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| c:\my documents\my pictures\logo\Fc.jpg  The Community Empowerment (Scotland) Act 2015 enables community organisations to request the ownership, lease or management of publicly owned buildings or land, whether or not these are available for sale or deemed surplus to requirements. | **Community Asset Transfer**  **Application Form** |

**Stage 1: Pre-Application Enquiry**

**About the Organisation**

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| **Name and address of organisation** |
| Crail Community Partnership, 25 Castle Street Crail KY10 3SJ |
| **Name and position of main contact for the application** |
| Secretary. |
| **Contact telephone number and e-mail address** |
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| **Type of organisation** |
| Scottish Charitable Incorporated Organisation X Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Limited by Guarantee □  Community Group □ |
| **Other information about the organisation** |
| The organisation has a constitution? Yes\* X No □  Charity No. (if appropriate):  The organisation has insurance cover? Yes\*X No  Number of people on the management committee: 12 Number of members: 135  Paid full-time staff (FTE): 0 Paid part-time staff (FTE): 0 Number of volunteers:  When was the organisation established? 3rd April 2019  Is the organisation part of a national or local organisation? No. National □ Local □  Please give the name of the parent organisation:  \*Please supply copy of constitution and insurance document (public liability and/or employer). |
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| **Purpose and main activities of the organisation** |
| The SCIO has the intention of bringing together members of the general public, community groups, associations, SCIOs, trusts, bodies whether incorporated or unincorporated including public, industry and professional bodies and other charities which have an interest in furthering the social, economic, environmental and physical design of the community with the following objective:  The advancement of community development (including the advancement of urban/rural regeneration), principally within the community but only to the extent that this is consistent with furthering the achievement of sustainable development. |
| **Previous experience of managing a property asset** |
| A number of members of the board have experience in this area, and for many years Dennis Gowans has been responsible for maintenance of all the audio and lighting technical equipment installed in Crail Community Hall and organising events.  David Jerdan has extensive experience of managing commercial and residential property. Helen Armitage has considerable experience managing church property. |
| **Name and address of Council Asset of interest**  **Crail Community Hall, St Andrews Road, Crail.**  In relation to this asset, is the organisation interested in:  Owning X Managing  Leasing  Not sure yet  |
| **Proposed use of asset and benefit to the local community** |
| Please briefly explain how the asset will be used and how the proposed initiative will benefit the local community. Include details of anticipated hours of operation, number of attendees/recipients.  Opportunities for increased use of this hall; weddings, year-round musical events (in addition to current festivals), indoor bowls, cinema, badminton club, table tennis, country dancing, pre-school children’s social events (playgroup), children’s development events (e.g. science club), guest lectures, youth groups and daytime events for the elderly, school plays and festivities, elections, conventions, meeting spaces, virtual golf and indoor golf tuition.  Normal hours - 8am to midnight.  Maximum capacity seated for performance 200, but with tables and chairs 120. |

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

**Stage 2: Full Application**

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

**Before completing this application please ensure you have read:**

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

**About the Property**

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| **Property Name and Address** (see section 5 in the Guidance Notes)  **Crail Community Hall, St Andrews Road, Crail. KY10 3UH** |

**Section A – About the Proposal**

(see Section A in the Scoring Matrix)

