mobile internet to carry us through until such time as we can get a telephone and broadband connection to the building.

We have reduced the energy costs of running the building to reflect that we will change the supplier to get the best deal and also look at reducing the levels of heating in some areas especially areas that are not in use. We will not be replacing the boiler which we believe is currently not working but move to electric heating until such time as we can carry out the installation of 3 separate electric systems. Until such time wall mounted electric heaters will be used but controlled to reduce the running costs.

Expenditure over 6 years:

	Year 1*	Year 2	Year 3	Year 4	Year 5	Year 6
Part – time Senior	0.00	0.00	0.00	14.852.60 (0.5 FTE)	15,298.18 (0.5 FTE)	15,757.13 (0.5 FTE)

Admin officer						
Volunteer Admin support	500.00	600.00	800.00	1,100.00	1,300.00	1,500.00
Volunteer Shop/Advice staff	500.00	600.00	800.00	1,100.00	1,300.00	1,500.00
Energy Costs	5000.00	5,000.00	5000.00	5250.00	5250.00	5250.00
Carbon tax	270.00	278.00	286.44	295.03	303.88	319.08
Rates	0.00	5,000.00	5,150.00	5304.50	5463.64	5627.55
IT Services	1000.00	1500.00	1500.00	2500.00	2650.00	2650.00
Water	3,500.00	3605.00	3713.15	3824.54	3939.28	4057.45
Telephone & Internet	1400.00	1500.00	1545.00	1591.35	1639.10	1688.26
Insurance	2000.00	3,000.00	3,000.00	3,000.00	3,500.00	3,500.00
Repairs & Maintenance	30,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Cleaning	1,500.00	1,500.00	1,500.00	2,500.00	2,500.00	2,500.00
Totals	£45,670.00	27,583.00	29,144.59	43,818.02	45,644.08	46,849.47

Income:

The building will be used by St Andrews Environmental Network from day of purchase, as office space and space to run some events until renovation works start. As the building is in three distinct zones, we will be looking at continuing to use the building while works are ongoing. This has resulted in the low figures for years 1-3.

We have reduced all rental income figures to reflect the delays in carrying out the major renovations and the likelihood of reduced demand post-Covid. The income figures for the sale of products also reflects the delays. Year one is based on the sales of a small range of plastic free products in the advice hub while we await the necessary permissions to open a full zero-waste shop at the front of the building. Last year we made a surplus of £231.12 selling these products at 8 events. We have spoken to several zero-waste shops throughout the UK and know the surplus figures quoted are reasonable estimates however, this element of the project would struggle if we had to rent premises to run it.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Advice area surplus from sales of products	2,500.00	18,000.00	27,500.00	30,000.00	30,500.00	31,000.00
Workshops and classes	300.00	800.00	2,000.00	3,000.00	4,000.00	4,750.00
Community room hire	100.00	600.00	1,500.00	2,500.00	3,000.00	3,000.00
Interview rooms- hire	300.00	2,500.00	3,000.00	3,000.00	3,000.00	3,000.00
Additional office space (3 offices with parking)	0.00	0.00	0.00	12,000.00	12,500.00	13,000.00
Grant funding	£39,500.00	4,000.00				
Donations	3,500.00	2,500.00	3,500.00	5,000.00	5,000.00	5,000.00

Total Income	46,200.00	28,400.00	37,500.00	52,500.00	54,500.00	56,750.00
Income V Expenditure	£530.00	£817.00	£8,353.41	£6,181.98	£6,355.92	£6,400.53

Each year shows a surplus with only years one and two relying on any grant funding. The major element of grant funding for year 1 is the £30,000 for any necessary repairs to the building on purchase which will be requested along side the request for the funds to purchase the building.

Community Asset Transfer Community Consultation.

The below results (table 1.0) reflect the responses to the Community Consultation document when we first explored the possibility of looking to obtain the building. The initial responses came from online consultation which was on SurveyMonkey and was promoted via our FaceBook page regularly. There were also some responses from small events that we attended within St Andrews, including the Farmers Markets held in Market Street. The total responses received from both online and early events were 216.

Table 1.0

Question	Results	
	YES	NO
<i>Do you support a local community group buying St Marys Place?</i>	93.5%	6.5%
<i>Do you feel there is a lack of community space in the centre of St Andrews?</i>	91.1%	8.9%
<i>The building currently has public toilets – would you like to see these kept and improved?</i>	97.2%	2.8%
<i>The plan proposes full disabled access throughout the building – do you support the addition of a changing places in this area of St Andrews?</i>	95.3%	4.7%

Table 2.0 outlines the responses we received during the launch event of Plastic Free St Andrews, held at St Marys Place on Saturday 29th June 2019. This event attracted 250 visitors, the majority of whom were residents of St Andrews, with the remainder being tourists & we engaged all 250 in the consultation throughout the day. The results show that the visitors during this day had great support for a community group having ownership and use of the building, with many of the visitors coming into town on this day purely for the event. Many commented that it would be fantastic if more events and workshops were available in the town centre on a regular basis. We are aware that, post-Covid, we will need to reconsider the way in which we had intended to host presentations and workshops – we will be looking to make use of technology to upload videos of presentations or workshops, or stream these, online.

Please note, the lower result regarding community facilities in the centre of St Andrews was due to the number of visitors who were tourists to the town and therefore were unaware of availability of community facilities in the town in general.

Table 2.0

Question	Results	
	YES	NO
<i>Do you support a local community group buying St Marys Place and providing the services outlined?</i>	94.6%	5.4%
<i>Do you feel there is a lack of community space in the centre of St Andrews?</i>	80.3%	19.7%
<i>The building currently has public toilets – would you like to see these kept and improved?</i>	94.6%	5.4%
<i>The plan proposes full disabled access throughout the building – do you support the addition of a changing places in this area of St Andrews?</i>	94.6%	5.4%

Table 3.0 outlines the results from our largest consultation event to date. These results were collected during St Andrews Day celebrations on 30th November 2019. This event, organised and run by BID St Andrews, attracted approximately 4,000 visitors. We (StAndEN) had a stall at the event where we were selling zero-waste items and providing advice on a number of issues, as well as discussing our proposals with anyone who stopped to engage with us. We had 3 people at the stall all day and an additional 4 over the busy period, each person kept a note of the number of people with whom they spoke. Around 3,000 passed our stall and engaged with our consultation board in total, with some stopping only to read the information but did not engaging verbally with the team. Of this 3,000, we verbally engaged with approximately 1,450 people & their views are outlined below.

Table 3.0

Question	Results	
	YES	NO
<i>Do you support a local community group buying St Marys Place and providing the services outlined?</i>	92.3%	7.7%
<i>Do you feel there is a lack of community space in the centre of St Andrews?</i>	62.4%	37.6%
<i>The building currently has public toilets – would you like to see these kept and improved?</i>	95.1%	4.9%
<i>The plan proposes full disabled access throughout the building – do you support the addition of a changing places in this area of St Andrews?</i>	94.7%	5.3%

Again, many of the people that we spoke with admitted that they were not aware of the availability of community space within St Andrews in general as they were visitors, hence the low numbers for this question.

Other Stakeholder Engagement

Throughout the development of the plan we engaged with other stakeholders in the town and all received a presentation on the final proposal. The groups consulted are listed below, many of whom provided formal support letters:

MSP & Local Councillors

University of St Andrews

R&A

St Andrews Preservation Trust

St Andrews Partnership

Students Association – University of St Andrews

St Andrews Links Trust

BID St Andrews

Tourism St Andrews

St Andrews B&B Association

Transition University of St Andrews

Compagnie Financiere Richemont SA.

St Andrews Community Council

St Andrews Community Trust

We also consulted Home Energy Scotland and Historic Scotland, both of whom provided support letters and expressed an interest in being involved in the project.

Community Benefit – St Mary’s Place

A Plan 4 Fife – “A big part of what we plan to do is to involve local communities in designing places and services and, if they want to, in helping to deliver their own improvements. This could mean communities taking on responsibility for some local assets, such as community halls, libraries and open spaces. Wherever community groups want to play a bigger part in community planning and delivery, we’ll do our best to support them.”

Proposed use of the building and resulting community benefit:

In preparing this document we have put together expected usage figures based on other similar projects. We looked at 3 other advice hubs located in Dundee, Kirkcaldy and Burntisland. We have based our figures on the Burntisland Hub as the area demographics are closest to those of St Andrews. Changeworks’ Final Report for the project stated that: “The settlement contains a mixture of demographic groups, and while there are affluent parts of the town there are also pockets of serious deprivation.

Burntisland is connected to the mains gas grid, and all bar a few rural outlying properties and multi-storey flats utilise gas for cooking, and in most instances heating. There are a significant number of properties in the domestic sector with an EPC Band C or below which provided a significant target for energy efficiency improvements.”

The population in Burntisland is quoted as being 6,269 while St Andrews is quoted as 16,800 - multiplication factor of 2.68. However, when considering statistics such as carbon savings, we have reduced the multiplier 1.5 to reflect the number of student households within the total population figures. We have identified the multiplier used for each figure quoted.

Community Space: To provide additional community space within the town which is currently in short supply. This space would be accessible to all once the full renovations have been carried out. We envisage the community room being used once a week by StAndEN in the first year (200 people attending the workshops and events – see below) and have projected a modest income of £100 equating to 20 hours usage in year one to reflect the ongoing impact of COVID 19.

Toilets: St Marys Place has 3 toilets (Ladies, Gents and Disabled) currently available for community use the 3 days a week the building is open to the public. The loss of this facility would be felt by residents and visitors alike. Our proposal would immediately increase facilities in St Andrews by making these available to the public 7 days a week. As part of the major development of the building we intend to relocate the Ladies, Gents and Disabled toilets within the building and add a separate baby changing facility with toddler toilet for families. Where the existing toilets are currently located would be converted to a changing places which would be available 24/7, as it will be accessed from both the outside and from within the building. Soon St Andrews will open its first Changing Places, however, as a major tourist destination and a town of this size, it will certainly benefit from having more than one.

Disabled Access throughout the town: As well as continuing to provide the beach wheelchairs from their base located at West Sands, we would like to offer the hire of mobility scooters accessible from the building. This would allow residents and visitors the opportunity to use these within the town centre. This project could be offered shortly after we acquired the building. There is space for the storage of these in the middle shed at the side of the building (Appendix 3A, orange area). St Andrews is the biggest tourist attraction in Fife and if Fife Council wants to achieve “year on year increases in visitor numbers and tourism spend” (*A Plan 4 Fife - Inclusive Growth & Jobs*), St Andrews needs to be accessible to all. Areas of the town are currently inaccessible or difficult to access if a person is disabled, therefore this element of the project would go some way towards resolving this problem.

Lease of office space: To provide affordable office space with full IT and reception service to rent within the town centre. This provision would be delayed until after the renovations have been carried out which would allow other services to continue throughout the renovation. However, they could be used as they are throughout the initial years while funding for the capital works is being applied for. We are open to Fife Council services using them initially until suitable alternative accommodation is found, or providing accommodation on a more permanent basis, if required.

Interview rooms: To provide interview rooms which will be available for hire by groups or organisations looking to carry out consultations or CARF, for example, wishing to run advice clinics. Hire of these could be for single use or regular use.

Sustainable St Andrews: Sustainable St. Andrews (SSA) is the current initiative led by St. Andrews Environmental Network (StAndEN), in an effort to develop a clear and unified sustainability strategy, supported by all the stakeholders and the wider community in St. Andrews. Following the success of the ‘Towards a Plastic Free St. Andrews’ initiative that was established in 2019 and led to the collaboration amongst all the major stakeholders in St. Andrews towards the eradication of single-use plastics, SSA will be looking beyond plastic pollution. SSA aims to promote sustainable practices within the community and the local businesses in accordance with the UN Sustainable Development Goals (SDGs) and develop further collaboration amongst all stakeholders in St. Andrews.

