



## Community Asset Transfer Application Form

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

### Stage 1: Pre-Application Enquiry

#### About the Organisation

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

**Purpose and main activities of the organisation**

The Charities aims are

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

The charities main activities are covered by the projects delivered

Community Share for Climate Care

Cosy Kingdom

Clean & Green

Towards a Plastic Free St Andrews

StAndReuse

The Beach Wheelchairs

**Previous experience of managing a property asset**

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

**Name and address of Council Asset of interest**

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

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

Owning       Managing       Leasing       Not sure yet

**Proposed use of asset and benefit to the local community**

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

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

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

## Stage 2: Full Application

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

Before completing this application please ensure you have read:

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

### About the Property

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

St Andrews Local Office

St Mary's Place

St Andrews

KY16 9UY

### Section A – About the Proposal

(see Section A in the Scoring Matrix)

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

Proposed use of the building is outlined below:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Your experience in delivering the services.

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

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

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

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

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

#### Other similar projects or services available in the area.

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

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

## Section B – Wider Support & Wider Public Support

(see Section B in the Scoring Matrix)

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

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

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

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

**Open Comments:**

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

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

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

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

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

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

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

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

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

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

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

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



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

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

The project is designed to reflect the needs of the entire community through the consultation process which was open to all.

The alterations to the building are designed to ensure that it is accessible to all. This will mean that all residents can attend the events, classes or drop-in sessions which will run in the building irrespective of ability.

The existing services we provide are universal as will be any new projects planned.

The advice is, and will continue to be, tailored to meet the individuals' needs and the building will demonstrate a range of actions to suit all budgets. The same principle will apply to the products sold in the advice hub as we want to supply a range of environmentally friendly alternatives at comparable prices to the items that we are asking the public to avoid.

The hire of the space within the building will have a 3-tier price structure, with different rates for community groups, large third sector organisations and commercial companies, to ensure that local groups find the space affordable.

Advice and support received (see section 4 in the Guidance Notes) – Provide details of any organisation, including the Council, you have approached to seek assistance in developing your project and application.

We have received advice and support from the following:

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

## Section C – Impacts / Benefits

(see Section C in the Scoring Matrix)

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

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

**Economic development**

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

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

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

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

### **Regeneration**

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

### **Social well-being**

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

### **Environmental well-being**

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

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

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

### **Reducing inequalities**

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

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

## Section D – Organisational Viability

(see Section D in the Scoring Matrix)

Demonstrate any previous experience your organisation has in managing an asset, including awareness of relevant legislation.

St Andrews Environmental Network has never owned a building before but has delivered services from other premises and, as such, has a clear understanding and awareness of current Health & Safety regulations, appropriate insurances and the importance of regular testing of fire systems, electrical equipment and regular water testing for legionella.

The organisation does own converted containers (The Kernel), which are used as a community space, located at the back of St Andrews Botanic Garden. This has provided us with some experience about the issues that can arise from sharing space with different users. We are, therefore, already aware of the relevant legislation and carry out risk assessments for any new or additional use at the site.

We have also carried out adaptations in partnership with St Andrews Men Shed to accommodate disabled users.

Demonstrate any previous experience your organisation has in delivering the community benefit.

For 10 years now, the organisation has been operating an energy efficiency project within the St Andrews area. Over the years this has expanded to cover the whole of North East Fife and Glenrothes, with the focus on reducing energy usage and tackling Fuel Poverty in the area. The need for this service is recognised by Fife Council and StAndEN is a member of the Healthy Heating Group in Fife. Our figures feed into Fife's Local Housing Strategy.

As well as the expansion of the Energy Project, StAndEN also has developed a waste strategy for St Andrews in partnership with the University of St Andrews and Transition University of St Andrews which has been presented at the Town's Group Meeting and has the support of residents and businesses alike. We are currently expanding the reuse project to help alleviate the problems experienced when students first arrive in the town and when they leave at the end of the year. As the university has such an international student population, at the end of term many students are moving out of their accommodation and are leaving the country, resulting in a large amount of good-quality household items that, generally, would be sent to landfill as the students are unable to take them with them. When students then return to town at the beginning of the next term, they are in need of many of the items that were collected at the end of the previous term. The students are then offered these items for their accommodation.

Out of the reuse project grew the Plastic Free St Andrews campaign which has championed the reduction of the use of single use plastic. The Town is currently submitting its paperwork to receive the official status of being a Plastic Free town.

Clean & Green, which is run in partnership with BID St Andrews, provides a clean-up service for the town, complementing the work of Fife Council and provides logistical support to many other community organisations within the town.

Our partnership with Transition University of St Andrews and St Andrews Botanic Garden has led to the establishment of the Kernel, a shared community space where a range of environmental projects are delivered, including community growing, bike maintenance, skill share events and tool share.

St Andrews Beach Wheelchairs is our newest venture where we are now responsible for the day to day delivery of the project. This project ensures that our beach is truly accessible to all.

Purchase of the building will allow us not only to continue the services we already provide but to expand them and introduce new services to benefit our community.

Please state the names, skills and experience of the individuals who intend to deliver the proposal.

**Chairman of the Board:** 1978 - 2019, Solicitor and from 1983 partner, most recently as Partner in the Family Law department of Thorntons LLP

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

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

#### **Treasurer and Board Member:**

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

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

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

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

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

### **Board Member**

was a social worker for over 30 years, employed by Tayside and Fife Councils. His work was to assess care needs and develop care packages for service users and provide some relief for carers. He was an integral part of the Adult Protection Team. He was a qualified Mental Health Officer responsible for assessing service users displaying signs of mental health difficulties and helping medical staff determine whether assistance could be achieved by voluntary or compulsory measures, completing reports for Guardianship of vulnerable service users as well as reports for those detained under the Mental Health Acts. His community activities include serving on St Andrews Community Council as secretary for over 15 years and assisted in establishing StAndEN. He was also heavily involved in the development of the cycle path from St. Andrews to Guardbridge. Prior to this in the 1980s he set up an energy saving scheme in Dundee with the aim of helping insulate family homes. He is a volunteer with the Fife Coast and Countryside Trust assisting in a range of conservation activities and has supported and been fundraiser for a wide range of conservation organisations over many decades. He is a director of the St Andrews Community Trust which gives substantial support to local voluntary organisations. Directors assess applications from applicants and the board determines whether the application meets the criteria.