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| Please provide a brief outline of your proposed initiative (see section 2 in the Guidance Notes). A description of the aims and objectives of your proposal and a description of the service and community benefit that you propose to deliver. |
| Crail Community Hall is a potentially strong asset in the Crail community, but currently sees minimal utilisation. The opportunity is to combine community ownership that brings access to funding, with community engagement to improve the flexibility of the spaces and therefore increases the use. With focus on utilisation it is highly likely that the income stream can be increased such that community activities can be made more available, at lower cost.  There are two age groups that have the least community activity, the elderly and Crail’s youth. There is no mother and toddler or playgroup type of activity for young families. There are no essential support services (e.g. doctor, dentist, library etc.) available in Crail; providing a flexible hub could enable services to reach into our community.  On a regular basis in the winter months the community hall is only used one evening per week for adult badminton and adult table tennis. Crail Food Festival, Crail Church and Crail Festival conduct major events during the summer, but there are no other regular activities.  Crail is a community that is very dependent on tourism for employment, creating more activity through additional entertainment events, market events or weddings especially during the quiet 6 (winter) months will have a positive impact on the local economy.  The community hall could be used for organised business meetings and as a cinema, and for many other community activities and service delivery.  In summary: the main aim is to bring an underutilised community asset into full use, through an increased volume of events that enhance income and developing a flexible approach that increases community use of the facilities. Reaching into our community, seeking to ensure that we are addressing issues of inequality, engagement and local opportunity. |
| The demand/need for the proposal and why it is required. |
| Crail is a small rural community which has been described as ‘The Jewel in the East Neuk’, but beneath that image there lies a much less evident layer of disadvantage and inequality.  During the past 20 years the population has been declining, down 13% between 2001-2011, to 1,700 today. Consequently, the number of jobs has decreased, by 9%.  There are a very significant number of older residents (550). Employment opportunities for young people are very poor locally. Crail also has a higher percentage of households with income <£300 per week, than Fife and Scotland.  No library, no post office, no dentist, no doctor, no community hub. 25% of the population do not own a car.  The Community Hall is the only building in Crail capable of providing facilities for more than 60 people and is the only building that could be adapted for flexi/multi use.  Rising costs of housing and growth in holiday home ownership makes it difficult to attract and retain younger people in the area. The large number of second homes and high seasonality contribute to making Crail a fragile economy with high street businesses at risk.  Crail’s big challenge is to make sure that there are opportunities for the local people to live and mix with each other, and to provide activities and services that meet the needs of all (and not just sections of) the local community. The Community Hall can become an active hub, that generates the needed activities and brings the services into the community. |
| Why you require the asset in order to deliver your proposal and what difference this will make to delivery of services in your area. |
| The Crail Community Hall is an essential component of the Local Place Plan, in which Crail is pioneering a new community-led approach to tackling inequality and creating opportunity. Crail needs a vibrant, flexible community hub that can handle frequent large events to bring economic gain and flexible space to enable all parts of the community to meet and gain access to activities and services.  **Services** that have been lost and may be restarted:  Library – and public access to online services  Pre-school classes or creche for those below nursery age  Indoor activities for the elderly – e.g. indoor bowls  Bank or credit union services  Post Office services  Public health – access through consultation, education and training  **New services** and activities  Hosting mobile internal phone mast to improve local mobile cover for residents and visitors.  Community Café with access to FC community and education services  Hot desk services for local businesses  With a functional kitchen, The East Neuk Frail Elderly Project could use this facility for Friday Lunches, and other activities, as toilet facilities are better than the Legion Hall  A functional kitchen will expand the options for additional income opportunities – a functional kitchen would attract more weddings, family parties, etc.  Flexible performance space to create virtual large, medium and small venue in the same hall, stimulating greater utilisation for events. |
| If already operational, provide details of the anticipated additional activity or outputs resulting from the acquisition of the property. |
| CCH is used for many diverse types of events; weddings, funerals, craft fairs, performance events, indoor sports. But all on a very limited basis.  Opportunities for increased use of this hall; weddings, year-round musical events (in addition to current festivals), indoor bowls, cinema, badminton club, table tennis, country dancing, pre-school children’s social events (playgroup), children’s development events (e.g. science club), guest lectures, youth groups and daytime events for the elderly, school plays and festivities, elections, conventions, meeting spaces, virtual golf and indoor golf tuition.  3 or 4 weddings occur each year without the facility being marketed, it is reasonable to assume that this can be increased with effective marketing. With improvements to catering facilities even more wedding and family events are likely.  The community has considerable experience in organising public performance events. These currently only occur in the summer, but they could be extended throughout the year.  Crail Community Hall has suffered from a lack of care and maintenance and investment, other than what the community has paid for, that is installation of sophisticated audio and lighting systems. General deterioration is evident in the fabric of the building and the facilities.  Owning the asset will allow the community to seek funding to repair, adapt and improve the facilities. Considerable external repair works will need to be undertaken in order to ensure that the building is kept wind and watertight, to ensure the longevity of the structure.  Heating repair and/or upgrade is an urgent priority as system breakdowns are damaging the fabric of the building.  The second priority would be a kitchen upgrade as currently events cannot be catered for onsite, without additional external cooking facilities. This is a simple example of how ownership will make a difference, as FC cannot fund this type of investment.  Storage options are poorly organised, which means groups cannot leave equipment onsite. Changes to existing storage would make the facility more flexible.  The current rental scheme requires a FC employee to be present at all times, which increases the fixed costs for events and inhibits use. Application of a trusted keyholder system for local group activities would decrease the fixed costs for access. |
| Your experience in delivering the services. |
| CCP Trustees (see biographical details), and Trustees of other Crail charities, have considerable experience in organising major events in Crail, through the mediums of Crail Festival, Crail Food Festival and Crail Folk Club.  Dennis Gowans, as Festival Technical Lead, with the support of additional expert volunteers plans, organises and deploys technical performance solutions in all of Crail performance spaces, inside and outside.  Crail Festival alone puts at least 30 events over a 10-day period in July, ranging from children’s workshops to major concerts with audiences up to 200 people. Families, over numerous generations, time their holidays in Crail to take advantage of this festival. The community hall is an essential component of this festival.  Crail Food Festival brings together over 20 food retailers and a dozen hot food vendors for an annual festival over the second week in June. The community hall is central to delivery of this festival.  Crail Folk Club runs every two weeks throughout the year to normally sold out audiences and attracts performers from all over the UK and overseas. Crail Folk Club is well known as an organised and supportive club, in a UK environment where such clubs are in decline. The club’s existence attracts people to visit and stay in the East Neuk for events. Most events occur in the Town Hall but premium artists bring larger audiences which brings the community hall into use.  Most festival events and club events use online ticket sales methods and have sophisticated marketing processes, including websites, Facebook coverage and email distribution systems. The recently developed (by CCP) www.Crail.info (and its Events Blog) provides an additional general reach for all. |
| Other similar projects or services available in the area. |
| Crail Town Hall operates under a lease arrangement from Fife Council and is currently leased by the Crail Town Hall committee. The Town Hall has capacity limited to 45 seated at a performance, is not suited to sports activities, has no real storage capacity and has no kitchen. It is a Category A Listed building which limits any flexibility for modification and expansion.  British Legion Hall is owned by the local Legion Branch, and provides facilities for small events. Is capacity limited to 40 seated at a performance, is not suited for sports activities, has no real storage capacity, does not have disabled toilets but has a kitchen. This hall sits in the middle of the Crail conservation area and therefore as very limited options for growth or enhancement. The Legion has very few members and has a small income from events but needs many aspects of the facility repaired or improved.  Crail Kirk Hall provides facilities for small events with a capacity limited to 60 seated for a performance, is not suited for sports activities and has very limited storage capacity. This hall is owned by Crail Church and has been part of the Church of Scotland’s review of assets. There is no immediate threat of closure but unless congregation levels grow is must be assumed to be at risk. There is not scope to expand this facility. |

