**Community Asset Transfer Application Form,**

**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)  **Denburn Wood, Balcomie Road, Crail.** |

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**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. |
| Denburn Wood is already managed as community green space, but it is in part owned by Fife Council (as Crail Common Good Land).  A main goal for the community is to make the end to end path more accessible and less vulnerable. The best way to do this is obtain funding that would be given to local community charities, but not to Fife Council.  Crail Preservation Society cannot participate in CAT as it is does not have the correct charity structure (two tier) and aligned constitution.  CCP would take ownership and work in alignment with Crail Preservation Society |
| The demand/need for the proposal and why it is required. |
| Crail Preservation Society has requested the change, and is supported by Crail Community Council.  Simpler decision making, within the community. Access to community funding for development  projects. |

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| Why you require the asset in order to deliver your proposal and what difference this will make to delivery of serv1ces in your area. \_  If Denburn Wood was 100% owl1 ned by the community there would be access to funding to develop accessible paths. |
| If already operational, provide details of the anticipated additional activity or outputs resulting from the acquisition of th'e property. |
| Development of accessible paths and paths that are less prone to seasonal damage. |
| Your experience in delivering the services. |
| CPS has managed Denburn Wood and Denburn Park for over 60 years.  CCP has acquired 4 tracts of land which have now all undergone development work:   * Bow Butts Park, hedging and trees planted, part of ST Andrews Meadows program. Further tree planting planned for 2024, * Pinkerton Triangle - 3 major ponds created, 1O0s of hedge saplings planted. All community   work.   * West Braes - now part of St Andrews Meadows program. * Kilminning - >£200,000 project to development wetlands 2023/24, funded by Nature Scot |
| Other similar projects or services available in the area. |

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| All owned by Crail Community Partnership:   * Crail Community Hall * Bow Butts Park * South Kilminning * Pinkerton Triangle, * West Braes Park   Assets owned by Crail Preservation Society:   * Crail Museum Buildings * Crail 16th Century Doocot- restoration project completed 2018 >£120,000 * Mercat Cross restoration - >£26,000 completed 2022 * Kirkyard conservation works - >£54,000 completed 2023 * Triangle Park |
| * Denburn Park - planned for development in 2024. Partially planted as orchard in 2018, plans to |
| expand further.  I |

# Section B - Wider Support & Wider Public Support

(see Section B in the Scoring Matrix)

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

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

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| 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  I  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 Environment section of the Local Place Plan the following community aspirations relevant to this proposal were detailed:  Improve local walking network along coast and into countryside. Create a safe East Neuk cycling network.  Ensure new development is eco-friendly and appropriately designed. Create further wildlife habitat.  Crail Matters recently conducted a survey for us. Crail Matters is emailed to residents and Crail supporters every Friday. The response was small with 36 completed but 100% of the responses were in support.  Crail Community Partnership trustees agreed to support this CAT to help Crail Preservation Society achieve it's goals for Denburn Wood.  Crail Community Council have confirmed their support for the project. Email will be included with the application. |
| Please detail any partnership arrangements and state if these are required to deliver the project |

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| successfully. |
| Crail Preservation Society and Crail Community Partnership have agreed to joint ownership of Denburn Wood, with Crail Preservation Society taking the lead on all development and maintenance activities. |
| Please demonstrate how you will take into account the different needs of the community, including addressing inequalities. |

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| This is the main goal to develop the wood and provide more accessible sustainable paths. |
| 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.  I |
| **N/A** |

# 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? |

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| Denburn Wood is a community asset that is enjoyed by residents and visitors alike.  The path network is used on a t1taily basis by many people, either for recreation or access to other parts of the town. I  Improving the quality of the path will make it more accessible to those with disadvantages and  for parents pushing prams. •  At least 15 people do voluntary work in Denburn Wood on a regular basis so benefiting public health, social well being and environmental well-being. |

# Section D - Organisational Viability

(see Section Din the Scoring Matrix)

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| Demonstrate any previous experience your organisation has in managing an asset, including awareness of relevant legislation. |
| CCP has been managed Crail Community Hall since February 2021, and has taken many steps (not taken by Fife Council) to improve the building to maKe it compliant. For example:   * Installed a £54,000 commercial kitchen * Replaced an obsolete and dangerous gas boiler - £26,000 * Completed an electrical compliance program, £7,500 * Completed a floor upgrade in the large hall to attract more commercial users, £7,000. |
| Demonstrate any previous experience your organisation has in delivering the community benefit. |

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| Several Trustees have direct previous experience of managing property assets both professionally and through involvement with other charities. This includes work on nature reserves and other countryside sites.  Crail Community Partnership (CCP) is new but is composed of experienced trustees involved in care of community assets. For example, Crail Community Hall which involves the church building.  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 recently completed restoration work on 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.  A CCP & CPS Trustee is involved in Grail's major volunteering challenge, Crail Putting Green. Crail Festival has for 11 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.  Running Crail Community Hall. Now hosting 12 weddings per year, community use doubling each year. |
| Please state the names, skills and experience of the individuals who intend to deliver the proposal. |

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| Chair of Crail Preservation Society and Secretary Crail Community Partnership  1  President Crail Preservation Society and Chairman of Crail Community Partnership 1  Professor of Biology at St Andrews University, with professional expertise in species-habitat relationships and conservation of biodiversity. He has been a resident in Crail for 16 years, leading community involvement in local biodiversity awareness and monitoring.  Professional training and background in nature conservation and recreational land use, with over 26 years' experience at operational, senior management and chief officer level across a range of posts. Significant parts of career focused on countryside management, both with a major UK nature conservation charity, the RSPB, and in local government- Chief Warden and then Senior Countryside Officer with Wigan Metropolitan Borough Council, Depute Regional Park Manager and Senior Manager Countryside for Fife Council. Over this time period responsible for a number of countryside sites and local nature reserves in Wigan and Fife, the Fife Coastal Path, Fife Regional Park, Lochore Meadows Country Park, Ardroy Outdoor Education Centre, access management, biodiversity and outdoor education. Latterly Chief Executive of Fife Coast & Countryside Trust. Also experience as Principle Officer (Operations) Community Education, Directorate Resources Manager (Housing & Communities) and as 3S Programme Director (4-year programme of major change projects for Council internal shared support services). Crail resident for 24 years. |
| --i  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. |