This initiative aims to benefit the community and strengthen its presence as one of the notable towns in Scotland. As the country is now entering the next phase in response to the pandemic crisis and looking into adopting new ways of functioning in order to promote an economic recovery and strengthen the community, sustainability is now, more than ever, essential for a successful recovery.

From the perspective of an economic recovery, local businesses will benefit by adopting sustainable practices within their operations and also set up close partnerships with each other, where possible, to strengthen their offering.

In terms of the community groups, the Scottish government has highlighted the need for stronger partnerships between organisations in the third sector, while both public and private funders have also indicated they would rather support collaborative projects to ensure a more effective social and economic impact.

Therefore, the 'Sustainable St. Andrews' initiative would like to develop a common sustainability strategy for St. Andrews and establish a unified action plan amongst all the stakeholders. The current pandemic has enforced the fact that it is now even more urgent to be able to implement such a strategy within our community. A single, united strategy will be extremely useful for everyone involved:

- a) It will help with the economic recovery of the businesses,
- b) It will increase the effectiveness of the charities and community groups operating in the town, and
- c) It will strengthen relationships between all the main stakeholders and provide a united front of the community to external actors, such as the local authorities (Fife Council), the government and potential funding bodies and corporate entities.

We envision that, as all community groups and local businesses come together to develop, support, and implement this strategy, St. Andrews will be able to implement a long-term sustainable future for the town in accordance the UN 17 SDGs.

A Plan 4 Fife – Community Led Services “Support the development of local plans, neighbourhood plans and community led action plans.”

Cosy Kingdom: To provide an office base for the project and add the offer of a ‘drop in’ clinic for energy advice. The Cosy Kingdom project will continue to provide advice and support to residents in Fuel Poverty through telephone advice and home visits. However, the addition of a drop-in facility would allow us to offer another kind of support and accommodate those working in St Andrews who could drop in over their lunch hour.

Having the capacity to have an energy advisor based in the building would help to reduce waiting times for advice and would also be useful for those who require some help, but perhaps do not wish for this to be carried out at their property (particularly post-covid). Many issues such as billing or debt issues can easily be dealt with face-to-face. We found that we would often have clients who had visited CARF, come to our office for help or advice with energy-related issues however, as we did not have the capacity to have an energy advisor based in St Marys Place all day - due to there being no surplus meeting rooms to allow for privacy between the client and advisor, clients would have to make an appointment and wait up to 2 weeks for an advisor to be able to visit them and help with their particular concerns.

Since April 2018, we have carried out home visits to 707 residents of North East Fife, resulting in total financial gains for these residents of £210,203.83 - this includes measures such as new boilers which some clients received free of charge through Home Energy Scotland’s grant scheme. It also includes the installation of smaller, draught-proofing and energy efficient measures such as thermal curtains, radiator panels and LED lightbulbs, installed by Cosy Kingdom Handymen. We have helped a number of clients have some or all of their fuel debt written off, since April 2018 we have helped write-off a total of £4827.61 of debt.

Advice Hub: Establish an Advice Hub at the front of the building which would be staffed 7 days a week. The person manning the Hub would be the first point of contact for all projects and would be able to give basic advice on a full range of environmental issues, while being backed up by experienced staff in each field. From the hub we can provide residents and businesses with information and advice to empower them to make the changes to their lifestyles that will result in lowering their carbon footprint and identifying expert advice on a variety of issues, from effective recycling, how to avoid the use of single-use plastics, and other sustainable practices. The Burntisland advice hub received an average 224 visitors per month therefore it is reasonable for us to predict a footfall of 600 per month (2.68 multiplier).

“Climate Fife has been created to help us to respond to what is arguably the greatest challenge of our time - the climate emergency.” *Cllr Ross J Vettraino OBE*

The “**Climate Fife: Sustainable Energy & Climate Action Plan (2020-2030)**” outlines the actions Fife should take to tackle Climate Change. The whole purpose of the advice hub is to provide the information and support to the local community to act to improve energy efficiency, move to low carbon energy, promote active travel, increase the uptake of ULEV (ultra-low emission vehicles) such as full-electric and hydrogen fuel vehicles, and encourage the most sustainable ways of managing, recovering and avoiding waste, including using water, and reducing food waste. With the establishment of the Fife Communities Climate Action Network (FCCAN) as a regional hub on issues relating to Climate Action and StAndEN being one of the leading organisations of FCCAN, it will be essential to have a presence in St. Andrews through the Ecohub.

A Plan 4 Fife – Thriving Places “Deliver energy efficiency measures to reduce fuel poverty and improve health and wellbeing across all housing tenures.” One-stop Advice Hubs have a proven record on increasing levels of uptake of government grants and loans for energy efficiency measures.

Eco Shop: To establish an Eco Shop which would allow us to provide the local community with a space to buy products made & produced in an environmentally conscious manner. The Eco Shop will also allow for the public to drop in with any questions/ queries they may have. Initially the Eco shop would supply non-food items until all the necessary permissions are in place. Burntisland found the refill cleaning products led to repeat visits and more engagement with other aspects of the advice hub. Our aim is to provide sustainable eco products and refill stations for dried food items at affordable prices for the whole community. Income should not be a barrier to moving towards a more sustainable lifestyle.

Workshops & Events: To organise & run a number of events & workshops from this space focusing on a low carbon lifestyle. We would also like to increase our environmental education programmes. At present we carry out local school visits, however, we could further increase our outreach work during school holidays, for example. We would also look to provide other members of the community with some outdoor, environmental sessions such as health walks, which are not currently on offer in the local area. Numbers attending workshops and events have been revisited in light of COVID 19 and the plan is to increase the frequency of workshops to weekly with a reduced attendance of 5 participants (200 participants per annum) and we would use technology to upload or stream the content online make such events

available to a wider audience. Rather than large one-off events, the plan is now to develop a programme of themed weeks, covering the range of environmental issues. By having displays in the advice hub, the messages will be seen by all those attending that week. Topics will include water saving, electric cars, recycling, pass it on, energy saving - to name but a few.

Energy: Establish a demonstration building with different areas heated by differing methods such as an air source heat pump, smart storage heaters, and infrared heating panels etc., showcasing how Fife can decarbonise heating. We would also look to work with Historic Environment Scotland to use different insulation materials throughout the building. This would allow us to lead by example, giving honest and accurate representations of the different products. The building is currently “G” rated for both Energy and the Environment, so it makes an excellent example for the public. We are in discussions with the University of St Andrews about undertaking the research and monitoring of the different technologies. We will work alongside Resource Efficient Scotland to provide the advice and support necessary so that Fife homes can achieve an EPC of “C” by 2040, the development of the supply chain and behaviour change initiatives to support fabric improvements. Through this element of the project we would expect to engage with 60 households per month, resulting in an estimated annual spend of £264,657 on energy saving (this would be through encouragement for the householders to install measures such as new boilers and insulation, as well as perhaps making use of Home Energy Scotland’s Interest Free Loan, funded by the Scottish Government), and estimated saving of 1,638 tonnes of CO₂e (these estimates are based on the Burntisland average figures for a year and using 1.5 multiplier to reflect the student population in the town). Over the years we have been involved in several projects to test new products/systems two of which took place in St Andrews – The Chop Clock and Infranomic Heating both in private homes. Having ownership of a building, working in partnership with the University of St Andrews, we will be able to provide robust testing of products to inform the community at large. Shine on Fife was a very successful promotion of Solar PV in partnership with Greener Kirkcaldy and Home Energy Scotland and we are working with them again to find suitable properties for their heat pump pilot. The building would be the perfect venue for us to deliver joint promotions and advice services with Home Energy Scotland as outlined in their support letter.

“Energy efficiency is one of the most cost-effective ways of reducing costs and carbon emissions simultaneously. Typical energy efficiency measures include retrofitting properties with better insulation, installing more efficient space and water heating systems. (*Climate Fife: Sustainable Energy & Climate Action Plan 2020-2030*)

Skills and Training: The renovation of the building will be used to provide training for the local workforce in the skills required to improve the energy efficiency of listed buildings. Upskilling of the work force is part of Fife Council’s Sustainable Energy and Climate Action Plan (SECAP) and will build capacity for the Local Heat and Energy Efficiency Strategy. Through this, we would be helping to meet 2 of the objectives outlined in *Plan 4 Fife – Opportunities for All & Inclusive Jobs & Growth*.

Waste: This area would also allow us space for receptacles to collect items for reuse and community recycling bins. This would promote positive behaviours & help work

towards Fife Council's Zero Waste targets. Clean & Green, Towards a Plastic Free St Andrews and Sustainable St Andrews would also be based in the building. Fife Council's Waste Management Street Operatives currently use one of the stores and this would continue at no cost to the council as part of close working relationship they have with Clean & Green. These workers would also have access to the kitchen/rest room area and the staff toilets, something which they don't currently have. The advice hub would also act as a first point of contact for these projects as well as delivering complementary services, such as monthly themed swap shops which would be organised in the eco shop to encourage reuse within the town. This project aims to further work towards Fife's aim of zero waste to landfill, as described in '**Zero Waste Fife – Resource Strategy & Action Plan 2018 – 2028**'.

Clean & Green need to be based in the centre of St Andrews so they can continue to respond to issues as they arise. **Plan 4 Fife – Thriving Places** "Implement measures that provide a quick response to local environmental issues and promote community pride in local public spaces."

