



## ***Asset Transfer Committee***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

10 February 2021

A meeting of the **Asset Transfer Committee** of West Lothian Council will be held within the **Webex Virtual Meeting Room** on **Monday 15 February 2021** at **2:00pm**.

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest
3. Order of Business, including notice of urgent business, declarations of interest in any urgent business and consideration of reports for information.

The Chair will invite members to identify any such reports they wish to have fully considered, which failing they will be taken as read and their recommendations approved.

4. Confirm Draft Minute of Meeting of Asset Transfer Committee held on Monday 24 August 2020 (herewith).

#### **Public Items for Decision**

5. Asset Transfer Request by Ladywell Neighbourhood Network - Report by Head of Finance and Property Services (herewith).

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NOTE      **For further information please contact Eileen Rollo on 01506 281621**

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**or email [eileen.rollo@westlothian.gov.uk](mailto:eileen.rollo@westlothian.gov.uk)**

MINUTE of MEETING of the ASSET TRANSFER COMMITTEE held within WEBEX VIRTUAL MEETING ROOM, on 24 AUGUST 2020.

Present – Councillors Dom McGuire (Chair), David Dodds, Alison Adamson, Lawrence Fitzpatrick, Charles Kennedy, Dave King, David Tait

1. DECLARATIONS OF INTEREST

Agenda Item 5 - Community asset transfer request received from Fauldhouse and Breich Valley Community Development Trust (FBVCDT)- Councillor David Dodds declared an interest in that he was a former member of FBVCDT and a former volunteer at Eastfield Centre, but did not feel that this would preclude him from taking part in the consideration of this item of business.

2. COMMUNITY ASSET TRANSFER REQUEST RECEIVED FROM FAULDHOUSE AND BREICH VALLEY COMMUNITY DEVELOPMENT TRUST (FBVCDT) IN RESPECT OF THE FORMER EASTFIELD TRAINING CENTRE, EASTFIELD ROAD, FAULDHOUSE

Due to technical difficulties Councillor Alison Adamson was unable to take part in the consideration and decision of this item of business.

The Committee considered a report (copies of which had been circulated) by the Head of Finance and Property Services advising of a valid community asset transfer request by Fauldhouse and Breich Valley Community Development Trust in respect of the former Eastfield Training Centre, Eastfield Road, Fauldhouse.

The report recommended that the Committee:

1. Note the receipt of a valid community asset transfer request form Fauldhouse and Breich Valley Community Development Trust in respect of the former Eastfield Training Centre, Eastfield Road, Fauldhouse.
2. Approve the community asset transfer request from Fauldhouse and Breich Valley Community Development Trust in respect of the former Eastfield Training Centre, Eastfield Road, Fauldhouse on the terms and subject to conditions as set out in the report.

The Committee heard Mr Paul Renwick, Fauldhouse and Breich Valley Local Development Trust, speak in support of the application.

Decision

To approve the terms of the report and grant the application.

3. COMMUNITY ASSET TRANSFER REQUEST RECEIVED FROM THE LADYWELL NEIGHBOURHOOD NETWORK (LNN) IN RESPECT OF THE FORMER FERNS PUBLIC HOUSE, FERNBANK, LADYWELL, LIVINGSTON

Due to technical difficulties the Chair, Councillor Dom McGuire was unable to remain at the meeting throughout consideration of this item of business and the Vice Chair, Councillor David Dodds, assumed the role of Chair.

The Committee considered a report (copies of which had been circulated) by the Head of Finance and Property Services advising that a valid community asset transfer request had been received from Ladywell Neighbourhood Network in respect of land at the former Ferns public house, Fernbank, Livingston.

The report recommended that the committee:

1. Note the receipt of a valid community asset transfer request from Ladywell Neighbourhood Network in respect of land at the former Ferns public house, Fernbank, Livingston.
2. Approve the community asset transfer request received from Ladywell Neighbourhood Network in respect of land at the former Ferns public house, on the terms and subject to the conditions set out in the report.

The committee was advised that after publication of the report the applicants had been in contact to advise that their fund application was likely to be rejected by the Scottish Land Fund as the fund was oversubscribed and their funding application was considered to be weak.

The committee heard Linda Richardson, Livingston Neighbourhood Network speak in support of the application.

