**COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 - SECTION 86**

**REVIEW REQUEST FORM**

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| --- | --- |
| **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** | 1.*The request did not supply enough evidence of the funding and ongoing operation of the proposal.*  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.  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 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 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. |
| **List of documents upon which you intend to rely. You do not need to re-submit previously submitted documents.** | **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** |

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.

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| --- | --- |
| **Purchase Costs** | **Projected Cost** |
| *Purchase of St Mary’s Place* | |
| 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)  St Andrews Community Trust (over 3 years)  University of St Andrews Community Fund (over 3 years)  Hamish Foundation  Pilgrim Foundation  Kinburn Charitable Trust | £90,000  £15,000  £9.000  £5,000  £15,000  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 Admin officer | 0.00 | 0.00 | 0.00 | 14.852.60  (0.5 FTE) | 15,298.18  (0.5 FTE) | 15,757.13  (0.5 FTE) |
| 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 |
| ***Do you support a local community group buying St Marys Place?*** | 93.5% | 6.5% |
| ***Do you feel there is a lack of community space in the centre of St Andrews?*** | 91.1% | 8.9% |
| ***The building currently has public toilets – would you like to see these kept and improved?*** | 97.2% | 2.8% |
| ***The plan proposes full disabled access throughout the building – do you support the addition of a changing places in this area of St Andrews?*** | 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 |
| ***Do you support a local community group buying St Marys Place and providing the services outlined?*** | 94.6% | 5.4% |
| ***Do you feel there is a lack of community space in the centre of St Andrews?*** | 80.3% | 19.7% |
| ***The building currently has public toilets – would you like to see these kept and improved?*** | 94.6% | 5.4% |
| ***The plan proposes full disabled access throughout the building – do you support the addition of a changing places in this area of St Andrews?*** | 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 |
| ***Do you support a local community group buying St Marys Place and providing the services outlined?*** | 92.3% | 7.7% |
| ***Do you feel there is a lack of community space in the centre of St Andrews?*** | 62.4% | 37.6% |
| ***The building currently has public toilets – would you like to see these kept and improved?*** | 95.1% | 4.9% |
| ***The plan proposes full disabled access throughout the building – do you support the addition of a changing places in this area of St Andrews?*** | 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'*.**