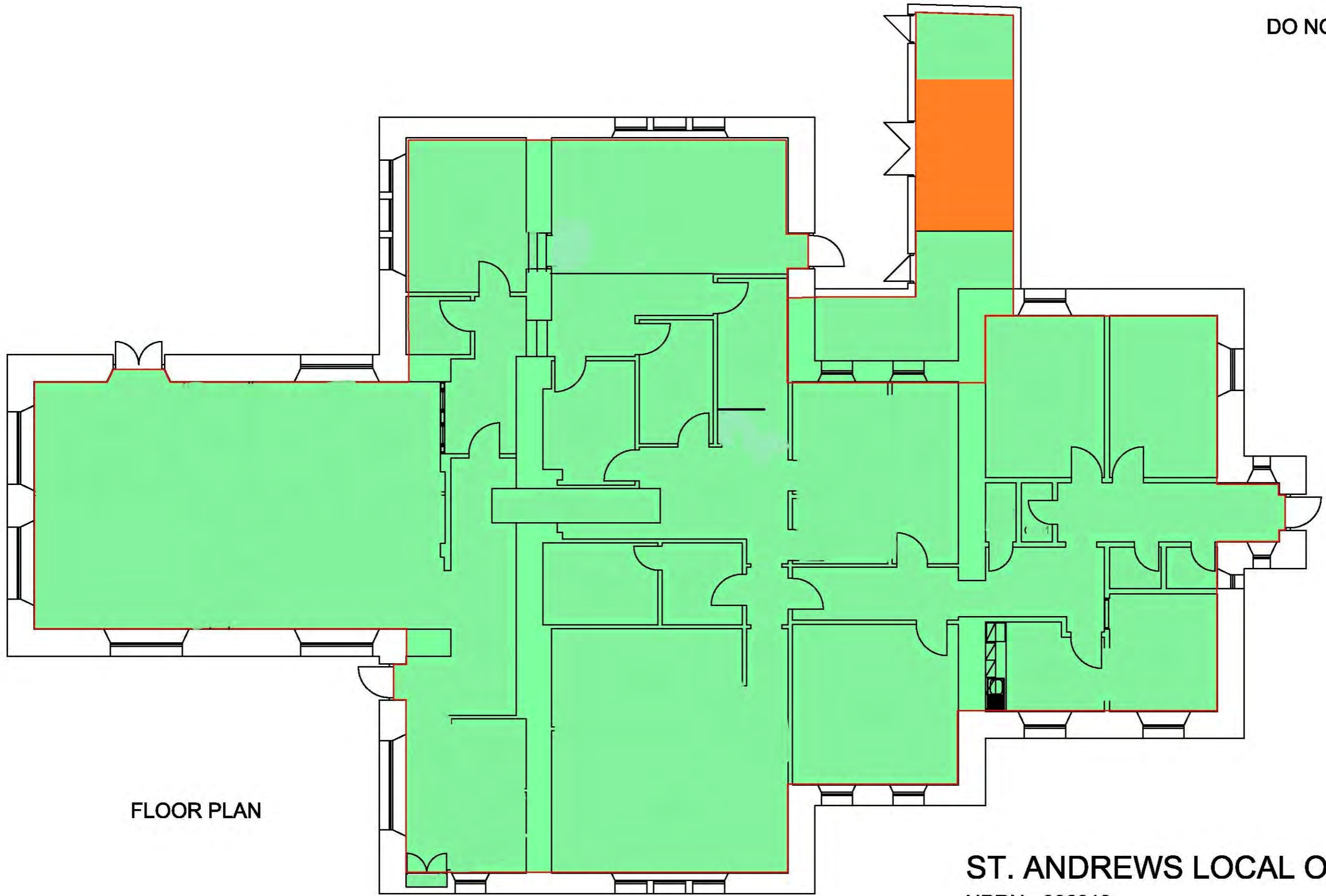
Reuse: The building would allow us to further expand our StAnd Reuse project & would also allow us to provide the town with a town-centre location to be able to drop off any items that the community no longer require. Long-term, we would also look to use a small area of the building as a 'swap shop', particularly during Pass It On Week (The National Reuse Campaign), for example. Our reuse projects help stress the importance of diverting away from our 'throwaway culture' & ensuring that we all – as a community – can make goods last as long and possible and stay in the consumption loop for as long as possible. The project aims to work towards the aims of the Scottish Government's new legislation '**Developing Scotland's Circular Economy**' (2019).

Volunteering: Develop a volunteer network with regular sessions, working with all members of the community. At present we have 1 office-based volunteer & 14 project volunteers.

Plan 4 Fife – Opportunities for all "We need to make sure that everyone without work, including people with a disability and with mental health issues, gains the skills and has access to the support they need to enter and sustain employment."

We would be able to expand our volunteering opportunities and, by ensuring that the building was fully accessible throughout, we would be able to offer volunteering opportunities to all, irrespective of ability, meeting one of the objectives in the **Plan 4 Fife**.

DO NOT SCALE



FLOOR PLAN

ST. ANDREWS LOCAL OFFICE

UPRN : 006013

**Asset Transfer Request
Reporting Template 2019/20 for Relevant Authorities**

Section 95 of the Community Empowerment (Scotland) Act 2015 requires relevant authorities to produce an annual report on Asset Transfer Request activity and publish this no later than 30 June each year.

Following stakeholder feedback and in response to summary evaluations over the last two years (final 3 year evaluation report is due to be published by end of June 2020), this template has been created to help gather asset transfer data for the period 1 April 2019 to 31 March 2020. Information provided will help inform policy and practice at local and national level as the data will be collated and shared by the Scottish Government's Community Empowerment Team. However, it will be for each relevant authority to make their own annual report publicly available by 30 June 2020, whether using this template or not.

Please provide information in the four sections below and email the completed template by 30 June 2020 to community.empowerment@gov.scot.

Section One – Relevant Authority Information

Organisation: Fife Council

Address: Rothesay House
North Street, Glenrothes, KY7 5PB

Completed by: Zahida Ramzan

Role: Policy Co-ordinator

Email: Zahida.ramzan@fife.gov.uk

Telephone: 03451 555 555 ext.441242

Date of completion: 29^h June 2020

Are you the Asset Transfer Lead Contact for the organisation: **Yes/No**

If not please provide the name, job title and email address for the lead contact for any queries:

Section 2: Asset Transfer Data in 2019/20

2.1 Please complete the following table:

Total Applications Received in 2019/20	Number of successful applications	Number of unsuccessful applications	Number received in 2019/20 and yet to be determined	Number received prior to 2019/20 and yet to be determined
10	5	Nil	4 1 could not be validated	Nil

2.2 Please provide details of Asset Transfer Requests received which resulted in transfer of ownership, lease, or rights from your relevant authority to a community transfer body in 2019/20:

Name of Community Transfer Body, or community group that will take ownership, lease, or management of the asset.	Date request was validated	Date decision was agreed to transfer the asset	Date transfer completed	Please provide further details, such as: description of the asset / area transferred / amount paid / discount given/ type of ownership / purpose of the transfer.
Crail Community Partnership	13/04/2020	15/05/2020		Community hall. Amount paid £20,000, discount £47,000, full ownership. The hall will be used to provide opportunities for local people to meet and provide services and activities which meet the needs of local people as it is the only community hall in Crail.
NEF Community Hub	30/05/2019	31/10/2019		Former daycare facility. Amount paid £100,000, discount received £675,000. The organisation intends to develop the facility as a community hub providing support for residents in the east of St Andrews. Also provided will be a community café and the asset will be used as a base for third sector organisations such as CARF, East Fife Credit Union and a foodbank.
Forgan Arts Centre	13/04/2020	15/05/2020		Former day-care facility. Amount paid £200,000; discount received £240,000. Working with partners, the organisation will use the larger facility to increase the range and volume arts classes, be more inclusive, increase the health and wellbeing of older people, and reduce inequality for families.
Newburgh Community Trust	20/01/2020	15/05/2020		Football facility. Group offering to pay full market value of £10,000. The asset is a common good facility and, working in partnership with the local football club, the organisation intends to offer a range of sporting and leisure activities with the aim of

				improving the quality of life of people living in and round Newburgh.
Earlsferry Town Hall Ltd	17/03/2020	15/05/2020		Town Hall, Common Good facility Amount paid £31,500, discount £68,500. The hall will be used for various purposes, including as a commercial facility for office / meeting space and, once modernised, it will be used as an accessible venue for different generations to provide a range of activities.

2.3 Please provide details of Asset Transfer Requests that were refused in 2019/20 and went to a relevant authority appeal or review including whether they were allowed or dismissed:

Name of Community Transfer Body	Was the Asset Transfer Appeal/Review accepted? (Y/N)	Why was the Appeal/Review accepted/refused? <i>Please provide details of the asset transfer request and reasons for your decision.</i>
None		

2.4 Please use this space to provide any further comments relating to the above data:

Although the asset transfer requests received in 2019/2020 have been approved, actual transfer of the assets has yet to take place pending finalisation of terms and conditions.

Section Three – Promotion and Equality

3.1 Please provide information on any action you have taken to promote the benefits of asset transfer or any support provided for communities to engage with the Asset Transfer Request process.

The Council has previously provided training to elected members, staff and community organisations on the Community Empowerment Act and specifically on community asset transfer. Support continues to be provided to any organisation which seeks an asset transfer and/or enter into an alternative arrangement for use of a Council asset.

3.2 In particular what action has been taken to support disadvantaged communities to engage with the asset transfer process?

As part of a funding fair, the Council has had a community asset transfer 'stall', which has attracted a larger number of community organisations, a number of which work with vulnerable and disadvantaged communities. Area teams across Fife focus on promoting the opportunities afforded by community asset transfer within Fife's more disadvantaged communities.

Section Four – Additional Information

4.1 Please use this space to provide any further feedback not covered in the above sections.

Subject to the pressures of responding to the Covid-19 emergency situation and recovery – if possible please email the completed template by 30 June 2020 to community.empowerment@gov.scot

If you have any queries please contact Malcolm Cowie, Asset Transfer Policy Manager at Malcolm.cowie@gov.scot

Thank you!

Community Empowerment Team
Scottish Government

Cllr Ann Verner <Cllr.Ann.Verner@fife.gov.uk>

Mon 07/09/2020 13:33

To: Jane Kell

Afternoon Jane

I just wanted to confirm following our conversation last week, that as far as we local Councillors were led to believe, staff were still looking to be relocated. I also confirm that it was my understanding that the council were still seeking to sell.

The news passed on at our recent ward meeting came as a surprise.

Keep well and stay safe.

Ann

Cllr Ann Verner

Ward 18 St Andrews and Strathkinness

Email: cllr.ann.verner@fife.gov.uk

Mobile: 07872 423853

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Jane Ann Liston [REDACTED]

Thu 03/09/2020 16:19

To: Jane Kell

Dear Jane

I confirm that at no time was I, as an elected member for St Andrews, informed that the disposal of St Mary's Place, St Andrews, had been cancelled and that, until receiving notification that Fife Council proposed to turn down the Community Asset Transfer from the St Andrews Environmental Network in the middle of August, I was under the impression that staff would continue to be moved out, the services would be provided from elsewhere and that Fife Council would vacate the building entirely.

Please feel free to use this statement in any appeal or in any other way you think fit.

Cllr Jane Ann Liston
[REDACTED]
[REDACTED]

Correspondence with CARF

Jane Kell
Mon 11/12/2017 13:56
To: norma@carfonline.org.uk

Will keep you informed if I get any more information.

Jane

Jane Kell
Project Manager

St **Andrews** Environmental Network
C/o Fife Council
St Marys Place
St **Andrews**
KY16 9UY

Telephone 01334 659 315
SC045253

☒

You forwarded this message on Mon 11/12/2017 13:56

Andrew Brunton <andrew.brunton@fife.gov.uk>

Fri 08/12/2017 16:08

To: Jane Kell

hello Jane

Yes, I met Michael this morning at St Mary's Place.

The building will close as an office in 2018.

Can you give me some background to the arrangement for office space in place between yourselves and FC?

Thanks

Andrew

Andrew Brunton
Asset Strategy & Planning
Fife Council
Bankhead Central
Glenrothes
Fife
KY7 6GH

t: 03451 555 555 ext 446960

e: andrew.brunton@fife.gov.uk

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Norma Philpott <NPhilpott@carfonline.org.uk>
Tue 12/12/2017 09:31
To: Jane Kell

Thanks for update, Jane - much appreciated.

I am of work with heavy cold but will pick up on my return.

Regards

Norma

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Norma Philpott <NPhilpott@carfonline.org.uk>

Mon 17/08/2020 13:31

To: Jane Kell

Hi Jane

Got this last week, thought about it and forgot to respond in the end. Yes, not ideal.

I think it is fair to say:

"CARF originally understood the building was being put up for sale and would have to be relocated ideally through the Council or make own arrangements if this did not happen. The preference was for suitable and appropriate premises with Council, eg initially in Library and thereafter Town Hall option or similar. CARF kept it's options open by indicating both to Council and to StAnden independently that St Mary's Place was a good location for it's service if there was a Community Asset transfer. There was recognition that if CARF remained in St Mary's Place a small rent might become payable but having access to suitable space in central location was paramount for delivery of services. The St David's Centre, which emerged as a potential Community Hub model was not perceived to be the best permanent arrangement for CARF. Post COVID CARF is uncertain of it's premises requirements going forward and the next meeting of CARF's Premises Sub is on 31st of August 2020.

We have been awaiting further contact from the Council and news from StAnden on the outcome of their application.