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| Crail Community Partnership has formed an Environmental Sub-committee to oversee the environmental objectives in the Local Place Plan. Members include people with a wide range of skills. Below is a sample list of the over 25 people currently who have volunteered to help with the Crail Community Partnership Environmental sub-committee.   * Organising biodiversity survey * Teaching volunteers survey techniques * Habitat management (strimming, tree cutting and planting, scrub clearance, pond digging and creation) * Public communication - author of the Wild Crail blog with an average daily readership of over 50, mostly local, people. Author of Wild Crail and other environmental articles in Crail Matters with a weekly readership of over 500.   practical experience and skills in:   * working with small hand tools, tractors, trailers and other machinery;   •• field survey work and recording;   * site management plan development * delivery of outdoor and environmental education sessions; * leading volunteers * Current director of operation and visitor experience at the V&A Dundee. * Previously Deputy director of the Children museum in Mexico City where he imagined and realised a 4000 m2 learning garden to show to children the fauna and flora of the valley of Mexico. More than 3000 Endemic trees and plants were introduced, and a pedagogical path was created. The children (4-12 years old) were invited to touch, play and learn. * Worked as a field ecologist and data analyst for Scottish Natural Heritage * Carried out volunteer work with Crail primary school children, running a wildlife club and a gardening club * Currently surveying breeding corn buntings as a volunteer * Former purchasing manager for international textile and musical instrument companies * Personnel management * Treasurer of Crail Bloom (retired) * Volunteer for Crail Putting Green (grass management) * Organiser of Denburn Woods volunteers * Editor Crail Matters * Organiser Crail Festival |
| 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. |

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| Crail Community Partnership has operated Crail Community Hall since 2021, using standard methods for financial reporting 1and planning to reduce or mitigate risks. CCP submits standard OSCR reports in a timely manner.  Crail Preservation Society has bperated as a compliant charity for over 60 years. |
| 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. |
| As above. |
| Provide evidence of your monitoring arrangements to monitor the success of the proposal and delivery of its likely objectives. |
| CCP conducts monthly financial reporting and conducts monthly trustee board meetings to monitor all projects and CCP assets. |

**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. |

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| Once full community ownership is achieved CCP & CPSwill work FCCT and Paths for All to develop suitable path designs that can be used for tendering. We will then seek tender submissions and then submit funding applications to the appropriate organisations. | | | |
| **What funding has the organisation obtained so far?** | | | |
| Funding source: |  |  |  |
| Date of application: |  |  |  |
| Amount received: |  |  |  |
| Capital funding | □ | and/or Revenue funding | □ |
| **What funding has been applied for but a decision has not yet been received?** | | | |
| Funding source: |  |  |  |
| Date of application: |  |  |  |
| Amount received: |  |  |  |
| Capital funding | □ | and/or Revenue funding | □ |
| **Other sources of funding the organisation has access to** (e.g. voluntary donations, borrowing). | | | |
| The costs of this Community Asset Transfer will be fully funded by Crail Preservation Society. | | | |
| **Identify resources for long term sustainability of the proposal and the future maintenance of the asset eg future funding and self-financing arrangements.** | | | |

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| Currently Denburn Wood and Denburn Park maintenance costs are funded by CPS memberships and donations. For unusual high costs (e.g. storm damage) CPS seeks funding from Crail Common Good fundl  The Crail community has provi ed excellent Crowdfunding support for all green spaces CATs, and could be accessed as needed to enable greenspace development. |

# Section F - Property

(see Section F in the Scoring Matrix)

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| **Please specify if you wish to: Lease** [ **1 or Purchase** [ ] **the asset.** | | |
| Value - Have you sought an jndependent financial assessment of the value of the building / *:J* | | *:* |
| ••  land? If so, please identify the source and the estimated value. | | |
| **No.** | | |
| Purchase price - State the price your organisation is willing to pay to acquire the asset. | | |
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| Annual Rental | | |
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| Please state the:  Proposal annual rental: Duration of the lease:  Any other special lease terms required: | | |

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| 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 1 result of the acquisition. |

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| Property is not suited for development, and will have negligible value on the open market. |
| 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. |
| CPS currently assumes responsibility and organises maintenance activities for the asset. |

# Section G - Local and National Outcomes

(see Section Gin 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. |
| **"Across Fife we all have things in common and there are some council services we all use. But people and communities are also different. We need more people to get involved in local conversations to make things work better for you in your community."**  This project has evolved form local conversations about how we can better develop our green spaces in Crail. This is a community driven project for the benefit of the people in Crail, to improve access, amenity, health and well-being and community engagment. |
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| Demonstrate how the proposal will contribute to national priorities (refer to National Priorities). |

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| 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 responsiye, community-led, place-based approach'.  This initiative will meet many of the Government objectives by:   1. creation of local plans and proposals 2. developing local assets, services and projects that respond to the needs of the people in their communities 3. delivering community-led solutions that tackle priorities that matter most to communities |

# Section H - Other Information

(see Section H in the Scoring Matrix)

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| **Additional information in support of your a.pplication** (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. |
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**Submission Checklist**

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

Please tick that you have included the following accompanying documents:

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

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