**Section B – Wider Support & Wider Public Support**

(see Section B in the Scoring Matrix)

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

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| Please demonstrate there is sufficient support from the local community. You should also consult community partners and local councillors. Please evidence any stakeholder consultation. |
| Crail completed a charrette process 2018/2019 with the final product being a **Crail Local Place Plan.**  The charrette was co-funded by the Scottish Governments Making Places initiative (£25,000) and by Crail Common Good Fund (£23,000).  The consultation is fully described in the Local Place Plan which can be found at [www.crailcommunitypartnership.org](http://www.crailcommunitypartnership.org), but in summary:  3 Public Workshops each attended by between 80 to 120 people; 1 Business Workshop; 2 Community Surveys with over 400 responses; Crail Matters Newsletters; 152 visitors to Drop Ins.  Crail Matters is a weekly newsletter that reaches over 550 email subscribers and has a paper distribution to local shops, of 120 copies. Crail Matters regularly carries articles on the initiatives identified in the charrette and being pursued by community groups.  Within the **Community Facilities and Local Services** section of the **Local Place Plan** the following Priority Actions were detailed:   * Coordinated plan for future of community buildings…. * Create a multi-purpose community facility in the Community Hall………   Drop-In events are organised by CCP on Saturday mornings, in Crail Community Hall, at least bi-monthly to allow people to get updates on what the community (in general, not just CCP) has been working on and offers the opportunity for people to comment on the initiatives. The Drop-Ins encourage membership of the various community groups and offer the opportunity for volunteer sign-up.  Starting in January 2020 a more detailed community consultation was initiated to evaluate the community's views on the future ownership and use of Crail Community Hall. This involves Online Surveys, User and Business Focus group, direct calls to key users, local feedback from youth and elderly community groups. This will result in a Business Plan for the future of the Community Hall. |
| Please detail any partnership arrangements and state if these are required to deliver the project successfully. |
| The Crail Community Partnership (CCP) was formed in April 2019 as the steering group for the Crail Local Place Plan as the community was determined to form a properly constituted charitable organisation with the ability to pursue community initiatives and own (and operate) community assets. CCP was guided by Development Trusts Association Scotland (DTAS) and is recognised as the community anchor organisation for Crail. CCP is a member of DTAS and has regular meetings with DTAS.  CCP was formed with representation from most major groups, or sectors, in Crail including:  Crail Festival  Crail Community Council  Crail Food Festival  Crail Preservation Society  Crail Church  Crail Community Trust  Crail Harbour Users  Crail Golfing Society  Coastal Environment Team  Crail Youth  Crail Rowing Club  Crail Cubs and Brownies  Crail Primary School. |
| Please demonstrate how you will take into account the different needs of the community, including addressing inequalities. |
| Crail Community Partnership (CCP) recognises and understands the nature of our community and seeks to address the different needs. Issues such as a high number of elderly people, young people with few community outlets, new parents without social opportunities and the general economic challenges of a community heavily dependent of seasonal tourism  The Crail Community Partnership has already acted to address inequalities, when a seniors group folded in 2019 CCP applied for funding to help the senior's group stay active. This has been successful with £4,000 being raised and the group restarted in December 2019.  In addition, the newly development website for Crail is being handled as a youth project, engaging pupils from Waid Academy in the development of the website.  CCP is also working to ensure the new housing development at Crail North will serve the whole communities housing needs. Recently taking the Local Place Plan to Holyrood to discuss with MSPs and senior planning officials.  Crail Community Partnership helped secure funding for the new Wee Crailers, a children’s arts and crafts group in accessing funding, by using the CCP SCIO structure to make applications.  CCP would work to ensure the Community Hall was serving the parts of the community that need additional opportunities.  It is important that the high level of consultation and communication continues as the needs of the community will evolve and change over time. |