Decision

1. To refuse the application on the grounds that there had been a material change in circumstances since the validation of the Asset Transfer Request, namely that the Scottish Land Fund had indicated that the community asset transfer body's funding application was likely to be unsuccessful.
2. To suggest that the applicants submit a new asset transfer request when a valuation of the land was available and further funding streams were identified.





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## **ASSET TRANSFER COMMITTEE**

### **ASSET TRANSFER REQUEST BY LADYWELL NEIGHBOURHOOD NETWORK**

#### **REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES**

##### **A. PURPOSE OF REPORT**

The purpose of this report is to advise the Asset Transfer Committee that a valid community asset transfer request has been received from Ladywell Neighbourhood Network in respect of land at the former Ferns public house, Fernbank, Livingston and to ask the Committee to determine that request on behalf of the council.

##### **B. RECOMMENDATION**

It is recommended that the Asset Transfer Committee:

1. Notes the receipt of a valid community asset transfer request from Ladywell Neighbourhood Network in respect of land at the former Ferns public house, Fernbank, Livingston.
2. Approves the community asset transfer request received from Ladywell Neighbourhood Network in respect of land at the former Ferns public house on the terms and subject to the conditions set out in this report.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs. Working in partnership. Being honest, open and accountable. Making best use of our resources.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	West Lothian Council's approved Community Asset Transfer Policy and associated governance arrangements.  S74 (2) of the Local Government (Scotland) Act 1973, Disposal of Land by Local Authorities (Scotland) Regulations 2010, Community Empowerment (Scotland) Act 2015.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	The Key Performance Indicator for rental income received from the Tenanted Non-Residential Property (TNRP) portfolio would be adversely affected as a result of the existing ground lease being renounced.

- V Relevance to Single Outcome Agreement** Outcome 4: We live in resilient, cohesive and safe communities. Outcome 5: People most at risk are protected and supported to achieve improved life chances. Outcome 7: We live longer, healthier lives and have reduced health inequalities. Outcome 8: We make the most efficient and effective use of resources by minimising our impact on the built environment.
- VI Resources - (Financial, Staffing and Property)** Revenue income to the TNRP portfolio would reduce by £11,500 per annum due to the renunciation of the existing ground lease. The covenant of that lease is considered to be weak.
- The proposed asset transfer would see the council forego any potential future capital receipt for the site in lieu of the non-financial benefits delivered to the community by the project.
- VII Consideration at PDSP** Not applicable.
- VIII Other consultations** The local elected members for the ward have received a copy of this report for information.

## **D. TERMS OF THE REPORT**

### **D.1 Asset Transfer Request Details**

The asset transfer request details are as follows:

Applicant:	Ladywell Good Neighbour Network
Subject property:	Land at the former Ferns public house Fernbank Ladywell Livingston
Ward:	Livingston South
Local Members:	Councillor Lawrence Fitzpatrick Councillor Peter Heggie Councillor Moira Shemilt
Lead officer:	Scott Hughes (Asset Manager) Direct dial: (01506) 281825 Email: <a href="mailto:scott.hughes@westlothian.gov.uk">scott.hughes@westlothian.gov.uk</a>

### **D.2 Introduction**

The Asset Transfer Committee at its meeting on 24 August 2020 considered a community asset transfer request from Ladywell Neighbourhood Network (LNN) for the site of the former Ferns public house in Fernbank, Livingston. Under that request, LNN proposed to pay a full market value of £125,000 to acquire the site from the



council and had submitted a funding application to the Scottish Land Fund (SLF) as a means of financing that acquisition.

Immediately prior to the Asset Transfer Committee meeting on 24 August 2020, LNN received confirmation from the SLF that their funding application had been unsuccessful. The committee therefore refused the community asset transfer request on the basis that LNN were unable to fulfil their commitment to pay market value for the acquisition of the subjects.

The committee did however acknowledge the merits of LNN's project and encouraged the group to re-engage with officers to further discuss the proposals and to submit a new community asset transfer request once alternative funding arrangements had been explored.

LNN have now submitted a new community asset transfer request to the council under the provisions of Part 5 of the Community Empowerment (Scotland) Act 2015 (the Act). A copy of that request is included at Appendix 1.