### **Board Member**

is a retired IT professional (CITP, CEng). For 20yrs he worked on large computer systems providing the design, technical development, and detailed specification for Government customers in the UK and Hongkong, contributing to the sales proposal, business case and project team specification, usually also forming part of the implementation team. In Hongkong Greg was a member of the HK government Electronic Trade Documentation Advisory Team. At the London Borough of Barnet for 14yrs, managed the data wiring of many of the council's buildings, specifying, letting, and supervising installation contracts. Also implemented the Blair Government "Peoples Network" in Barnet

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

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

### **Staff, Manager**

Graduated from Queens University Belfast with BScEconHons in 1979.

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

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

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

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

**Staff:**

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

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

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

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

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

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

**3 years Clean & Green:**

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

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

**Volunteer:**

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

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

devastating effects of this unprecedented level of pollution. While international initiatives are being considered, the urgency of addressing the issue of plastic pollution requires immediate action at all levels – local, national, and international – simultaneously. She has been working closely with various NGOs and has been conducting extensive research on what the government and the business community can do to provide viable solutions to the issue. She is also Community Leader for St. Andrews on behalf of Surfers Against Sewage. In terms of the 'Towards a Plastic Free St. Andrews' initiative, her goal is to help develop and co-ordinate a strategic plan that will help all the involved stakeholders to eradicate single-use plastics in St. Andrews.

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.

Alongside the staff already listed above we will employ a Senior Admin Officer who will be responsible for the day to day running of the building and the services delivered from it. That person will have support from the manager, an admin officer (one of our posts) and volunteer admin assistants. Our existing team of volunteers will continue to give their invaluable support and are looking forward to having a base.

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.

St Andrews Environmental Network is a Company Limited by guarantee, and as such operates in accordance with its Articles of Association. Minutes are taken at all board meetings and decisions recorded. The manager reports to the board directly and attends all board meetings to report and answer any questions that may arise. Our Manager currently is responsible for recording all financial transactions onto the software package xero. The treasurer oversees this, and the accounts are presented for examination annually.

We have a room booking policy in place for the shared facility at the Kernel (the converted containers located at the back of St Andrews Botanic Garden) and will adapt this upon acquisition of the building.

We already have an extensive range of policies to cover complaints, finance, confidentiality, health and safety, risk management, a code of conduct and all relevant policies. We will review and update as necessary to reflect the changes which ownership of a building will bring. We have employer's liability, public liability and contents insurance in place as well as insurance for the truck and will upgrade our insurance and include building insurance should the asset transfer to our ownership.

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.

We have spoken to other people who run community buildings and are fully aware of the range of tasks which are linked to managing an asset. We therefore intend to employ a part-time Assistant Manager who will ensure effective operation and compliance. We will also recruit an admin volunteer to assist in the additional workload envisaged. The manager and current admin officer will also be involved in the building management. Insurances will be amended to cover building ownership. A full risk assessment will be carried out. A fire alarm test will be carried out weekly and a fire drill every 6 months. All new building users will receive an induction which will include health and safety, and fire safety. Annual inspections will be carried out on all fire extinguishers. Two of our current employees are qualified Electrical PAT testers who will carry out regular testing and inspections as required. An Electrical Installation Condition Inspection and report will be carried out every five years. The building requires extensive plumbing works and a regular program of testing for legionella will be implemented after seeking expert advice. Procedures will be put in place for reporting faults to the management and a percentage of all income generated from the building will be set aside as a contingency fund for repairs. It is

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

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

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

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

## Section E - Financial Information

(see Section E in the Scoring Matrix)

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

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

### Income Generation and Sustainability

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

Expenditure over 6 years:

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



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

#### Year 1 assumptions:

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

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

#### Capital Expenditure and Funding for the Capital works

Building Purchase	£100,000.00
Legal Fees	£ 3,000.00
	<b>£103,000.00</b>
Upgrades	
Capital upgrade	£1,000,000.00
Professional Fees – architect, QS, structural engineer (say 12%)	£ 120,000.00
Site investigations (estimate)	£ 20,000.00
Planning Fees (estimate)	£ 4,000.00
Building warrant fees (estimate)	£ 5,000.00

VAT	£ 228,000.00
Inflation	£ 137,700.00
	<b>£1,514,700.00</b>

## Funding

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

Funding source: St Andrews Community Trust

Date of application: Feb 2020

Amount received: £1,800.00

Capital funding  and/or Revenue funding

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

Funding source:

Date of application:

Amount received:

Capital funding  and/or Revenue funding

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

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

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

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

## Section F – Property

(see Section F in the Scoring Matrix)

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

## Section G - Local and National Outcomes

(see Section G in the Scoring Matrix)

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

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

### **Opportunities for All**

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

### **Thriving Places**

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

### **Inclusive Growth and Jobs**

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

### **Community-led Services**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Section H – Other Information

(see Section H in the Scoring Matrix)

**Additional information in support of your application** (see sections 6 & 7 in the Guidance Notes) – Include information on how you have kept the community updated about the proposal and other stakeholders who have been approached who could work in partnership with your organisation.

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

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

### Submission Checklist

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

Please tick that you have included the following accompanying documents:

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