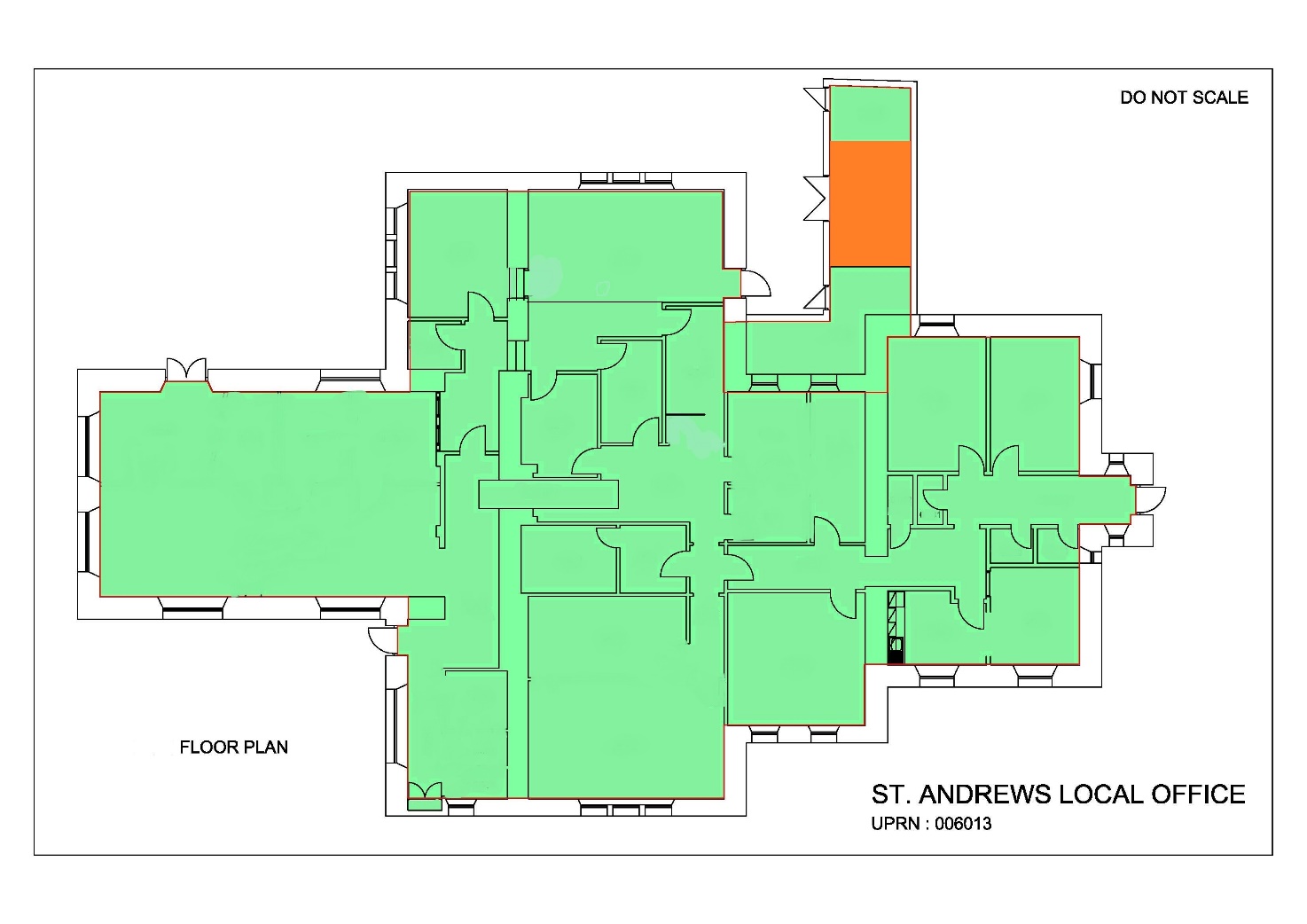
Clean & Green need to be based in the centre of St Andrews so they can continue to respond to issues as they arise. ***Plan 4 Fife – Thriving Places*** “Implement measures that provide a quick response to local environmental issues and promote community pride in local public spaces.”

**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*.**





**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**](mailto: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: 29th 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? *Please provide details of the asset transfer request and reasons for your decision.* |
| 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**](mailto:community.empowerment@gov.scot)

If you have any queries please contact Malcolm Cowie, Asset Transfer Policy Manager at [Malcolm.cowie@gov.scot](mailto:Malcolm.cowie@gov.scot)

Thank you!

Community Empowerment Team

Scottish Government

|  |  |  |
| --- | --- | --- |
| 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: 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)

|  |  |  |
| --- | --- | --- |
| 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:

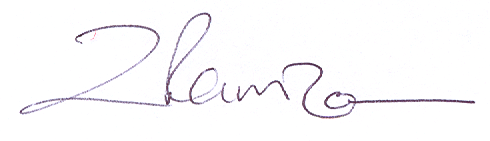
1. The Council refuses your request;
2. The Council agrees your request but the decision notice specifies material terms or conditions which differ to a significant extent to those stated in your request; or
3. The Council does not issue a decision within 6 months of the Validation Date.

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.** |  |

**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>; Jane Ann Liston <janeann@louisxiv.co.uk>; 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 concusion, 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)  
Rothesay House  
Rothesay Place  
Glenrothes  
KY7 5PQ  
  
Telephone: 03451 55 55 55  
                  extn 446108

Cllr Ann Verner 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 If you would like to know how I store and use your personal information, please read the Privacy Notice at this link - https://www.fifedirect.org.uk/privacy/councillors Jane Ann Liston 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 janeann@louisxiv.co.uk St Andrews & Strathkinness

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 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 \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Norma Philpott 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 Get Outlook for Android This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. Any views or opinions presented are solely those of the author and do not necessarily represent those of Citizens Advice and Rights Fife. If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited. If you have received this email in error please notify the sender. Virus checking of this email and any attachments is the sole responsibility of the recipient. Citizens Advice and Rights Fife is a Company Limited by Guarantee No 178060 Registered as a Charity in Scotland SCO No 27015 Registered Office: Craig Mitchell House, Flemington Road, Glenrothes, KY7 5QF Authorised and regulated by the Financial Conduct Authority. FRN: 61744 Norma Philpott 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