The Act requires that the council must approve the request unless, having regard to the statutory factors, the encouragement of equal opportunities and the observance of the equal opportunity requirements, there are reasonable grounds for refusing it.

Under the Act, the council has a statutory obligation to determine community asset transfer requests within six months of the request's validation date. In this instance that deadline falls on 17 June 2021.

### **D.3 Background**

LNN is a Scottish Charitable Incorporated Organisation (SCIO) that has been providing services to the Livingston community of Ladywell since 1985. The organisation works with adults over the age of eighteen who are socially isolated due to age, disability or illness, being single parents, parents with young children or being a new resident in the community. They currently operate from a community house in Heatherbank, Ladywell, which they rent from the council.

LNN wish to expand their services and deliver a wider range of activities within the Ladywell community, but are restricted by the physical limitations of their existing accommodation. They have identified the vacant former Ferns public house in Fernbank as a property that they wish acquire and refurbish to provide a new community hub facility from where they and their partners would deliver those enhanced services.

The former Ferns public house is owned by Mr. Imran Arif. It has been vacant since 2009 and is currently in a state of significant disrepair. The 765m<sup>2</sup> site that the building stands upon is owned by the council and is leased to Mr. Arif under the terms of a commercial ground lease. That lease expires in 2031 and the passing rent contributes £11,500 per annum in revenue income to council's Tenanted Non-Residential Property (TNRP) portfolio.

The building and its grounds are shown cross-hatched in black on the plan attached at Appendix 2.

## **D.4 LNN's Validated Community Asset Transfer Request**

### **D.4.1 Details of the proposal**

LNN wish to purchase and secure ownership of the vacant building that was formerly The Ferns public house, along with the 765m<sup>2</sup> (0.19 acre) site upon which that building is situated.

The building is owned by Mr. Imran Arif and LNN have an agreement in principle to purchase that property from him for £12,000. LNN have yet to secure the finances to proceed with that proposed acquisition and are currently exploring funding opportunities that would enable them to do so.

The land is owned by the council and, unlike their original request, LNN now propose to acquire that site from the council for £1 in lieu of the non-financial benefits that their project would deliver to the community.

The existing ground lease between the council and Mr. Arif would be renounced as part of LNN's proposals.

Were the council to approve LNN's community asset transfer request, LNN would seek funding from external sources both to purchase Mr. Arif's interest and to fully refurbish the building to create a community hub that would include offices, meeting rooms, a community café, laundrette and changing facilities, a clothes bank, thrift shop and outdoor social space. The refurbishment costs have been estimated by LNN to be in the region of £587,000. LNN have identified a number of potential funding sources who they would approach with funding applications in order to deliver the project.

Following discussions with officers, LNN have confirmed they are seeking approval of their community asset transfer request with a specific condition attached whereby transfer of ownership will only take place if and when they have secured full funding both for the purchase of Mr. Arif's interest and for the anticipated refurbishment costs. LNN have requested that they be given a period of up to 18 months from the date of the council's Decision Notice to secure that funding. If LNN are not able to secure the required funding within that timescale, they agree that their proposed project cannot be delivered and the asset transfer will not proceed.

Full details of LNN's proposals and the associated outcomes for their community are provided in their business plan at Appendix 3 of this report. LNN have also included other supporting documentation as part of their submission and an itemised breakdown of that documentation is provided at Appendix 4.

### **D.4.2 Current Position**

The former Ferns public house has been vacant since 2009. Its condition continues to deteriorate and it is considered by the community to be a magnet for antisocial behaviour. The owner of the building has no plans, nor the resources currently to redevelop the vacant property. He is keen to sell his freehold interest to the LNN as part of this asset transfer proposal and to exit his ground lease with the council.

LNN had originally proposed to pay the council full market value for the acquisition of this site, however their funding application to the Scottish Land Fund (SLF) in August 2020 was unsuccessful. Following further discussions with officers, LNN now propose to acquire the council's land for £1 in lieu of the non-financial benefits that their proposed project would deliver to the community.

#### **D.4.3 Representations**

In accordance with statutory requirements, the receipt of this community asset transfer request has been advertised online and on site. The subject property is currently vacant and as such there are no building users or tenants to inform.

There have been no representations received in respect of this community asset transfer request.

#### **D.4.4 Market Value**

The market value of the council's property interest has been assessed by the council's Corporate Estates Manager as being £125,000 (one hundred and twenty five thousand pounds).