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| Advice and support received (see section 4 in the Guidance Notes) – Provide details of any organisation, including the Council, you have approached to seek assistance in developing your project and application. |
| CCP applied to the Scottish Land Fund for funding to support the CAT Application and was approved for £8,424 of funding to complete a Business Plan for the Community Hall, in Dec 2019. This SLF stage one approval was assumed as a vote of confidence in the organisation making the application (CCP) and the potential benefit the asset would bring to the community.  After tendering Community Enterprise (CE) was selected to develop this Business Plan. CCP and CE started work in January 2020 and should have the business plan ready by April 2020.  Fife Council, through Janice Laird (Communities and Neighbourhoods) is supporting this application by the provision of historical utilisation and financial information and relevant advice on the CAT application process.  With Crail Community Partnership is a member of DTAS and is recognised as the Community Anchor Organisation for Crail. CCP receives support from DTAS/COSS and holds regular meetings are held with Ian Leaver of DTAS and Calum Couston of SLF. |

**Section C – Impacts / Benefits**

(see Section C in the Scoring Matrix)

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| Demonstrate whether and (if applicable) how the proposal will promote or improve:   * Economic development * Regeneration * Public health * Social well-being * Environmental well-being * How will the proposal reduce inequalities? |
| Economic Development – the Crail Community Partnership do not anticipate any immediate economic contribution to the community on acquisition of the Community Hall (other than through locally sourced renovation work), but by provision of an environment suitable for learning and community led initiatives, we do expect in the longer term an increase in confidence, capacity for employment, and actual spinoff activities (such as nursery care) to become evident. An important longer-term aspiration of the CCP is to facilitate the emergence of local economic activity, and the refurbished Hall, as a venue and Community Hub, will significantly contribute to this aspiration. It will do this by offering space and capacity (shared office space, secure storage, meeting places, etc.) to allow local initiatives to develop. The Crail Community Partnership expect income generation through Hall use will produce income to support itself.  Regeneration *- regeneration* in the sense of physical refurbishment of the Hall will improve the physical appearance of the building which is currently in a neglected state. More broadly the initiatives that the Hall will facilitate will contribute to *regeneration* of the community through contributing to community wellbeing, viewed as the combination of social, economic, environmental, cultural, and political conditions identified by individuals and their communities as essential for them to flourish and fulfil their potential.  Public Health – the provision of capacity for the development of local service delivery, either through statutory agencies using the refurbished facilities or through voluntary activity will contribute to Public Health. The use of the Hall as a Community Hub will facilitate co-ordinated provision of existing services (such as the volunteer hospital car service) through provision of space for meetings, exhibitions and events that will both encourage development and co-ordination/liaison. Increased opportunity for social engagement has been shown to be a significant factor in improving wellbeing for the elderly, and this and sporting opportunities will contribute to both physical and psychological well-being for the range of audiences targeted.  Social Well-being – once the Hall is established as a Community Hub, it will provide a safe, welcoming and inclusive environment for members of the Crail community of all ages to access recreational, economic, social and social welfare services. The CCP is aware of the need to identify opportunities open to members of the broader Crail community to meet their needs and is keen to engage with agencies (both statutory and voluntary) that can contribute to that. The Crail Community Partnership are alert to the need to not simply to meet *Objective* indices of wellbeing (such as economic and material development) but also *Subjective* indices of wellbeing, such as happiness and social engagement. The provision of a wider range of accessible services for the whole community, including the more vulnerable members with complex needs, is however in the view of the CCP dependent upon the acquisition of an appropriately situated and equipped community facility with flexible and secure meeting spaces, event and exhibition areas. Without this, service delivery and effective development of Social-Wellbeing cannot be implemented in a way which will allow full community access.  Environmental Well-being – the main purpose of the CCP is ‘...*The advancement of community development (including the advancement of urban/rural regeneration), principally within the community but only to the extent that this is consistent with furthering the achievement of sustainable development*.’ Plans for the development of the Community Hall will, as far as possible, be in accord with good practise for sustainable development. Energy efficiency and renewable energy sources will as far as possible characterise the proposed refurbishment. In a broader sense, we expect some of the activities hosted in the Community Hub will directly address Environmental Well-being. The CCP have made other applications for community asset land transfers with the intention of developing woodland and nature reserves, and we would anticipate a strong presence of meetings, events and exhibitions hosted in the Community Hub to be around the theme of Environmental Well-being.  How will the proposal reduce inequality? – a fundamental quality underlying this proposal is that as a community Crail will benefit from improved access by all social groups to community facilities. As noted earlier, whilst Crail has an image of a well-to-do community (which in part it is), there are pockets of economic disadvantage, and much larger pockets of social disadvantage particularly amongst the elderly and youth. The relative physical isolation and poor transport links of Crail from the broader East Neuk community exacerbates this. Initiatives based in the Community Hall, once developed, will create a more cohesive, confident and self-supportive community. We expect that isolation and loneliness will be reduced, and mental health and well-being improved. Access to sporting, cultural events and other activities will contribute to increased intergenerational contact, which will reduce fear and increase mutual understanding, to both participants and to volunteers, who will gain confidence, skills and experience. One consequence of increased engagement is that friendships will be formed, and people will have an increased sense of self-worth, purpose and belonging. |

**Section D – Organisational Viability**

(see Section D in the Scoring Matrix)