Norma Philpott

CEO

Jane Kell
Project Manager
St Andrews Environmental Network

Sent by e-mail: jane@standrewsenvironmental.org

**Communities &
Neighbourhoods**

Tim Kendrick
Tel: 01345 555555 ext. 446108

Email: tim.kendrick@fife.gov.uk

Our ref: ZR/CAT/NEF

Date 25th August 2020

Dear Ms. Kell

**Community Empowerment (Scotland) Act 2015 (the “Act”)
Community Asset Transfer Request – St Andrews Local Office, St Mary’s Place, St.
Andrews (the “Asset”) - Decision Notice**

This Decision Notice relates to the asset transfer request made by St Andrews Environmental Network validated on 23rd March 2020 for the purchase of the Asset.

I confirm that your application has been refused by the Council’s Assets and Corporate Services Committee for the following reasons:

- The request did not supply enough evidence of the funding and ongoing operation of the proposal;
- The projected benefits did not demonstrate enough community benefit relative to the value forgone and adverse impact on the delivery of Council Services;
- Lack of evidence of consultation and support for loss of existing services; and
- Agreeing to the request would restrict the Council’s ability to carry out its functions per Section 82(3)(h) of the Act. Although the Council had sought to relocate existing services being delivered from the Asset, this has not been possible therefore the Asset is still (and will continue to be) operational.

Please note that your organisation is entitled to a Review of the Decision under S86 of the Act where:

1. The Council refuses your request;
2. The Council agrees your request but the decision notice specifies material terms or conditions which differ to a significant extent to those stated in your request; or
3. The Council does not issue a decision within 6 months of the Validation Date.

Any request for a Review should be made within 20 working days of the date of the Decision Notice or within 20 working days of when the Decision Notice should have been issued.

If you require an internal Review of the Decision then please complete and return the enclosed Review Form to the Council within 20 working days. The application for review must include a statement setting out the reasons for the application. This must cover all matters which the community transfer body intends to raise in the review.

The Decision Notice will be published online and also notified to all parties who have made representations in terms of Regulation 11 of the Asset Transfer Request (Procedure) (Scotland) Regulations 2016.

Yours sincerely



Pp Tim Kendrick
Community Manager (Development)

Enc.

- *Review Form*

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 - SECTION 86

REVIEW REQUEST FORM

Name of Community Transfer Body	
Address of Community Transfer Body	
Land or asset to which the transfer request relates	
Reasons for requiring a review	
List of documents upon which you intend to rely. You do not need to re-submit previously submitted documents.	

Closure of St Mary's Place, St Andrews

Andrew Brunton <andrew.brunton@fife.gov.uk>

Fri 08/12/2017 16:08

To: Jane Kell

hello Jane

Yes, I met Michael this morning at St Mary's Place.

The building will close as an office in 2018.

Can you give me some background to the arrangement for office space in place between yourselves and FC?

Thanks

Andrew

Andrew Brunton

Asset Strategy & Planning

Fife Council

Bankhead Central

Glenrothes

Fife

KY7 6GH

t: 03451 555 555 ext 446960

e: andrew.brunton@fife.gov.uk

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Fife Council

Jane Kell

Mon 11/12/2017 08:47

To: Andrew Brunton <andrew.brunton@fife.gov.uk>;

sheena.watson@fife.gov.uk

Hi Andrew,

The background is that we have had the use of office space in St Mary's Place since 2010. We do not have a lease and do not pay rent, this has always been considered in kind support. We have one key for the office and use it Monday to Friday, if we work weekends we tend not to come into the office as this is usually at events.

We deliver a number of environmental projects including Clean & Green and are responsible for the delivery of Cosy Kingdom for North East Fife and Glenrothes. Members of the public can drop in for advice on the days the office is open to the public but our main delivery mechanism is a home visit. The office provides us with a St Andrews base for mail and a phone line, we have our own printers and use mobile internet, apart from one desk and 2 chairs all the furniture and equipment in the office belongs to St Andrews Environmental Network.

If you have any further queries please ring me I will be in the office all afternoon. I know you said the office will closing in 2018 can you be a bit more specific about the date.

Many thanks

Jane Kell

Project Manager

St Andrews Environmental Network

C/o Fife Council

St Marys Place

St Andrews

KY16 9UY

Telephone 01334 659 31504

SC04253

Hayley Redpath <Hayley.Redpath@fife.gov.uk>
Tue 21/08/2018 12:13
To: Jane Kell

Hi Jane

For Info

Hayley Redpath

Customer Service Lead Advisor
Fife Council, Communities
Customer Service Delivery
Cupar Customer Service Centre
County Buildings
St Catherine Street
Cupar KY15 4TA
hayley.redpath@fife.gov.uk
Tel: 03451 555555 voip 453048

Reply

Forward

From: Andrew Brunton

Sent: 20 August 2018 15:38

To: Andrew Stokes; Diarmuid Cotter; Janice Laird; Jackie Henderson; Hayley Redpath; Tony McRae; Bill Kinnear; Sharon Douglas; Michael Ogorman; Gordon Strang

Cc: Louise Playford; Alan Paul; Sharon Ward; Sharon Orr

Subject: Closure of St Mary's Place, St Andrews

Good afternoon

I have been advised that St Mary's Place is to close by Christmas 2018.

We will therefore need to agree a plan for making this happen.

I will develop a plan of action, and call a meeting of interested parties, to progress this to its conclusion.

In the meantime, can I ask you to take steps to organise your team on the basis that St Mary's will close at Christmas.

Thanks

Andrew

Andrew Brunton

Asset Management & Development
Fife Council
Bankhead Central
Glenrothes
Fife
KY7 6GH

t: 03451 555 555 ext 446960

e: andrew.brunton@fife.gov.uk

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Fife Council

Andrew Brunton <Andrew.Brunton@fife.gov.uk>

Mon 27/08/2018 17:44

To: Jane Kell

Cc: Sharon Douglas <Sharon.Douglas@fife.gov.uk>

Good afternoon Jane

As you know, we are looking to adjust the current service provision from St Mary's Place, with a view to closing the facility.

To progress this, we are looking to gather a more in-depth understanding of the Service requirements currently being provided within St Mary's Place (SMP), and how these might be re-provided.

To progress this, can I ask you to provide me with the following information:

1. how many staff/volunteers are presently using SMP as a back office - both unique staff and fte?
2. how many hours to each of them spend in the office?
3. how many appointments do they hold in SMP each year, month and week?
4. how many clients attend these appointments each year, month and week?
5. do they have multiple appointments held in SMP simultaneously?
6. do they hold client appointments at SMP only when the Local Office is open?
7. if not, how many hours of appointments do they hold in SMP each year, month and week?
8. how many appointments are held in St Andrews, but outwith SMP each year, month and week?
9. do any appointments take place after 6pm at SMP?
10. if so, how many each year, month and week at SMP?
11. how many unique clients attended an appointment at SMP in the last twelve months?

Happy to meet to work through this if that is preferable.

Thanks

Andrew

Andrew Brunton

Asset Management & Development

Fife Council

Bankhead Central

Glenrothes

Fife

KY7 6GH

t: 03451 555 555 ext 446960

e: andrew.brunton@fife.gov.uk

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Fife Council

Jane Kell
Tue 28/08/2018 09:32
To: Andrew Brunton <Andrew.Brunton@fife.gov.uk>

Thank you **Andrew** for getting in touch, I will answer all you questions below.

1. **how many staff/volunteers are presently using SMP as a back office - both unique staff and fte?** 10 staff and 1 volunteer use the facility as a back office 8 FTE.
2. **how many hours to each of them spend in the office?** the Admin team has two staff and are full time office based, and our volunteer works two half days per week office based. The Energy team has one full time member of staff and 4 part time members of staff, they use St Mary's Place as their base for completing the admin function of their work spending on average 6-7 hours per week in the office. This is restricted to Tuesdays or Thursdays were possible due to lack of space to accommodate staff. The rest of their time is spent carrying out home visits. The Clean & Green team has 3 full time members of staff and are based in St Mary's Place. They use the office on average 1-2.5 hours per day. Staff would spend more time in the office if we had the space for them however the only time they are all allowed to get together is when we have a monthly meeting which is often held in the meeting room in St Mary's Place but has been held at the BID office and once in the Cosmos due to the meeting room being unavailable.
3. **how many appointments do they hold in SMP each year, month and week?** We tend not to make appointments to see clients at St Mary's Place due to lack of facilities, we do not currently have a room available to have a confidential chat with clients. We tried a drop in a few years ago but had to withdraw the service because of the lack of a suitable room. This is a service I would love to introduce again if a suitable venue could be found. We do however see some clients who drop into the local office looking for energy advice after explaining that we do not have a confidential space to talk to them over the last year we have dealt with 37 such cases.
4. **how many clients attend these appointments each year, month and week?** Currently we do not arrange appointments for St Mary's Place.
5. **do they have multiple appointments held in SMP simultaneously?** See above
6. **do they hold client appointments at SMP only when the Local Office is open?** We do not currently hold client appointments in St Mary's Place however I have meeting with elected representatives and other service users in St Mary's Place generally either on a Tuesday or Thursday as with the office closed I can find a free space. If I have to have a meeting on another day I tend to use Rectors Cafe for meeting on other days due to lack of space.
7. **if not, how many hours of appointments do they hold in SMP each year, month and week?** Generally I would have at least one meeting a week, average of about 1.5 hours
8. **how many appointments are held in St Andrews, but outwith SMP each year, month and week?** The group as a whole would have 6-10 meeting in St **Andrews** per week outwith St Mary's Place.
9. **do any appointments take place after 6pm at SMP?** None all appointments after 6pm would be either home visits, information events or presentations to community groups.
10. **if so, how many each year, month and week at SMP?** N/A
11. **how many unique clients attended an appointment at SMP in the last twelve months?** 37

Unique clients refers to members of the public only and not any other agencies we deal with. The number would greatly increase if we had an interview space however much of our service is based on home visits and therefore this is not essential for good service delivery. St **Andrews** Environmental Network requires office space to continue delivering its services to the residents of St **Andrews** and the surrounding area. This space has to be within St **Andrews** due to some of the works we deliver. An additional space to carry out confidential interviews would be desirable but not essential.

Jane Kell
Project Manager

St **Andrews** Environmental Network
C/o Fife Council
St Marys Place
St **Andrews**
KY16 9UY

Telephone 01334 659 315
SC045253

StAndEN Energy: St Mary's Place utilisation

Andrew Brunton <Andrew.Brunton@fife.gov.uk>

Thu 20/09/2018 12:20

To: Jane Kell

Cc: Sharon Douglas <Sharon.Douglas@fife.gov.uk>

Energy requirements Sept 2018.xlsx

15 KB

Good afternoon Jane

Thanks for your email of 28th August.

I attach a summary of what I believe your numbers show.

There are a number of assumptions made, also I may have not fully understood the numbers you quotes.

The headlines from my analysis are:

1. desks: you require 3 desks.
2. you use a SMP meeting room 1.5 hours per week.
3. you use a SMP interview room 1 hour per week.

Can you look over this analysis and let me know if I have captured correctly the numbers?