#### **D.4.5 Legal Implications**

LNN's community asset transfer request and their constitution were vetted by officers and confirmed as being valid in terms of Part 5 of the Community Empowerment (Scotland) Act 2015. Officers therefore issued a formal acknowledgment letter confirming the request's validation date as 18 December 2020.

A title check by the council's Chief Solicitor has confirmed there are no title burdens or restrictions that would prevent the council from agreeing to this request or impact upon LNN's proposals for the property.

The building owner (Mr. Arif) has provided written confirmation that he is willing to sell his interests to LNN at an agreed price of £12,000. His ground lease from the council would require to be renounced to ensure LNN could enjoy full and unencumbered occupation of the property.

The management of the council's property assets is governed by legal requirements. Section 74(2) of the Local Government (Scotland) Act 1973 requires a local authority disposing of an interest in land or buildings to obtain the best consideration reasonably obtainable. This is generally interpreted as being the monetary market value of the asset. The Act allowed disposal at less than the best consideration subject to the Scottish Ministers consent being obtained

The Disposal of Land by Local Authorities (Scotland) Regulations 2010 removed the requirement for reference to Scottish Ministers, allowing local authorities to make such decisions themselves. In the context of the Regulations, disposal may be by way of either sale or lease.

The Scottish Government issued general guidance to assist councils in considering the use of the Regulations. The guidance reiterates the statutory duty to secure Best Value, including the assessment of the full financial consequences of decisions.

The community asset transfer Decision Notice issued by the council relating to this asset transfer request must:

- a) specify the terms on which, and any conditions subject to which, the council would be prepared to transfer ownership of the land;
- b) state that, if the community transfer body wishes to proceed, it must submit to the authority an offer to acquire ownership of the land; and

- c) specify the period within which such an offer is to be submitted. The period must be a period of at least six months beginning with the date on which the decision notice is given.

#### **D.4.6 Community Asset Transfer Officer Board Evaluation**

In accordance with the council's approved Community Asset Transfer Policy, LNN's asset transfer request was considered by the Community Asset Transfer Officer Board on 5 February 2021. The Board, comprising officers from a range of key service areas across the council, evaluated the request using a scorecard approach. A copy of the Board's completed scorecard is included at Appendix 5.

Section 82 of the Community Empowerment (Scotland) Act 2015 defines the criteria against which asset transfer requests must be evaluated and determined. Those criteria are set out in detail at Appendix 6 of this report. The Board's evaluation of LNN's asset transfer request was in accordance with those stated criteria.

The Board's findings can be summarised as follows.

The Board concluded that LNN had presented a sound case to support the asset transfer of the former Ferns public house, Fernbank, Ladywell. As evidenced by their scoring, the Board considered that the project would deliver a range of benefits and positive outcomes for the Ladywell community by regenerating a derelict area and using the resulting new facilities to deliver activities that would promote health and wellbeing and address inequalities that arise from socio-economic disadvantage.

Importantly, the Board were satisfied that LNN had shown evidence of engaging with their community to understand its needs and priorities and that this project seeks to address those priorities. LNN have also acknowledged the importance of working with the council and other partners to support and complement existing services and to avoid duplication.

The Board also noted that if LNN were to vacate the community house that they currently lease from the council at 28 Heatherbank, Ladywell, the council would have the opportunity of reconverting that property for inclusion back into its housing stock.

Whilst the Board consider LNN to be a well-established and respected community organisation with a clear vision, strong leadership and effective governance arrangements in place, they did nonetheless recognise that LNN's proposal is an ambitious project that represents a significantly larger undertaking than the group currently have experience of either delivering or managing.

The Board considered that the anticipated non-financial benefits that the project would deliver to the local community out-weigh the stated market value of the council's property interest and as such, the Board was satisfied that the proposed transfer of the site to LNN for £1 represents Best Value to the council and the best available long-term option for the use of this asset.

#### **D.4.7 Alternative proposals for the asset**

It is the responsibility of the council to consider LNN's asset transfer request in the context of possible alternative uses for the asset (including ongoing existing use or disposal on the open market where appropriate).