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| Demonstrate any previous experience your organisation has in managing an asset, including awareness of relevant legislation. |
| Several Trustees have direct previous experience of managing property assets both professionally and through involvement with other charities.  Crail Community Partnership (CCP) is new but is composed of experienced trustees involved in care of community assets. For example, Crail Church which involves the church building and the church hall.  Crail Preservation Society (CPS) owns the two properties which host Crail Museum and has parkland and woodlands, and takes responsibility for the care of historical elements of Crail. The recently restored Doocot is owned by CPS and is managed for safe public access. CPS is currently working on restoration projects for the Crail Mercat Cross and 17th Century monuments in Crail Kirkyard. CPS is fully involved in the programs for management of these assets, risk assessment, public access and liability insurance.  Crail Festival and Crail Food Festival in the planning and execution of the festivals prepare risk assessments for all events, take into consideration all HSE, Legal and Environmental issues. Events are planned and executed in compliance with all requirements and demonstrate a strong duty of care for all participants.  The CCP Trustee representing Crail Golfing Society is responsible for the golf course estate and dealing with all the relevant legislation such as H&S and Access Rights.  A CCP Trustee is involved in Crail’s major volunteering challenge, Crail Putting Green. Crail Festival has for 9 years organised a major programme of works and staffing to ensure that the Crail Putting Green is open to the public for over two months each summer. This involves liaison with Crail Golfing Society for green treatments and preparation, and organising over 50 volunteers, for mowing duties and starter hut operation.  The Crail MUGA and Tennis courts are relatively new to Crail and were planned and developed by the Crail Community Trust with Fife Council. |
| Demonstrate any previous experience your organisation has in delivering the community benefit. |
| Trustees have been involved in organising major public events in Crail using the Community Hall, through Crail Festival, Crail Food Festival also Crail Preservation Society local initiatives, developing the Crail Coastal Skiff team, Crail Wine Club and various other events and initiatives. |
| Please state the names, skills and experience of the individuals who intend to deliver the proposal. |
| is a trainee teacher and has a Bachelor of Science in Food, Nutrition and Health and is currently completing a Postgraduate Diploma in Education. Taught in several schools in various demographics, including deprived areas and high attaining areas. Have had a lot of experience working with people with additional support needs and have an interest in working with those with additional needs.  Strong planner, organiser and resource maker, good skills with technology, good communication and presentation skills.  Strong links with local press and organisations within community and surrounding area as well as with primary and secondary school.  Approved REHIS Food Hygiene Trainer  Currently:   * + Crail Community Partnership – Membership Secretary   + Crail Community Councillor   A local Justice of the Peace for Crail and Session Clerk for Crail Parish Church. Started her career in Computing at St Andrews University.  Retired Museum Curator from Fife Folk Museum and volunteer at Crail Museum since its inception in 1978. Member of the Crail Preservation Society and past Chairman and Secretary. Very involved in the church. Currently:   * + Crail Church Session Clerk   + Crail Community Partnership Trustee   After studying physical education and history at St Luke’s College, University of Exeter I taught PE in schools in Edinburgh for several years.  I left teaching to move into the financial services sector and progressed in management in the private health sector, housing and tour operating.  I worked with Scottish Enterprise assisting young businesses with their growth ambitions and after a spell in management consultancy I moved into the civil engineering construction industry managing client relationships.  In my voluntary roles I have been a Director of the Civil Engineering Contractors Association (CECA), Boroughmuir RFC Ltd, and serve on the Management Committee of Crail Golfing Society.  Currently:   * + Crail Community Partnership – Trustee   + Craig Golfing Society – Management Committee   A Professor of Biology at St Andrews University and has been studying how humans effect ecosystems and how ecosystems can be managed for both wildlife and humans for the last 25 years. He has skills in communicating effectively and writing professionally for a scientific and general audience; he has managed research teams all over the world, collecting, analysing and presenting information to allow the best environmental and social practice to be enacted in the relevant local communities.  Chair of Crail Primary School Parent Council for 4 years and Vice-Chair of Waid Secondary School Parent Council for 5 years. 10 years organising Crail Cubs and Beavers.  A retired manager with 30 years’ experience in the Oil & Gas sector. Initially qualified as Radio Officer in the Merchant Navy, serving for 7 years with sole responsibility for shipboard navigation and communication systems. Started in the Oil & Gas sector as Electronic Technician and progressed through to Quality and HSE Manager, OD Director, E-Business Director and for the last 10 years as International HR Manager. Always with budget responsibilities, and at various stages responsibility for maintenance and training facilities.  Currently:   * + Crail Community Partnership – Secretary   + Crail Preservation Society – Chairman   + Crail Festival – Technical Team lead   + Crail Folk Club – Technical Support   Was a partner in a National firm of chartered surveyors for 25 years and was latterly  responsible for Asset and property management division comprising over 90 surveyors  and support staff in 8 offices through the UK. Highly experienced in supporting and  managing staff.  Owned and managed an art gallery for 10 years. Good marketing and sales experience.  Served 6 years on the board of Irvine Development Corporation. Good understanding  of the running and management of a local authority.  Former Chairman of Crail Preservation Society and Crail Rowing Club. Good understanding and knowledge of local issues.  Experience in risk assessment, planned maintenance and health and safety. Attended DTAS 2-day Facilities Management refresher course in 2019.  Currently:   * + Crail Community Partnership – Chairman   + Crail Food Festival – Chairman   + Crail Wine Club – Chairman   + Crail Community Council – Vice Chairman   A retired Chartered Architect and Town Planner. A Fellow of the Royal Incorporation of Architects in Scotland, he qualified from Strathclyde University in 1962 and 1980 respectively.  