Thanks

Andrew

Andrew Brunton

Asset Management & Development

Fife Council

Bankhead Central

Glenrothes

Fife

KY7 6GH

t: 03451 555 555 ext 446960

e: andrew.brunton@fife.gov.uk

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Andrew Brunton <Andrew.Brunton@fife.gov.uk>
sent a meeting request
Andrew Brunton <Andrew.Brunton@fife.gov.uk>
Thu 20/09/2018 14:37
To: Jane Kell
Sharon Douglas <Sharon.Douglas@fife.gov.uk>;
BNKGF.010 <BNKGF.0010@fife.gov.uk>

When: 27 September 2018 14:30-15:30. (UTC) Dublin, Edinburgh, Lisbon, London

Where: BNKGF.010
~~*~*~*~*~*~*~*~*

Good afternoon Jane

Can we meet next week to work through way forward for StAndEN in light of St Mary's Place closure next year?
The purpose of the meeting is to ensure we have an accurate picture of StAndEN service delivery activity in St Mary's, so that we can assess how that might be provided post St Mary's Place.
Can I suggest we look at:

1. update on St Mary's Place since we last met.
2. look at data available on present StAndEN activity within St Mary's Place.
3. assess options for StAndEN post St Mary's Place.
4. agree next steps.

Can you let me know if the time and place are convenient for you?

thanks
Andrew

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Fife Council

Jane Kell
Fri 21/09/2018 08:41
To: Andrew Brunton <Andrew.Brunton@fife.gov.uk>;
Sharon Douglas <Sharon.Douglas@fife.gov.uk>

Hi Andrew

27th is good for me, I take it BNK stands for Bankhead.

Jane Kell
Project Manager

St Andrew's Environmental Network
C/o Fife Council
St Marys Place
St Andrews
KY16 9UY

Telephone 01334 659 315
SC045253

St Mary's Place: understanding of StAndEn office requirements.

Andrew Brunton <Andrew.Brunton@fife.gov.uk>
Fri 28/09/2018 11:23
To: Jane Kell
Cc: Sharon Douglas <Sharon.Douglas@fife.gov.uk>

Energy requirements Sept 2018.xlsx
15 KB

Jane

Thanks for meeting yesterday.

As you know, the purpose was to progress a shared understanding of your office requirements, in advance of the intended closure of St Mary's Place.

From what I can ascertain, the nature of StAndEn requires office (admin, team meeting & interview) space in St Andrews. Some of your activities could be located outside St Andrews, but not many.

As it stands, the space you have in St Mary's is already restricted, such that you already use alternative facilities for meetings and interviews. These include the customer's home, The Rector's Café, and BID office meeting room.

At present, you have 2 f/t permanent staff and 3 p/t staff, who work at St Mary's each day. This requires 5 desks ideally.

We would like to move our local office services currently delivered from St Mary's into the library facility. The space this offers will require a design solution which will provide mostly interview space, but demand will need to be managed to optimise available capacity. This is the reason I am collating data from all St Mary's users, so that we can be clear what we can solve.

I set out some of the building spaces we have in St Andrews, and what might be scope within them. Once I have figured out a potential solution, hopefully, I will come back to you, if that is acceptable.

In the meantime, can I ask you to look over the attached data summary and let me know if it bears an acceptable resemblance with reality for StAndEn.

Thanks

Andrew

Andrew Brunton
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Fife Council

Jane Kell
Project Manager
St Andrews Environmental Network

**Communities &
Neighbourhoods**

Sent by e-mail: jane@standrewsenvironmental.org

Tim Kendrick
Tel: 01345 555555 ext. 446108

Email: tim.kendrick@fife.gov.uk

Our ref: ZR/CAT/NEF

Date: 11th August 2020

Dear Ms. Kell

Subject: Community Asset Transfer – St Andrews Environmental Network

I am writing in connection with the StAndEN's application for community asset transfer (CAT) of the Local Office in St Mary's Place, St Andrews which was validated on 23rd March 2020.

The evaluation and scoring panel which scores CAT applications met in April to consider the request and make a recommendation to Assets and Corporate Services Committee . A draft report was submitted to the Agenda planning meeting chaired by Cllr Craig Walker on Friday, 7th August. The full Asset and Corporate Services Committee will meet on 20th August. It is anticipated that Councillors will agree with the evaluation panel's recommendation to refuse the application on the following basis:

- There is not enough evidence of the funding and ongoing operation of the proposal;
- The projected benefits do not demonstrate enough community benefit relative to the value forgone and adverse impact on the delivery of Council Services (ie the loss of registration services and a base for CARF);
- Lack of evidence of consultation and support for loss of existing services;
- Agreeing to the request would restrict the Council's ability to carry out its functions (registration services) per Section 82(3)(h) of the Act.

Councillors were keen that the organisation was advised of the recommendation ahead of the Committee meeting. For information, the agenda and papers for the meeting will be available online towards the end of this week. A formal Decision Notice will be issued to you shortly after the Committee meeting on 20 August.

Yours sincerely



Pp Tim Kendrick
Community Manager (Development)

From: Tim Kendrick <Tim.Kendrick@fife.gov.uk>
Sent: 15 September 2020 12:44
To: Jane Kell <jane@standrewsenvironmental.org>
Cc: Cllr Craig Walker <Cllr.Craig.Walker@fife.gov.uk>; [REDACTED]
Michael Enston <Michael.Enston@fife.gov.uk>; Ken Gourlay <Ken.Gourlay@fife.gov.uk>; Paul
Vaughan <Paul.Vaughan@fife.gov.uk>; Michael Ogorman <Michael.OGorman@fife.gov.uk>
Subject: Community Asset Transfer - St Andrews Environmental Network

Dear Jane,

I am writing in response to the issues you raised in the letter you sent me on 11th August on behalf of the StAndEN Board. Firstly, please accept my apologies for the delay in replying in detail to your letter. You will already have received my letter of 25th August informing you of the Council's decision and the reasons for the decision. The decision letter also provides information on your organisation's right to request a review of the Council's decision under the Community Empowerment (Scotland) Act.

However, I thought it might also be helpful if I responded to your Board's detailed comments on the four reasons provided for the refusal of the StAndEN CAT application.

(i) There is not enough evidence of the funding and ongoing operation of the proposal.

The Council's Community Asset Transfer policy states: The Council must consider whether the proposal is sustainable and whether the organisation has the ability to deliver. Has the organisation provided evidence on how they intended to fund the proposal? Have they identified all costs associated with delivering the proposal and how these would be covered in the short and long term?

Given the substantial sums needed to carry out the required improvements to the building, the evaluation panel did not consider that your organisation had provided sufficient evidence of having identified potential funding to undertake the necessary capital improvements through, for example, early engagement with potential funding bodies and the identification of potential offers of support in the event of a successful CAT application. Such early indications of support have been obtained by previous successful CAT applicants. It was also considered that insufficient evidence had been provided about the organisation's ability to generate ongoing revenue funding, particularly in the light of the lack of firm proposals for funding the required building improvements. This was reflected in the evaluation panel's assessment scores for this element of the proposal.

(ii) The projected benefits do not demonstrate enough community benefit relative to the value forgone and adverse impact on the delivery of Council Services (i.e. the loss of registration services and a base for CARF);

While the evaluation panel recognised the potential community benefits of the proposal, panel members did not consider that the proposed benefits sufficiently outweighed the potential loss of existing Council services and the value foregone. This was reflected in the assessment panel's scoring. The panel's assessment included consideration of the proposed provision of public toilets, mobility scooters and office space for rent. While the core elements of the StAndEN proposal were strong, it also included a number of services that the assessment panel did not consider to be central to the core purpose of the proposed facility. For example, at a time when £300,000 is being invested in public toilets and a Changing Places facility in St Andrews, StAndEN proposed to deliver the same facilities seven days a week, but with no costings

provided in the cashflow forecast for ongoing running costs for such a facility. StAndEN also proposed to hire mobility scooters, but it was unclear from the business plan where these would be stored.

While the Council has previously considered the relocation of Council services from the St Mary's Centre, it has, to date, been unable to find suitable alternative accommodation for the delivery of these services in St Andrews. The Council also provides accommodation for CARF within the asset. StAndEN's CAT application did not include a proposal for the continued provision of CARF's services from the asset.

(iii) Lack of evidence of consultation and support for loss of existing services;

In the application there is a section to be completed if the asset is already operational. However, StAndEN did not use this section to refer to current Fife Council and CARF services. In April, StAndEN was asked some follow up questions, including whether there had been any formal contact with Fife Council regarding the building or investigation of what was intended for the services based there. StAndEN referred to a copy of an email from a Fife Council officer dated 8th December 2017, stating that there were plans to close the building the following year. As noted above, while proposals have previously been considered to dispose of this asset, the position at the time of StAndEN's application was that the building was, and still is, still required for the continued delivery of Council services.

(iv) Agreeing to the request would restrict the Council's ability to carry its functions (registration services) per Section 82 (3) of the Act.

Notwithstanding the temporary closure of the building due to the Covid-19 pandemic, as has been the case with many Fife Council facilities, the building continues to be required for the delivery of Fife Council customer and registration services, along with the services provided by CARF in St Andrews. The building will be reopened in line with the phased reopening of Fife Council buildings once all necessary safety checks have been carried out.

Conclusion

In conclusion, your letter states that 'the scores awarded to the application in the scoring matrix do not constitute a fair and balanced assessment' and 'these scores appear to have been selected to achieve a pre-chosen total underestimating the benefit of the proposal to the local community...' I would like to reassure you that this was not the case. The evaluation panel gave this application very careful consideration on the basis of the evidence provided and in line with Fife Council's agreed assessment process.

I hope this information is helpful.

Yours sincerely,

Tim Kendrick
Community Manager (Development)
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Rothesay Place
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KY7 5PQ

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extn 446108

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Fife Council

20th August 2020

Agenda Item No. 08

Community Asset Transfer Application by St. Andrews Environmental Network – St. Andrews Customer Services Centre

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Ken Gourlay, Head of Assets, Transportation and Environment

Wards Affected: 18

Purpose

The purpose of this report is to provide information on a formal Community Asset Transfer request received from St Andrews Environmental Network (StAndEN) under Part 5 of the Community Empowerment (Scotland) Act 2015 (the “Act”) to purchase St Andrews Customer Services Centre, St. Mary’s Place, St. Andrews.

Recommendation(s)

It is recommended that committee members refuse the Community Asset Transfer request from StAndEN for the sale of St Andrews Customer Services Centre, St Mary’s Place, St Andrews in terms of Part 5 of the Act for the reasons set out below (see also paras 3.4, 3.5 & 3.6):

- The request did not supply enough evidence of the funding and ongoing operation of the proposal
- The projected benefits did not demonstrate enough community benefit relative to the value forgone and adverse impact on the delivery of Council Services
- Lack of evidence of consultation and support for loss of existing services
- Agreeing to the request would restrict the Council’s ability to carry out its functions per Section 82(3)(h) of the Act.

Resource Implications

If the request is approved, there will be a potential loss of a capital receipt of at least £400,000.

Refusal will ensure the building will continue to be occupied by Fife Council Customer Services and continue to deliver registration services, Customer Service appointments and front counter services providing a single point of access to Council Services.

Legal & Risk Implications

The unsuccessful applicant may seek a review of the decision to refuse the request. This would be dealt with by the Community Empowerment Act Review Body, with the potential for further appeal to the Scottish Ministers.

Impact Assessment

An EqlA is not required because the report does not propose a change to existing policies and practices.

Consultation

StAndEN has undertaken local consultation as part of the application process. However, the consultation was on the proposed town centre delivery of environmental services and an Eco Shop. The applicant has not consulted the community on the loss of Customer Services and CARF from this asset.