The council's interest comprises the 765m<sup>2</sup> site that the former Ferns public house sits upon. The building itself is owned by Mr. Arif. The existing ground lease between the council and Mr. Arif runs until 2031 and the passing rent is £11,500 per annum. The Corporate Estates Manager has assessed the market value of the council's land interest to be £125,000 in recognition of that unexpired lease term.

The holding costs for the vacant building and the annual ground rent currently represent a significant financial strain on Mr. Arif. Under common law, if Mr. Arif's ground lease were to become null and void as a consequence of bankruptcy, the council would automatically inherit the redundant building and all the management and financial burdens that would accompany it. In those circumstances, it might prove possible to clear the site and promote it as development opportunity for three or four affordable homes, however the associated demolition and site clearance costs would likely render any such development as financially marginal.

The council has no operational use for the site.

#### **D.4.8 Recommendation**

Committee is recommended to approve the community asset transfer request submitted by LNN for transfer of ownership of the land at the former Ferns public house, Fernbank, Livingston subject to the following conditions:

1. LNN will pay £1 for the purchase of the council's land at the former Ferns public house, Fernbank, Livingston.
2. LNN will be given a period of up to eighteen months from the date of the council's Decision Notice to demonstrate to the council that full funding to deliver their project, as detailed in their asset transfer request, has been secured. If at the end of that eighteen-month period LNN have not been able to secure that funding, then both LNN and the council agree that the asset transfer will not proceed and the matter will be considered by both parties to be at an end. Any future requests to extend that eighteen month period will require approval from the Asset Transfer Committee.
3. LNN will engage with officers to undertake a community benefit calculation which demonstrates that the non-financial benefits delivered by this project exceed the stated market value of the council's interests in the property. That exercise will be completed within three months of the date of the council's Decision Notice. In the event of LNN not being able to demonstrate community benefit to the full market value of the subjects, then the asset transfer will not proceed.
4. The sale will be conditional on the council reaching agreement with Mr. Arif on the renunciation of the existing ground lease at Fernbank, Livingston by no later than 31 December 2022.
5. The sale will be conditional on LNN acquiring outright ownership of the former Ferns public house (i.e. the building) from Mr. Arif or his successor in title by no later than 31 December 2022.

## **E. CONCLUSION**

Having taken cognisance of the statutory criteria for determining community asset transfer requests as set out in Section 82 of the Community Empowerment (Scotland) Act 2015, the asset transfer request submitted by LNN is considered to represent the best available option for the use of this property. There are considered to be no reasonable grounds for refusing that request.

Committee is therefore recommended to approve the community asset transfer request submitted by LNN for transfer of ownership of the land at the former Ferns public house, Fernbank, Livingston subject to the conditions set out in section D.4.8 of this report

## **F. BACKGROUND REFERENCES**

Council Executive – 28 November 2017 – Community Empowerment (Scotland) Act 2015: Community Asset Transfer Policy and Governance Review

Asset Transfer Committee – 24 August 2020 – Community Asset Transfer Request from Ladywell Neighbourhood Network for The Ferns, Fernbank, Ladywell

The Community Empowerment (Scotland) Act 2015 – Part 5

S74 (2) of the Local Government (Scotland) Act 1973

Disposal of Land by Local Authorities (Scotland) Regulations 2010

### Appendices/Attachments:

Appendix 1 - LNN Community Asset Transfer Request

Appendix 2 - Location Plan

Appendix 3 - LNN Business Plan

Appendix 4 - Index of supporting documentation

Appendix 5 – Community Asset Transfer Officer Board Scorecard

Appendix 6 - Section 82 Criteria for determining asset transfer requests

Contact Person: Scott Hughes, Asset Manager, Finance and Property Services

Tel: (01506) 281825, E-mail: [scott.hughes@westlothian.gov.uk](mailto:scott.hughes@westlothian.gov.uk)

**Donald Forrest, Head of Finance and Property Services**

Date of meeting: 15 February 2021

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**COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015**  
**ASSET TRANSFER REQUEST FORM**

**IMPORTANT NOTES:**

This is a standard asset transfer request form which can be used to make a request to West Lothian Council.

You do not need to use this form to make an asset transfer request, but using this form will help you to make sure you include all the required information.

You should read West Lothian Council's Asset Transfer Policy: Guidance Note for Applicants before making a request.

You are strongly advised to contact West Lothian Council and discuss your proposals with us before making an asset transfer request.