He was, inter alia, Chief Housing Architect at East Kilbride Development Corporation, Chief Architect at Scottish Development Agency and Head of Design Services at Scottish Enterprise. Later he became Executive Director (Design) at Locate in Scotland.  He has considerable experience in leading multi-disciplinary teams, both in-house and with private consultants, project management, client liaison, design brief preparation and facilitation, presentation of design proposals, design competition administration and marketing design services.  Volunteering work includes NTS Kellie Castle, Crail Museum, Crail Festival and Crail Food Festival.  Currently:   * + Crail Community Partnership – Trustee   + Crail Preservation Society – Honorary President   A Marine Biologist at the University of St Andrews, specialising in marine mammal ecology and Individual based modelling.  Currently he is Deputy Director of the Sea Mammal Research Unit (SMRU) at the Scottish Oceans Institute and in on the executive Committee of the International Bio-logging Society. He is also Head of the SMRU Instrumentation Group which designs and sells marine mammal telemetry equipment worldwide. He is an MCA certified work boat Skipper.  He is vice chair of the Scottish Fisheries Museum’s Boats Club and is secretary of the Crail Harbour Inshore Fisheries Association.  He was influenced some years ago by Jacques Cousteau and Jethro Tull.  Currently:   * + Crail Community Partnership – Trustee   + Crail Harbour Inshore Fisheries Association – Secretary   + Scottish Fisheries Museum Boats Club – Vice Chairman   Over 40 years experience in finance mainly commercial/corporate banking. Also treasurer for Moffat Town Hall Redevelopment Trust when the Trust took over the town hall from D & G Council on 20 year lease. The Trust undertook a £600k (including VAT which was reclaimed) external refurbishment of the building. The Trust was responsible for all hall bookings, ensuring payments were received and general management of hall.  Currently:   * + Crail Community Partnership - Treasurer   + Crail Museum - Treasurer   + Crail In Bloom - Treasurer   + Crail Community Councillor   --- has a background in Forensic and Legal Psychology. After 23 years as Professor of Applied Psychology in Cork, Ireland, moved to St Andrews University as Professor in International Relations in 2006, retiring in 2013; currently Visiting Professor in the Department of Security and Crime Sciences, University College London. Acted in a consultancy role and held committee memberships with UNICEF, Europol, various UK and Irish Government Agencies. Wide experience of managing personnel and projects in Academic, Government and International Agencies. Extensive experience in the development of professional training programmes in Psychology, Security, Psychiatric Care and Community Work, including distance learning initiatives.  Currently:   * + Crail Community Council – Chairman   + Crail Community Partnership - Trustee |
| Have you identified the number of employees or volunteers available to run/maintain the asset? Please state the names, skills and experiences of those individuals. |
| Crail Community Partnership (CCP) will form a Crail Community Hall sub-committee once Stage 2 CAT is submitted. The committee would be structured to cover the following primary roles and responsibilities:   * --- (details above)- Facility management – utilities, repair and maintenance, building compliance programs, renovation * --- (details above) - Events management – Facility marketing, CCH events calendar, event contracts, 3rd party suppliers, event staffing, event HSE * ---- (ex-Manager Dolby Systems) Technical programs – equipment maintenance and upgrade * --- (details above) - Finance – income and expenditure, reporting and OSCR compliance, fixed cost contracts   The committee initially would be volunteers supported by two part-time contractors to support events and conduct cleaning activities. These positions would be filled through local advertising.  3 months prior to building handover CCP would hire a part-time Project Development Coordinator to drive and support increasing utilisation. Filled through local advertising. |
| Provide evidence of your governance and decision making processes in relation to the asset and delivery of the services including finance, book keeping, emergencies, compliance with legal and safety issues. Evidence that you have a clear process for decision making including room/hall bookings, dealing with problems, compliance with legal issues e.g. health & safety. |
| Ultimate governance will be with Crail Community Partnership while operational compliance will lie with the CCH sub-committee.  Crail Community Partnership has been operating for just over one year, and has submitted approved OSCR Accounts. The board meets on a monthly basis.  Initially CCP plan to adopt and apply prior Fife Council policies and procedures with respect to asset management and service delivery. |
| Demonstrate that you understand what is required in relation to managing an asset e.g. insurances, ongoing maintenance, budgeting for major repairs, health & safety, electrical testing, firefighting, legionella testing. |
| A comprehensive building management plan will be produced to address and plan all of the asset management issues listed above. Implementation would be the responsibility of a designated Trustee (--) overseeing contractors and employees/volunteers.  --- attended the DTAS 2 Day Facilities Management Course in 2019. |
| Provide evidence of your monitoring arrangements to monitor the success of the proposal and delivery of its likely objectives. |
| The board of Trustees meet monthly and would receive a monthly report from the sub-committee responsible for the running of the Hall, including regular benchmarking and evaluation of specified objectives.  We will develop specific milestones and targets for each of our outcomes and we will put in place systems to monitor our progress towards meeting these.  A report will be prepared monthly for the Management Committee and CCP Board outlining progress towards each outcome and whether milestones have been achieved on target, with clear plans to address issues if the milestones are off track. Actions will be agreed by the management committee and implemented by the Manager.  Our recording systems will include:   Sign in sheets, monitored by reception staff, recording basic information about individual users, what services they are using and where they are from. This information will be kept to a minimum.   Periodic evaluations done informally with impact sheets discussed with customers, including visitors and user groups.   A confidential yearly users’ survey to record both quantitative and qualitative data.   Feedback from the Youth Advisory Group   Feedback gathered from stakeholders annually   A breakdown of income steams to show balance between different activities and percentage of income that comes from commercial activity |