1.0 Background

- 1.1 Part 5 of the Community Empowerment (Scotland) Act 2015 enables community transfer bodies to request the ownership, lease or management of publicly owned buildings or land. The community transfer body (CTB) and its request must meet the requirements of the Act before the Council can validate and consider the request.
- 1.2 St. Andrews Environmental Network (StAndEN) was established in 2010 and its main aims include: advancing health and wellbeing by tackling the causes of fuel poverty and reducing energy bills for residents and businesses in St. Andrews; promoting and supporting the reduction of the carbon footprint and advancing environmental protection by improving energy efficiency within the community and surrounding areas. S.AndEN's application for purchase of St. Andrews's Local Office was validated on 23rd March 2020.
- 1.3 The Asset is currently occupied by Customer Services allowing residents a single point of access to Council Services in addition to registration of births, deaths and marriages. CARF also deliver services from the Asset providing residents with information, advice and assistance on matters such as benefits, housing, debt and money advice.

2.0 Process for Dealing with Community Asset Transfer Applications

- 2.1 The Council has a two-stage process for dealing with (1) CAT enquiries and (2) formal CAT requests. Stage 1 is not required in terms of the Act but encourages organisations to make an informal application in order for the Council to assess the extent of any advice or support necessary for organisations to make the most of the opportunities that the Act offers. A Community Transfer Body can submit a formal request in terms of the Act at any time. The Community Asset Transfer Team has set

up an evaluation panel to evaluate and score requests in accordance with the criteria set down by the Act. A scoring matrix has been developed in order to allow requests to be evaluated objectively, fairly and transparently. The evaluation panel will score a request and make a recommendation to either accept or reject a request.

2.2 Section 82 (5) of the Act states that an authority must agree to a request unless there are reasonable grounds for refusing it. Reasonable grounds for refusal must be determined in the circumstances of each individual case. However, they are likely to include cases where:

- the benefits of the asset transfer request are judged to be less than the benefits of an alternative proposal;
- where agreeing to the request would restrict the relevant authority's ability to carry out its functions; or
- failure to demonstrate the benefits or delivery of the proposal.

2.3 Once the Committee decides to either approve or refuse the application, the Act requires that the Decision Notice states reasons for the decision reached by the Committee. These are set out in Appendix 1.

3.0 CAT Application by St. Andrews Environmental Network

3.1 StAndEN has been delivering a range of environmental community projects over the last 10 years. In response to community demand, qualified energy advisors have carried out more than 500 home visits across North East Fife and Glenrothes installing energy saving measures in 209 properties. The organisation is also involved in a number of other energy efficiency and climate change projects and works in partnership with the local community. StAndEN is a member of several umbrella groups including Energy Action Scotland, the Development Trust Association Scotland, Community Resources Network Scotland and Fife Communities Climate Action Network.

3.2 The following are some of the services StAndEN intends to offer in St. Mary's Place, St. Andrews which are designed to be as inclusive as possible.

- An accessible community space within the town which would be available to hire;
- Office space for let to businesses;
- Public toilets, baby changing and changing places facilities which would be open seven days a week;
- Hire of mobility scooters to residents and visitors;
- Develop an advice hub which would be staffed seven days a week offering advice to businesses and residents on lowering their carbon footprint;
- Establish an Eco Shop selling products made in an environmentally conscious manner;
- Organise and run workshops and events focusing on a low carbon lifestyle and increase environmental education programmes;

- Offer and increase volunteering opportunities to everyone irrespective of their abilities.

3.3 StAndEN has outgrown its office space and the continued provision of a wide range of environmental projects to benefit the whole community is dependent upon the acquisition of an appropriately situated and equipped community facility. Any plans for income generation and a move away from being reliant solely on grant funding requires long term access to premises. The community asset transfer of St. Andrews Customer Service Centre will enable the organisation to deliver services from the centre of St. Andrews. The organisation has therefore submitted an application to purchase the asset for £100,000. The application was validated on 23rd March 2020 and published online at the same time. The Council must consider and provide a written Decision Notice by 22nd September 2020 in order to meet the 6 month time limit.

3.4 StA. dEn's core purpose and funding is to address fuel poverty. The organisation's aims include the following:

- Advancing health and wellbeing by tackling the causes of fuel poverty and reducing energy bills for residents and businesses;
- Advancing environmental protection by promoting and supporting the reduction of the carbon footprint of the community and the surrounding area;
- Advancing education on environmental issues and energy efficiency, particularly among the residents and businesses of the community; and
- the provision of recreational facilities within the community, with the object of improving the conditions of life for the residents and businesses of the community.

While many aspects of the proposal relate to climate change and the environment it is less clear how providing public toilets, mobility scooters or space for hire or let meet StAndEn's core purpose.

3.5 Financial viability of the project was assessed as weak (score of 5 out of a potential 16). Capital expenditure of £1.6m will be required to make the necessary changes to the building to deliver the project proposals. No applications for capital funding have been made to date. While this is not surprising given that the building is not owned by StAndEn the repurposing of the building and the business model are inextricably linked which does not give any confidence that the proposals are financially viable.

3.6 St. Mary's Place is currently occupied by Customer Services and CARF, a third sector organisation operating via a Service Level Agreement with Fife Council. StAndEn occupies a small office within the building at no charge.

4.0 Disposal of Properties for Less than Best Consideration

4.1 Where the Council is considering a proposal that land (or buildings) be disposed of at 'less than the best consideration that can reasonably be obtained,' in

situations like the current one, it needs to follow the process set out in the Disposal of Land by Local Authorities (Scotland) Regulations 2010.

The process consists of three steps:

- The Council must appraise and compare the costs and other disbenefits and the benefits of the proposal;
- Be satisfied that the disposal for that consideration is reasonable; and
- Be satisfied that, as regards some or all of the local authority area or persons resident or present there, the disposal is likely to contribute to the promotion of improvement of economic development or regeneration; health; social well-being; or environmental well-being.

- 4.2 The asset has been valued at £500,000 and StAndEN offered a purchase price of £100,000. It should be noted that the valuation, commissioned directly by StAndEN, was based on the assumption of the existing office use. It is considered that a valuation or a sale of the property on the open market without any restriction on use, would secure much higher receipts.

The benefits of the application are that an advice hub will be created in the centre of St. Andrews offering energy efficiency advice to businesses and residents.

StAndEN also intends to work in partnership with other organisations to develop environmentally friendly projects and offer education programmes and volunteering opportunities to reduce the carbon footprint.

The disbenefits are as follows:

1. Proposal unsustainable, no evidence of funding;
2. Loss of at least £400,000 from the disposal at less than market value. It was not considered that the discount proposed reflected the benefits of the proposal.
3. Customer Services Centre and CARF would have to relocate to Cupar.

The costs and other dis-benefits of disposal for the suggested consideration were considered to be unreasonable, given the lack of evidence provided about the organisation's ability to manage the asset over the longer term.

5.0 Community Empowerment (Sc) Act Evaluation

- 5.1 The CAT evaluation panel individually scored StAndEN's request and met to discuss the request at a consensus evaluation and scoring meeting on 14th April 2020. The panel considered the request using evaluation criteria as laid down by the Act. A copy of the completed scoring matrix is attached at Appendix 2. The panel considered that the organisation's proposal would offer the following benefits:

- Regeneration of the building to provide an inclusive space for use by a range of people and businesses including providing office space to third sector organisations such as Cosy Kingdom;
- Addressing social wellbeing by establishing an eco-hub to empower people to take action to address climate change.
- Volunteering opportunities will be provided to increase people's confidence, develop their skills and education to increase employment opportunities;
- Improve environmental wellbeing by helping the community to take actions for themselves to improve the environment;
- Reducing inequalities by ensuring that steps taken to mitigate the effects of climate change do not leave any sections of the community behind.

5.2 The price offered by StAndEN is £100,000. The market value of the property on a restricted use basis is considered to be £500,000 based on the valuation obtained by the organisation's surveyor, Shepherds. Accordingly, the proposed disposal does not represent the best consideration that the Council could obtain for this property.

5.3 Under the Community Empowerment (Scotland) Act 2015, the CAT evaluation panel decided that:

- The request did not provide sufficient evidence on how the organisation intended to fund the proposal. On carrying out due diligence, StAndEN have not applied for the relevant funding to fund the acquisition nor have they applied for the Regeneration Capital Grant;
- The projected benefits were not based on robust information, and the proposal did not demonstrate value for money;
- Agreeing to the request would restrict the Council's ability to carry out its functions per Section 82(5) of the Act. There would be a direct impact on the Council's ability to deliver local registration services. Residents would be inconvenienced and potentially have to travel to Cupar for Registration and other Council Services and Customer Service appointments. StAndEN did not consult the community on this displacement of services. CARF would also be displaced resulting in relocation to Cupar and/or a lease arrangement with StAndEn.

StAndEN received a consensus score of 51 points out of a maximum of 104 points and the panel recommended refusal of the transfer on the basis outlined above. The likely benefits of the request were considered to be less than the benefits of keeping local registration services and access to Council and CARF services in the Asset.

6.0 Conclusions

- 6.1 StAndEN submitted a CAT application for the acquisition of St Andrews Customer Services Centre as it has outgrown its current premises and would like to extend the services provided to the community
- 6.2 Following evaluation of the request in terms of the Act the evaluation panel and CAT team are recommending the refusal of the request based on the fact that : (a) the proposal failed to demonstrate sufficient benefit to justify the transfer of the asset at less best consideration, (b) the proposal failed to provide robust evidence to support

the purchase and ongoing funding/sustainability and (c) local registration, Customer Services and CARF services would have to be relocated at a disadvantage to the community.

Appendices

1. Reasons for Refusal or Approval
2. Scoring Matrix

Report Contacts:

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Approval of request

Matters to be considered

1. Has the organisation demonstrated the need for the proposal in their community?
Does it have community support?

2. Benefits of the request

The Council needs to consider whether agreeing to the proposal would be likely to promote or improve:

- Economic development
- Regeneration
- Public Health
- Social well-being
- Environmental well-being, or

Reduce inequality of outcome which result from socio-economic disadvantage.

3. Ability to deliver

The Council must consider whether the proposal is sustainable and whether the organisation has the ability to deliver. Has the organisation:

- provided evidence on how they intended to fund the proposal. Have they identified all costs associated with delivering the proposal and how these would be covered in the short and long term?
- provided evidence of the appropriate skills and experience required to manage and maintain the asset.
- Demonstrated that the projected benefits were based on robust information and the proposal demonstrated value for money.

4. Will the proposal restrict the delivery of the Council's functions?

Consider whether the proposal will contribute to achieving local and national outcomes.

5. Is there an alternative proposal?

This can be another community asset transfer request or the Council's own requirement for the asset. Assess the benefits of the request against those of the alternative proposal.

Refusal of request

Matters to be considered

1. Has the organisation demonstrated the need for the proposal in their community? Does it have community support? If the proposal has attracted opposition and causes division within the community then it does not have a net benefit.

2. Benefits of the request

The Council needs to consider whether agreeing to the proposal would be likely to promote or improve:

- Economic development
- Regeneration
- Public Health
- Social well-being
- Environmental well-being, or

Reduce inequality of outcome which result from socio-economic disadvantage.

3. Ability to deliver

The Council must consider whether the proposal is sustainable and whether the organisation has the ability to deliver. Has the organisation:

- provided evidence on how they intended to fund the proposal. Have they identified all costs associated with delivering the proposal and how these would be covered in the short and long term?
- provided evidence of the appropriate skills and experience required to manage and maintain the asset.
- Demonstrated that the projected benefits were based on robust information and the proposal demonstrated value for money.
- What is the impact of project failure?

4. Will the proposal restrict the delivery of the Council's functions?

Will there be an unacceptable impact on the Council's ability to deliver its functions? For example, it may interfere with operations or require the Council to put alternative arrangements in place at substantial cost.

5. Is there an alternative proposal?

This can be another community asset transfer request or the Council's own requirement for the asset. Assess the benefits of the request against those of the alternative proposal.