When completed, this form must be sent to:

The Asset Manager  
Property Management and Development  
West Lothian Council  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Version 1.00  
28 November 2017

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This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.

**Section 1: Information about the community transfer body (CTB) making the request**

**1.1 Name of the CTB making the asset transfer request**

Ladywell Neighbourhood Network

**1.2 CTB address. This should be the registered address, if you have one.**

Postal address: 28 Heatherbank  
Livingston

Postcode: EH54 8EE

**1.3 Contact details. Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.**

Contact name: Ann Lee

Postal address: 28 Heatherbank  
Livingston

Postcode: EH54 8EE

Email: Ladywellnn@hotmail.com

Telephone: 01508 437748

☒ We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above. *(Please tick to indicate agreement)*

*You can ask the relevant authority to stop sending correspondence by email, or change the email address, by telling them at any time, as long as 5 working days' notice is given.*



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1.4 Please mark an "X" in the relevant box to confirm the type of CTB and its official number, if it has one.

	Company, and its company number is .....	
	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is .....	SC017410
	Community Benefit Society (BenCom), and its registered number is .....	
	Unincorporated organisation (no number)	

Please attach a copy of the CTB's constitution, articles of association or registered rules.

1.5 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

No ☒

Yes ☐

Please give the title and date of the designation order:

1.6 Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?

No ☐

Yes ☒

If yes what class of bodies does it fall within?

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**Section 2: Information about the land and rights requested**

2.1 Please identify the land to which this asset transfer request relates.

*You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.*

*It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must give a full description of the boundaries of the area to which your request relates. If you are requesting part of a building, please make clear what area you require. A drawing may be helpful.*

The Ferns  
24 Fernbank  
Livingston  
EH54 6DT

2.2 Please provide the UPRN (Unique Property Reference Number), if known.

*If the property has a UPRN you will find it in the relevant authority's register of land.*

UPRN: 200004106913

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**Section 3: Type of request, payment and conditions**

3.1 Please tick what type of request is being made:

☒ for ownership (under section 79(2)(a)) - go to section 3A

☐ for lease (under section 79(2)(b)(i)) - go to section 3B

☐ for other rights (section 79(2)(b)(ii)) - go to section 3C

**3A – Request for ownership**

What price are you prepared to pay for the land requested?

Proposed price: £ 1

Please attach a note setting out any other terms and conditions you wish to apply to the request.

**3B – Request for lease**

What is the length of lease you are requesting?

How much rent are you prepared to pay? Please make clear whether this is per year or per month.

Proposed rent: £ per

Please attach a note setting out any other terms and conditions you wish to be included in the lease, or to apply to the request in any other way.

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**3C – Request for other rights**

What are the rights you are requesting?

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Do you propose to make any payment for these rights?

Yes ☐

No ☐

If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day?

Proposed payment: £		per
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Please attach a note setting out any other terms and conditions you wish to apply to the request

## Section 4: Community Proposal

### 4.1 Please set out the reasons for making the request and how the land or building will be used.

*This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there.*

Ladywell Neighbourhood Network is situated in a small 3 bedroom house in Heatherbank, Ladywell which is rented from WLC. Ladywell Neighbourhood Network (LNN) has been providing services for the Livingston community of Ladywell since 1985. LNN works with adults over the age of 18 years who are socially isolated due to age, disability or illness, being single parents, parents with young children or being a new resident in the area.

Presently the main meeting/activity room is what would have been the sitting room of the house. This means that the maximum number of people we can have in any group is 14 and that can be pretty uncomfortable as it is very cramped. On occasion we are able to use the Ladywell Baptist Church for events such as our Christmas party. We have investigated the leasing of space from both Forestbank and Newyearfield Community Centres but there is a cost per hour to factor in for using these buildings, whereas the Church hire is free.

The small dining room hosts our thrift shop and stores most of our resources for our various groups. The kitchen is used by staff for preparing food for our service users' lunch club, for tea/coffee for various groups, for staff lunches and any snacks that are required. There is also a very narrow toilet downstairs. Upstairs there are 3 bedrooms and two of these are rented out to Ears Advocacy and this arrangement will continue if our bid to relocate to the Ferns building is successful. Upstairs there are 3 bedrooms and two of these are rented out to Ears Advocacy and this arrangement will continue if our bid to relocate to the Ferns building is successful. The third bedroom is the Network office and is used by the administrative assistant and the Project Coordinator. The upstairs bathroom is used exclusively by staff.