**Section E - Financial Information**

(see Section E in the Scoring Matrix)

**You need to identify all the resources required to deliver and sustain the proposal.**

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| **Business plan and cash flow forecast** - Please provide a full business plan and cash flow forecast for the next 5 years showing both capital and revenue income and expenditure. If the organisation has a separate business plan, this can be attached to the application and a summary of the details provided here. |
| **Business Plan appended to this application.** |
| **What funding has the organisation obtained so far?** |
| Funding source: Scottish Land Fund  Date of application: 9th November 2019  Amount received: £8,424, for development of the Business Plan  Capital funding  and/or Revenue funding £8,424 |
| **What funding has been applied for but a decision has not yet been received?** |
| Funding source: The Robertson Trust  Date of application: 28th February 2020  Amount received: Applied for £45,000 over 3 years. Revenue funding.  Capital funding  and/or Revenue funding  |
| **Other sources of funding the organisation has access to** (e.g. voluntary donations, borrowing). |
| Scottish Land Fund – Stage 2 Application for purchase of the community hall.  Crail Common Good Fund – building repairs and improvements  Fife Environmental Trust – kitchen upgrade  Helen Main Trust  Volunteer time  Crowdfunding – for smaller improvement projects. |
| **Identify resources for long term sustainability of the proposal and the future maintenance of the asset eg future funding and self-financing arrangements.** |
| Crail Common Good Fund  EDF Windfarm Communities Fund  Building Sponsorship  Robertson Trust |

**Section F – Property**

(see Section F in the Scoring Matrix)

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| **Please specify if you wish to: Lease [ ] or Purchase [ X ] the asset.** |
| Value – Have you sought an independent financial assessment of the value of the building / land? If so, please identify the source and the estimated value. |
| Valuation Office Agency  £67,000  The asset is currently occupied by Fife Council communities and portfolios and surplus to requirement as it has minimal utilisation (JL to provide utilisation data). |
| Purchase price – State the price your organisation is willing to pay to acquire the asset. |
| **£20,000** |
| Annual Rental |
| Please state the:  N/A  Proposal annual rental:  Duration of the lease:  Any other special lease terms required: |
| If you are requesting a discount please demonstrate why the asset should be transferred at less than best consideration. Attempt to quantify in financial terms the benefit to the community as a result of the acquisition. |
| £1 only paid by Fife Council when acquired from the Church of Scotland. The condition report identifying >£300,000 of repairs and improvements (over 5 years), which CCP will need to fundraise for.  No income from hall use was returned to the community, other than keeping the building wind and watertight.  The most significant improvement in the hall was the installation of a sophisticated sound and lighting system that was fully paid for by the community, through fundraising.  Fife Council will no longer have to bear the cost of running the asset, as income never exceeded cost, with an annual deficit of £12,000.  CCP will market and run the hall such that it will enable the community to have greater involvement and access, resulting in:   * The community, and in particular older people have better access to health and wellbeing services, social engagement * More opportunities for young people to participating in community activities and decision making * Greater community adhesion through the generations * The community having access to more and better information through improved communication and better digital connectivity * Increased numbers of visitors to Crail and the East Neuk * Working age and young people have more employment opportunities * Local businesses are more sustainable |
| Is the asset currently used or occupied by the Council or another party? Please state whether you have made any investigations to current use/occupation. |
| No. |

**Section G - Local and National Outcomes**

(see Section G in the Scoring Matrix)