6. Other obligations or restrictions

Is the asset leased by the Council and there are restrictions on assignation or subletting? Is the asset common good and consent from the Sheriff is required? This would not prevent the transfer but there would be additional cost involved in obtaining consents. Consider whether this cost would have to be met by the organisation.

Scoring Matrix for Stage 2 Applications under Part 5 – Community Empowerment (S) Act 2015

Name of applicant: St Andrews Environmental Network

Asset being applied for: St Andrews local Office, St. Mary's Place, St. Andrews

Assessment Criteria	Score
Section A – About the Proposal	
A.1 - Are the aims and objectives of the proposal clearly defined?	2
A.2 - Has the organisation described what services they will deliver and explained why they are required?	2
A.3 - Has the organisation described why they require the asset and what difference this will make to delivery of services in their area?	2
A.4 - How does the proposal compare with similar services being delivered in the same area? What is the additionality/displacement?	3
Section B – Wider support and wider public support	
B.1 - Has the applicant organisation demonstrated that there is sufficient demand for the proposal?	3
B.2 - Local community support Has the organisation demonstrated that there is sufficient support from the local community? This should be based on widespread consultation of those who would be served by the asset as well as support from community partners. Evidence of stakeholder consultation is required including details of who was consulted, how, what the response was etc.	2
B.3 - Partnerships - Has the organisation provided details of any partnership arrangements required to deliver the proposal successfully?	2
B.4 - Equality - Has the organisation demonstrated how it will take into account the different needs of the community? Does the application demonstrate where a proposal may reduce inequalities?	2
Section C - Impact/ Benefits	
C.1 - Assess whether agreeing to the request would be likely to: promotes or improve: <ul style="list-style-type: none"> • Economic development • Regeneration • Public health • Social well-being • Environmental well-being • Reduce inequalities 	3

Section D . Organisational Viability	
D.1 - Has the organisation demonstrated that they have experience of managing an asset?	2
D.2 - Has the organisation demonstrated that they have experience in delivering the proposed services?	3
D.3 - Has the organisation provided details of individuals who have the skills to a) manage the project b) run and manage the asset? This should include details of the individual skills and experience.	3
D.4 - Has the organisation demonstrated they have clear governance and decision-making procedures for managing the asset and delivering the services e.g. there needs to be a clear process for making decisions including who will be responsible for booking rooms, dealing with site problems, compliance with legal issues such as health and safety.	3
D.5 - Has the organisation demonstrated they have a clear understanding as to what is required in relation to managing an asset? E.g. insurance, maintenance of the building, boilers, firefighting equipment and electrical items, EPC, legionella testing etc.	2
D.6 - Has the organisation provided details of the monitoring arrangements to be put in place to ensure the project delivers its key objectives?	2
Section E – Financial Information	
E.1 - Has the applicant organisation provided their projected income and expenditure and cash flow forecasts? Have they demonstrated there is sufficient projected cash flow to show the proposal is financially viable?	1
E.2 - Has the organisation demonstrated the need as to why the asset should be transferred at less than best consideration?	1
E.3 - Use of Resources Has the organisation identified all the resources required to deliver the benefit? Consider: <ul style="list-style-type: none"> • Funding obtained so far • Funding and support required from the Council • Other sources of funding • Number of employees or volunteers available to run/maintain the asset 	2
E.4 - Has the organisation demonstrated prioritisation of resources in the longer term in order to contribute to sustainable development? Demonstrate future funding or self-financing arrangements. Are the assumptions credible/ evidenced?	1
Section F – Property	

F.1 - If the organisation seeks a discount then the benefit of the request should be proportionate to the value of the asset and the level of discount. Has the discount been justified?	1
F.2 - Will the project have an overall financial benefit on public sector costs (e.g. removes the maintenance burden from the Council)	1
F.3 . Has sufficient consideration been given to property costs?	1
F.4 – Has the organisation provided sufficient evidence that they merit and can sustain exclusive use of the asset (based on current user information provided)?	2
G. Local and National Outcomes	
G.1 - Consider how the proposed benefits of the asset transfer request will contribute to achieving the Council's outcomes or to national outcomes more generally.	2
G.2 - Consider how the proposal will impact on the Council's own delivery of services.	1
G.3 – To what extent does the proposal contribute to local or national priorities? Produce a clear plan for achieving intended outcomes (ideally showing links to local or national outcomes),	2
H - Other information	

Total score: 51/ 104

Assessment Scoring Matrix

To assess proposed use and financial arrangements for the asset. Must be proportionate and appropriate.

-2	Has negative impact on the Councils activities
-1	Has negative impact on existing provision/ existing benefit
0 = Poor	Little or no response in regard to the submission with ill-defined unrealistic ambitions
1 = Weak	The submission contains only minor detail and is not based on robust information
2 – Moderate	The submission provides a level of detail which enables understanding with acceptable projected benefits
3 = Strong	The submission provides sufficient evidence that the issue has been considered with sound, sustainable Best Value characteristics
4 = Very Strong	The applicant has included all issues in the submission and has provided additional information which enables detailed understanding with strong and sustainable Best Value characteristics with robust related project benefits



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Phone 01334659315
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Charity no SC045253

Tim Kendrick
Communities & Neighbourhoods
Fife Council

Your ref: ZR/CAT/NEF
Date: 19th August 2020

Sent by e-mail: tim.kendrick@fife.gov.uk
Copied to the Assets & Corporate Services Committee

Dear Mr Kendrick

Subject: Community Asset Transfer – St Andrews Environmental Network

I am writing on behalf of the StAndEN Board re the application for Community Asset Transfer (CAT) of the Local Office in St Mary's Place, St Andrews which was validated on 23rd March 2020. I wish to respond to each of the reasons for refusal of the application given in your letter of 19th August, and to highlight that the report for the meeting of the Asset and Corporate Services Committee on 20th August is misleading in several major respects.

In summary:-

- The report fails to acknowledge Fife Council's declared intention to close the Local Office, erroneously attributing the loss of services to StAndEn's proposed acquisition of the building.
- It is not StAndEn's job to consult the community on the loss of services that Fife Council has indicated it intends to discontinue.
- The report fails to acknowledge that Fife Council moved marriage registration to Cupar three years ago.
- Our proposal does not imply the loss of CARF's services from the building. CARF is well aware of our willingness to provide accommodation for them.
- The report fails to acknowledge that the commercial value of the site is significantly reduced by Fife Council's unwillingness to sell the car park in front of the building. Post-COVID, valuations of office property have also typically reduced.
- The report suggests that the continued provision of public toilets lies outwith StAndEn's core purposes. If we were not offering to provide them, the report would be justifying its pre-chosen conclusion by suggesting their omission was another loss of service. We can't win either way!
- The authors of the report appear unaware that StAndEN is highly experienced in raising funding, having built itself up from nothing over the past decade by a continuous stream of successful funding applications.
- Similarly, the required capital expenditure on the building of £1.6m is not an immediate cost. The work can be tackled in phases that can be separately funded. Some of the work will showcase green technologies, with some suppliers having already said they will give reductions in return for their products being thus exhibited.



We now address each of the four given reasons for the proposed refusal of the application in greater detail:-

(i) There is not enough evidence of the funding and ongoing operation of the proposal:

It is inevitable that the funding section of the application is based on estimates and possible sources of funding because funders will not commit to a project without detailed estimates of the costs and assurances that the project will take place. So far, for some likely funders, we have only established their funding criteria, but there are other possible funders with whom we have already held extensive talks. No funder will commit to capital funding of a project without proof of ownership or the existence of a long-term lease, neither of which we have. Even with proof of ownership, detailed costing of the proposed works necessitates a full detailed survey of the property rather than the evaluation survey so far conducted. The expense of such a survey could only justifiably be incurred if we were successful in our application. Having been based in the building for 10 years we are well aware of its condition and of the need for an extensive survey. As the building is fit for occupation, we intend, if successful, to use it immediately and to carry out the necessary works in a phased approach while continuing with service delivery. *In practice we will not have to pay full costs for renovation work as a number of suppliers have already indicated their willingness to provide their products at a discount as these products would be showcased to the community at large.*

The financing of our operation depends on the income generating elements of the project coupled with some grant funding in the early years. Again, before acquisition of premises, it is unrealistic to expect firm commitments for grant funding of the proposed Eco hub and the other projects outlined in the proposal. There has, however, been a lot of interest from several of the organisations we have approached. The funding landscape has change significantly since the onset of COVID 19 and funders are only willing to commit to firm proposals.

Letting out surplus office space will provide some of the income required to ensure the viability of the project. We note that the inclusion of some rental income is common in Community Asset Transfer applications, including some already approved by Fife Council.

Whilst the returns from the income generating elements of the project are estimates, they are underpinned by the research we have carried out, taking account of current rental income achievable within the area, reduced charges for community groups/projects and information provided from retail zero waste outlets. Taking account of the running costs of the building and the potential income achievable, we are confident that the acquisition of the building will ensure the long-term future of the charity.

StAndEN is well aware of the issues around the reliance of grant funding for long term service delivery of a project. We have a proven track record of successful applications, as we have relied on grant funding for 98% of our income for the 10 years of our existence. Over the last 3 years we have seen an increase in donations directly from the local community and this year have formally launched a community fund raiser which is proving very successful.

(ii) The projected benefits do not demonstrate enough community benefit relative to the value forgone and adverse impact on the delivery of Council Services (i.e. the loss of registration services and a base for CARF):

Whilst we realise that the offer StAndEN made for the building was significantly lower than the valuation figure for the asset, this offer reflects the state of repair of the building and the benefit to the community of the services we intend to provide. The provision of an all-inclusive community facility, including the Eco Hub, advice and education programmes, is reflected in the size of the discount requested. We would emphasise that the valuation was for the building and the back private car park only, leaving the front car park and its sizable income in the control of



Fife Council. The car park with its bays for 22 cars, two of which are disabled bays, provides an essential facility for residents and visitors to the town.

The long-term effects of Climate Change are likely to be more damaging to St Andrews than those of COVID 19 and we feel that the level of community benefit has been undervalued. The project has been designed to inform and empower the community to act. The building itself will demonstrate to all how to reduce the carbon footprint of historic buildings, of which there are so many in St Andrews and beyond. The advice given from the ECO Hub will not be restricted to energy advice but will cover all aspects of sustainability as outlined in our proposal.

We are surprised that our plans to retain and enhance the provision of toilets in the building, and make them available to the public, have been questioned. Surely the whole concept of Community Asset Transfer is to retain and provide services which benefit the entire community. There is a lack of public facilities in St Andrews and, even with the redevelopment and re-opening of the facilities at Bruce Embankment, a lack of facilities for the severely disabled. Our proposed inclusion of a "changing places" facility, open to the community at large rather than just the users of the building, is thus designed to provide a much-needed community facility.

You also question whether our proposed provision of mobility scooters and of office space for rental are in line with our articles of association. These questions appear equally ill-judged. The provision of mobility scooters, currently not available in St Andrews, will complement our existing service, the hiring of the beach wheelchairs. This move is entirely consistent with our articles of association, which include "the provision of recreational facilities within the Community, or the organisation of recreational activities within Community, with the object of improving the conditions of life for the residents and businesses of the Community." Measures to tackle inequality should not require justification.