Closure of St Mary's Place, St Andrews Andrew Brunton 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

Jane Kell Mon 11/12/2017 08:47 To: Andrew Brunton ; 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 or 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 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

Andrew Brunton Mon 27/08/2018 17:44 To: Jane Kell Cc: Sharon Douglas 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

Jane Kell Tue 28/08/2018 09:32 To: Andrew Brunton 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 allowd 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 representitives 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 Thu 20/09/2018 12:20 To: Jane Kell Cc: Sharon Douglas 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

Andrew Brunton sent a meeting request Andrew Brunton Thu 20/09/2018 14:37 To: Jane Kell Sharon Douglas ; BNKGF.010 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

Jane Kell Fri 21/09/2018 08:41 To: Andrew Brunton ; Sharon Douglas Hi Andrew 27th is good for me, I take it BNK stands for Bankhead. Jane Kell Project Manager St Andrews 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 Fri 28/09/2018 11:23 To: Jane Kell Cc: Sharon Douglas 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 Asset Management & Development Fife Council Bankhead Central Glenrothes Fife KY7 6GH t: 03451 555 555 ext 446960 e: andrew.brunton@fife.gov.uk

Assets and Corporate Services Sub Committee 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 PaUW 5 Rf WKe CRPPXQLW\ EPSRZeUPeQW (ScRWOaQd) AcW 2015 (WKe ³AcW´) WR SXUcKaVe St Andrews Customer Services Centre, SW. MaU\¶V POace, SW. AQdUeZV. 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 MaU\¶V 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): x The request did not supply enough evidence of the funding and ongoing operation of the proposal x The projected benefits did not demonstrate enough community benefit relative to the value forgone and adverse impact on the delivery of Council Services x Lack of evidence of consultation and support for loss of existing services x AJUeeLQJ WR WKe UeTXeVW ZRXOd UeVWULcW WKe CRXQcLO¶V abLOLW\ WR caUU\ RXW LWV fXQcWLRQV 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. 59 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 EqIA 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. SWAQdEN¶V aSSOLcaWLRQ fRU SXUcKaVe Rf SW. AQdUeZV¶V LRcaO 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 60 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: x the benefits of the asset transfer request are judged to be less than the benefits of an alternative proposal; x ZKeUe aJUeeLQJ WR WKe UeTXeVW ZRXOd UeVWULcW WKe UeOeYaQW aXWKRULW\µV abLOLW\ to carry out its functions; or x 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 SW. MaU\¶V Place, St. Andrews which are designed to be as inclusive as possible. x An accessible community space within the town which would be available to hire; x Office space for let to businesses; x Public toilets, baby changing and changing places facilities which would be open seven days a week; x Hire of mobility scooters to residents and visitors; x Develop an advice hub which would be staffed seven days a week offering advice to businesses and residents on lowering their carbon footprint; x Establish an Eco Shop selling products made in an environmentally conscious manner; x Organise and run workshops and events focusing on a low carbon lifestyle and increase environmental education programmes; 61 x 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 SWAQdEQ¶V cRUe SXUSRVe aQd fXQdLQJ LV WR addUeVV fXeO SRYeUW\. The RUJaQLVaWLRQ¶V aLPV LQcOXde WKe fROORZLQJ: x Advancing health and wellbeing by tackling the causes of fuel poverty and reducing energy bills for residents and businesses; x Advancing environmental protection by promoting and supporting the reduction of the carbon footprint of the community and the surrounding area; x Advancing education on environmental issues and energy efficiency, particularly among the residents and businesses of the community; and x 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 PeeW SWAQdEQ¶V cRUe SXUSRVe. 