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| How will the proposed benefits of the asset transfer request contribute to achieving the Council’s outcomes? See Plan for Fife. |
| |  | | --- | | Elements of this proposal address all of the Priority Themes in the ‘Plan for Fife’. Overall an important long-term objective of the Crail Community Partnership is to contribute to the improvement of health and wellbeing of the community, initially though the acquisition and development of suitable physical capacity and subsequently by enabling existing and facilitating new community initiatives to make use of that capacity.  1. Opportunities for All By provision of suitable facilities and a facilitating environment, the proposal will increase and enable access to local, affordable and flexible community initiatives including childcare, youth work and facilities for the elderly. It will achieve this by developing a physical environment that facilitates and enables multi-use of resources. It will also improve access to learning through provision of a suitable environment for the development of learning and support initiatives, helping to remove many of the barriers which currently make access difficult for the more vulnerable members of the community.  2. Thriving Places Access to and facilitation of suitable venues for youth activities will contribute to the development of preventative community safety measures, through enabling sport, leisure, culture and learning activities. The Hall will also provide intergenerational support and activities, reflecting the different needs of various sectors of the community.  3. Inclusive Growth and Jobs Building on physical acquisition of the Community Hall, successful development of initiatives using the Hall will facilitate community capacity ensuring physical and mental health issues are not a barrier to sustaining work, such as community support groups, suitable childcare and learning and leisure opportunities. A central quality of the CCP is to make more of Fife’s natural, cultural and historic assets to improve year-round visitor opportunity, and acquisition of the hall will increase capacity for liaison, meetings, exhibitions and administrative support.  4. Community Led Services A central quality underlying the initiative behind this acquisition request is a strong desire to strengthen the capacity of community groups to get involved and develop confidence to engage in meeting the needs of the community through realising and utilising its own capacities. The proposed Community Hub will materially contribute to this by provision of appropriate physical capacity.    The CCP strongly believe that we can through this acquisition increase community confidence and add to the sense of place already strongly developed in Crail. In realising this we believe we can help to build a stronger and more supportive community and so contribute to community wellbeing, reducing isolation and loneliness – all of which are essential aspirations of the Plan for Fife. The research undertaken as part of the Charrette and in the development of the Business Plan, has shown an appetite in the community to extend existing responsibility for service delivery thereby improving the range of accessible services and opportunities which are open to all within the community, including the most vulnerable. Community ownership of the Hall will give an opportunity for self-help, for responding to emergent needs, and to improving the quality of life for its residents. | |
| How will the proposal impact on the Council’s own delivery of services? |
| The acquisition of the Community Hall will facilitate the emergence of self-supporting community services, reducing demand for Fife Council services. A significant aspiration is to increase provision of generationally appropriate initiatives that will contribute to Community Wellbeing particularly in areas related to Youth and the Elderly. In the longer term, this may supplement and even replace some Fife Council Services. In addition, a properly constituted Community Hub with flexible room and space development will provide facilities for appropriate Fife Council services to be more effectively based in Crail (something which is largely currently lacking). |
| Demonstrate how the proposal will contribute to national priorities (refer to National Priorities). |
| An explicit aim of the Scottish Government is to empower communities ‘…to tackle poverty, inequality and rural disadvantage on their own terms, in turn supporting inclusive growth…’ and “…. promotes a more responsive, community-led, place-based approach’.  This initiative will meet many of the Government objectives by:   1. building community capacity 2. increasing active inclusion and develop opportunities for enhanced engagement for groups who are more vulnerable and harder to reach 3. creation of local plans and proposals 4. developing local assets, services and projects that respond to the needs of the people in their communities 5. delivering community-led solutions that tackle priorities that matter most to communities 6. developing local interventions which offer opportunities and pathways for social and community integration. |

**Section H – Other Information**

(see Section H in the Scoring Matrix)

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| **Additional information in support of your application** (see sections 6 & 7 in the Guidance Notes) – Include information on how you have kept the community updated about the proposal and other stakeholders who have been approached who could work in partnership with your organisation. |
| Acquisition of the Community Hall was clearly identified as a key priority in the Crail Charrette, the contents of which were widely disseminated to the local population and to the considerable membership of CCP. Since publication of Local Place Plan in June 2019, CCP has had monthly board meetings where the subcommittee dealing with the proposed asset transfer has reported and progress and actions have then been regularly communicated to the membership, and to the wider Crail community through Crail Matters. There have been bi-monthly drop in sessions, when members and the public have been able to attend meetings held in the Community Hall to outline and report on progress and obtain views and responses. Specific drop in sessions relating to the Community Hall are being held for existing and potential users/organisations and then for the general public. There has been a regular CCP report at the monthly meetings of Crail Community Council. CCP Meeting Minutes are available to the public on CCP Website.  We have had regular meetings and discussions with representatives of Scottish Land Fund, DTAS, Fife Council, Crail Community Council, Fife Councillors (in relation to Crail Common Good Fund), EDF, Scottish Government and National and local politicians. |

**Submission Checklist**

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

Please tick that you have included the following accompanying documents:

1. Full business plan for use of the asset √□
2. Most recent full year accounts √□
3. Constitution/governance document Already retained by FC□
4. Supporting material from community members √□
5. 5 year cash flow forecast √□

**Signatures**

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

Chairperson……………………………………

Name………………………………………..Date……………………………………….

Senior Director/Trustee/Committee Member……………………………………………….

Name…………………………………………Date………………………………………….

Person submitting the application………………………………………………………………

Name………………………………………Date……………………………………………….

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

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

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| Date initial request received |  |
| Date of initial assessment |  |
| Initial assessment decision | Provide Further support □ Proceed to full application □ |
| Council Ward |  |
| Full application date |  |
| Final Decision & Date |  |

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