I do not understand how the reference to the loss of registration services and a base for CARF is relevant when Fife Council have already made the decision to relocate those services and close the building. I sent a copy of the letter I received from you to Norma Philpott the CEO of CARF and received this response copied below:

"I think it is fair to say: CARF originally understood the building was being put up for sale and would have to be relocated ideally through the Council or make own arrangements if this did not happen. The preference was for suitable and appropriate premises with Council, e.g. initially in Library and thereafter Town Hall option or similar. CARF kept its options open by indicating both to Council and to StAnden independently that St Mary's Place was a good location for its service if there was a Community Asset transfer. There was recognition that if CARF remained in St Mary's Place a small rent might become payable but having access to suitable space in central location was paramount for delivery of services. The St David's Centre, which emerged as a potential Community Hub model was not perceived to be the best permanent arrangement for CARF. Post COVID, CARF is uncertain of its premises requirements going forward and the next meeting of CARF's Premises Sub is on 31st of August 2020. We have been awaiting further contact from the Council and news from StAnden on the outcome of their application."

StAndEN did not enter into formal negotiations with CARF but are aware of their wish to remain in St Mary's Place and since I believe that it is still Fife Council's intention to dispose of the asset, the transfer of St Mary's Place to StAndEN is the only way the CARF services will remain in St Mary's Place. If you look at our plans for the building you would notice that we retained three interview rooms (the ones currently used by CARF) so that we would be in a position to offer these to them if we acquired the building. Also, the projected figure for income from the hire of these rooms was minimal as CARF would be offered the facility at a low rental figure to reflect the benefit of their services to the community.



Fife Council has already relocated to Cupar part of the Registration services namely the registration of marriages and has indicated that there are plans in place to relocate the remaining registration services to another location in St Andrews, possibly the Town Hall, once works are completed there.

(iii) Lack of evidence of consultation and support for loss of existing services:

We were informed back in 2018 that the decision had been taken to close the Local Office in St Marys Place and to dispose of the asset. Plans were being made to relocate some services to Cupar, whilst others would remain in St Andrews but at different locations throughout the town. Fife Council gave this information to CARF, to the council staff at St Marys Place and to us. After several meetings it became obvious that it was going to take some time to relocate staff. Over the two years we have never been told that there has been a change in this decision. In fact, we know that the Principal and the Quaestor of the University of St Andrews were given access to view the building and following on from that had a full survey and valuation carried out with a view to purchase it. Late last year the first services were relocated – ESOL (English for Speakers of Other Languages) was moved to the COSMOS Centre (at a cost to Fife Council?) which prompted us to submit our stage 2 application. Throughout January, February and March until lockdown we had regular contact with Fife Council staff based at St Mary’s Place and none of them were ever informed of any changes in the plans to shut the building and dispose of the asset.

St Andrews Environmental Network therefore did not carry out any consultation on the loss of existing services as we had been told that Fife Council had already decided to close the building with consequent loss of services whether or not we acquired the premises.

(iv) Agreeing to the request would restrict the Council’s ability to carry out its functions (registration services) per Section 82(3)(h) of the Act.

Again we fail to see how agreeing to the request would restrict the Council’s ability to carry out its functions (registration services) when the council has already decided to dispose of the asset.

St Marys Place was being used by us and Fife Council staff until the 9th of July 2020 when we were told that we could not continue to use it until a Health & Safety assessment was carried out which included a Legionella test. When I asked about how long we would have to be out of the building I was told that testing St Mary’s Place was not a priority. Since then the traffic wardens have returned to work and Fife Council have provided them with a Mobile Welfare Facility in the carpark at the front of St Mary’s Place as they cannot get access to the toilet facilities within the building. Again there is no evidence of any concern on the part of Fife Council about loss of services.

Conclusion

For all the reasons set out above, the scores awarded to this application in the scoring matrix do not constitute a fair and balanced assessment. These scores appear to have been selected to achieve a pre-chosen total, underestimating the benefit of the proposal to the local community, over-stating the difficulties of funding the project and incorrectly blaming StAnDen for the loss of services that Fife Council has already decided to discontinue.

It is clear that, for the people of St Andrews, StAnDen’s proposal represents the best possible use for this site that is likely to be forthcoming. Whilst a commercial sale might provide a somewhat higher return for Fife Council, it is highly implausible that it will provide such a range of facilities for benefitting the local community.





**St. Andrews Environmental Network Ltd. –
St. Andrews Community Centre, St. Mary’s
Place, St. Andrews**

**Community Asset Transfer Review Panel
Evaluation**

Review of Community Asset Decision on StAndEN

At the meeting of the Review Committee it was noted that an updated Business Plan had been provided by StAndEN to support its appeal against the decision to reject the Community Asset Transfer application for St Marys Place. The Review Committee agreed that:

- (a) the Council's Community Asset Transfer Evaluation Panel be requested to review and evaluate the updated Business Plan provided by StAndEn and provide feedback to the Committee on the viability of the proposal;

To this end the CAT Evaluation Panel was convened on 13 January, where it considered the additional information provided. The Panel felt that further information was required to carry out the review and agreed a series of questions to be asked of StAndEN.

The Panel met for a second time on 26th January 2020. The main items considered at the meeting were:

- District Valuer's valuation of the asset
- Projected costs for relocating Council staff currently located at the asset
- Further information provided by StAndEN in response to questions raised by the Group at its initial review meeting
- Proposed revisions to assessment scores for sections on Finance and Property

Impact on Council Budgets

It is noted that the District Valuer has now provided its report on the value of the asset. The valuation ranged from £500,000 assuming continuation of current use as an office to £700,000 for change of use to include retail or hospitality. The value rises substantially to £2.4m if demolished and the land sold for development, potentially rising to £3.7m if the car park area was also sold. It was agreed that this information be sent to the Review Committee. It would also be sent to StAndEN by 28th January to allow time for them to respond before the Review Committee second meeting.

Council office staff are currently located at St Mary's Place and would have to be relocated if the asset was transferred. A full costing to relocate the office to St Andrews Town Hall was not possible in the time available or under current covid restrictions but discussion with Property Services indicated a cost of between £50,000 and £100,000 to meet the minimum requirements of the relocation.

Funding Package

Further information had been requested from the organisation in respect of external funding proposals for both the purchase and refurbishment plans as well as financial projections for the shop. This was provided and circulated to the Panel prior to its meeting. Unfortunately, the organisation has made little progress with external funding other than to resubmit their stage 1 application for Scottish Land Fund which is intended to provide the funding for the £100,000 purchase price for the asset. If successful at Stage 1, there will remain a lengthy process to go through stage 2 for this fund. For this reason, StAndEN has had discussions with funders who have a connection with St Andrews to cover the cost of purchase but are unable to provide any detail of the organisations approached or the outcome of discussions. It is StAndENs intention to cover the refurbishment costs through applications to a number of small external funders and discounts from contractors, with the bulk of the costs met by a successful application to the Regeneration Capital Fund. In relation to the financial projections for the ecoshop, these were based on similar shops located elsewhere, but the Assessment Group considered the projections to be ambitious and were concerned that any delay in reaching the projected levels of profit would negatively impact on the sustainability of the proposals.

The Panel noted concern over the financial update provided. It is known that the Scottish Land Fund is very competitive and advice provided in relation to this funding has stated that while each application is considered on its own merits, *“The Fund is designed for projects ready to go, particularly favouring new builds and where the asset is to be owned by the community, not leased. They also say that facilities are unlikely to be supported unless they explore how it tackles inequalities, meets clearly identified need that is currently unmet and how it brings something significantly different to what is currently available within the wider geography (a 10 mile radius).”* It was noted that the North East Fife Community Hub has previously received funding for the St David’s Centre, also located in St Andrews, from SLF (in 2020) to cover the CAT purchase price and a contribution to the refurbishment costs. Space for other third sector organisations to rent was included in the proposals from NEF Community Hub.

In addition, the Regeneration Capital Fund (RCF) is currently closed. It is expected that a call for stage 1 applications for projects starting in 2022/23 will be made in March 2021. Applications for this fund must be made through the relevant local authority and the capital works at St Mary’s place has not been presented to date and is therefore unlikely to be submitted to this fund in 2021. StAndEN revised their business plan to take out the RCF and replace it with an intention to apply to the National Lottery and other funders. Information on discussions with these funders was requested but information was only provided in relation to the Scottish Land Fund as noted above. The Panel therefore remain concerned that these applications may not be realistic and approaches to other funders would lead to further delays in carrying out the refurbishment and in delivering the outcomes and income that are projected in the organisations proposals.

Sustainability

Further concerns raised included the low level of unrestricted reserves held by the organisation. This would restrict the ability to manage cash flow for the refurbishment proposals and to purchase stock for the shop element. It was also not clear why the turnover for the shop was expected to be significantly more than shops in Perth and Dundee which were already established, and no further information was provided on the potential impact of covid restrictions on these projections.

Summary of Review

Given the further information provided by StAndEN and the responses to additional questions, the Panel revisited the scoring in relation to the finance and property sections.

It was agreed that concerns reflected in the initial scoring had not been alleviated; rather that little progress had been made in the intervening period and no reference was subsequently made to the changing position of many funders and potential customers due to the pandemic.

The information leading to most concern, as has been set out above, led the Panel to reconsider its score in two areas:

Assessment Question	Original Score	Amended Score
E.3 - Use of Resources Has the organisation identified all the resources required to deliver the benefit? Consider: <ul style="list-style-type: none">· Funding obtained so far· Funding and support required from the Council· Other sources of funding· Number of employees or volunteers available to run/maintain the asset	2	1
F.2 - Will the project have an overall financial benefit on public sector costs (e.g. removes the maintenance burden from the Council)	1	0

**St. Andrews Environmental Network Ltd. –
St. Andrews Community Centre, St. Mary’s
Place, St. Andrews**

**Fife Council report detailing the current
use of St. Andrews Customer Services
Centre and Future Proposals**

St Marys Place, St Andrews

Response to the Community Empowerment Act Review Committee's request for further information on the current use of the asset and future proposals including:-

- (i) decision making to date and whether the building was still to close;
- (ii) the cost of retaining and maintaining the asset; and
- (iii) the cost and consequences of relocation were the request to be approved.

(i) Decision making to date and whether the building was still to close

The Office Rationalisation Programme (2010 to 2016) reduced the number of council offices from 97- 31. Rationalisation of St Marys Place local office was considered as part of the programme but no formal decision was taken to close the building, which would ultimately be a decision for operational services. Some Services however were relocated to other facilities in the town and discussions took place with colleagues from Fife Cultural Trust about the possibility of co-locating many of the remaining services at St Andrews library. Unfortunately, no agreement was reached and as a consequence the decision on closure was deferred.

As a consequence of Covid restrictions, the property is currently mothballed, however, changes to service delivery as a result of the epidemic has resulted in a reconsideration of accommodation requirements. Once determined, a decision will be made on the building's future.

(ii) Cost of retaining and maintaining the asset

Though not surveyed since 2015, the property is wind and watertight and has a "B" condition rating, typical of the majority of Council operational assets. The building is in need of works to improve decoration and if to be utilised beyond the short term, replacement of components which are nearing the end of their useful life should be undertaken.

(iii) Cost and consequences of relocation

In the event the activities were to be relocated, the fit-out costs are considered to lie in the range £50 000 - £100 000 for reprovision of some services within the Town Hall.

Should the CAT Panel decision be upheld and the appeal refused, and in the event the property is confirmed as surplus, it will be marketed and offered for sale. Depending on planning consents, the receipts to the Council have been assessed by the District Valuer to lie in a range between £700 000 and over £2m if redeveloped, potentially over £3.5m if adjacent Council land ownerships are included in a redevelopment proposal. It should be noted that the market value figure of £500,000 provided by St Anden's survey was a restricted use valuation assuming the current use as office space.

With an offer of £100,000 from StAnden, there is the potential for a significant loss of income to the Council, income that supports the capital plan and wider Council objectives.