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 SW. MaU\¶V POace LV cXUUeQWO\ RccXSLed b\ CXVWRPeU SeUYLceV aQd CARF, a WKLUd 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 Rf aW µOeVV WKaQ WKe beVW cRQVLdeUaWLRQ WKaW caQ UeaVRQabO\ be RbWaLQed,¶ LQ 62 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: x The Council must appraise and compare the costs and other disbenefits and the benefits of the proposal; x Be satisfied that the disposal for that consideration is reasonable; and x 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 wellbeing; 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 RUJaQLVaWLRQ¶V abLOLW\ WR PaQaJe WKe aVVeW RYeU WKe ORQJeU WeUP. 5.0 Community Empowerment (Sc) Act Evaluation 5.1 The CAT evaluation panel individually scored SWAQdEN¶V 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 RUJaQLVaWLRQ¶V proposal would offer the following benefits: 63 x 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; x Addressing social wellbeing by establishing an eco-hub to empower people to take action to address climate change. x VROXQWeeULQJ RSSRUWXQLWLeV ZLOO be SURYLded WR LQcUeaVe SeRSOe¶V cRQfLdeQce, develop their skills and education to increase employment opportunities; x Improve environmental wellbeing by helping the community to take actions for themselves to improve the environment; x 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 b\ WKe RUJaQLVaWLRQ¶V VXUYe\RU, SKeSKeUdV. AccRUdLQJO\, WKe SURSRVed dLVSRVaO 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: x 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; x The projected benefits were not based on robust information, and the proposal did not demonstrate value for money; x AJUeeLQJ WR WKe UeTXeVW ZRXOd UeVWULcW WKe CRXQcLO¶V abLOLW\ WR caUU\ RXW LWV functions per Section 82(5) of the Act. There would be a direct impact on the CRXQcLO¶V abLOLW\ WR deOLYeU ORcaO UeJLVWUaWLRQ VeUYLceV. ReVLdeQWV ZRXOd 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 the 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 64 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 MLcKaeO O¶GRUPaQ Service Manager (Estates) Bankhead Central Bankhead Park Glenrothes KY7 6GH 03451 555555 ext 440498 Michael.ogorman@fife.gov.uk 65 Appendix 1 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: x Economic development x Regeneration x Public Health x Social well-being x 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: x 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? x provided evidence of the appropriate skills and experience required to manage and maintain the asset. x Demonstrated that the projected benefits were based on robust information and the proposal demonstrated value for money. 4. WLOO WKe SURSRVaO UeVWULcW WKe deOLYeU\ Rf WKe CRXQcLO¶V fXQcWLRQV? Consider whether the proposal will contribute to achieving local and national outcomes. 5. Is there an alternative proposal? TKLV caQ be aQRWKeU cRPPXQLW\ aVVeW WUaQVfeU UeTXeVW RU WKe CRXQcLO¶V RZQ requirement for the asset. Assess the benefits of the request against those of the alternative proposal. 66 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: x Economic development x Regeneration x Public Health x Social well-being x 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: x 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? x provided evidence of the appropriate skills and experience required to manage and maintain the asset. x Demonstrated that the projected benefits were based on robust information and the proposal demonstrated value for money. x What is the impact of project failure? 4. WLOO WKe SURSRVaO UeVWULcW WKe deOLYeU\ Rf WKe CRXQcLO¶V fXQcWLRQV? WLOO WKeUe be aQ XQacceSWabOe LPSacW RQ WKe CRXQcLO¶V abLOLW\ WR deOLYeU LWV fXQcWLRQV? 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? TKLV caQ be aQRWKeU cRPPXQLW\ aVVeW WUaQVfeU UeTXeVW RU WKe CRXQcLO¶V RZQ 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 form the Sheriff is required? This would not prevent the transfer but there would be additional cost involved inobtaining consents. Consider whether this cost would have to be met by the organisation. 67 Appendix 2 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: SW AndUeZV lRcal Office, SW. MaU\¶V 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: x Economic development x Regeneration x Public health x Social well-being x Environmental well-being x Reduce inequalities 3 68 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: x Funding obtained so far x Funding and support required from the Council x Other sources of funding x 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 69 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 acKLeYLQJ WKe CRXQcLO¶V RXWcRPeV RU WR QaWLRQaO RXWcRPeV PRUe generally. 2 G.2 - CRQVLdeU KRZ WKe SURSRVaO ZLOO LPSacW RQ WKe CRXQcLO¶V RZQ deOLYeU\ Rf 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 70

Tim Kendrick Your ref: ZR/CAT/NEF Communities & Neighbourhoods Date: 19th August 2020 Fife Council 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 fom 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. St Andrews Environmental Network Ltd c/o Fife Council, St Mary’s Place, St Andrews, KY16 9UY Phone 01334659315 e-mail info@standrewsenvironmental.org Charity no SC045253 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.