For some time now the service users of the Network have been frustrated at the cramped conditions and several users have had to stop coming to the Network because the toilet facilities were just not suitable for their needs. It is clear to all that the current building isn't fit for the purpose that is required. As a result trustees began looking for alternative premises in Ladywell that would be more suitable, and would allow LNN to expand and be able to meet the needs of a larger number of people.

## Section 4: Community Proposal

### 4.1 Please set out the reasons for making the request and how the land or building will be used.

*This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there.*

#### Staffing and Training

If we are able to purchase the Ferns building and refurb it to the required standard then we will not only be able to increase the number of people participating in each group but we will also be able to expand our timetable to be a community hub that is open daily all year round, staffed by volunteers in addition to the current staff and a part time caretaker and/or other staff. The fact that this building is so iconic within the Ladywell community as well as being so central and easily accessible will allow people to find us and find out what we do in a way that is completely impossible in our current location tucked away at the end of a residential street, not easily accessible by public transport.

The plan is to employ someone with the required skills to oversee the refurbishment of the building to ensure that all relevant health and safety procedures are adhered to and that the project is completed within the allocated time and budget. This person will be responsible for reporting to both LNN and the relevant funders as to how the work is progressing. We also plan to investigate training in order to improve the skills of 1 or more of our committee members as a support for the project coordinator in taking LNN and the Ferns forward. Thankfully our Chairperson has a financial background and he will be able to support us in terms of ensuring all relevant tax and VAT is paid in a timeous fashion.

LNN has a committee of 8 people and all but 1 of them are local. 4 members reside within Ladywell. Seven of our committee members volunteer at LNN and intend to continue doing so once we have moved to the Ferns. We also hope to recruit other volunteers once we have finalised where the greatest needs are after we have moved. We also plan to rent out space within the Ferns to other community groups. Our eventual aim is to have this as a community hub that meets the needs of the whole community.

#### Policies and Procedures

As LNN is partly funded by WLC they have all the required community group policies and procedures in place and these are reviewed annually under the WLC Health Check.

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### Benefits of the proposal

4.2 Please set out the benefits that you consider will arise if the request is agreed to.

*This section should explain how the project will benefit your community, and others. Please refer to the guidance on how the relevant authority will consider the benefits of a request.*

The transfer of the land to the community through LNN is being pursued in parallel with discussions with the owner of the building situated on the land, namely the Ferns Public House. The owner has indicated his willingness to transfer ownership to LNN for £12,000, in a document signed and witnessed by the Vice Chair of the LNN Committee. Ownership of both the land and building will provide the community with a centre from which a range of services can be provided, both for and with the community. Ladywell currently does not have a café, a laundrette, a thrift shop or a Changing Places facility.

A community survey generated 230 responses from user groups and the wider community. It showed 181 people (91%) support LNN owning and developing the Ferns Pub building. The comments received described community ownership as an opportunity to empower the community and develop a derelict eyesore which attracts anti-social behaviour into a community hub. This was backed up by residents and stakeholders at three community events and focus groups.

Most residents felt that The Ferns, in its current condition, was a magnet for anti social behaviour especially by young people. This was a recurring concern throughout the consultation. If The Ferns was acquired by LNN and we could raise the funds required for the refurbishments then the community would be using the building again. Our plans to have a community cafe at the shop side of the building with a ramp for disabled access would instantly change the look of the building and the path along the front of the shops for the better. The outside of the building would be painted and we hope to have a community noticeboard on that side of the building. All of this would highlight those who behave in anti social manner which would reduce this type of behaviour in that area.

During our consultations a variety of suggestions for additional services and activities were received, but one common theme was demand for additional activities open to the whole community beyond specific age groups. Specific ideas included -

- community café which could be cleared when not in use to create a learning space and be used to address food poverty and cookery classes. The café could be connected to an outdoor social space
- organised social activities where people can come together, providing wellbeing opportunities to improve the health of participants (both physical and mental) including fitness classes, sports training and yoga.

DATA LABEL: PUBLIC

### Benefits of the proposal

4.2 Please set out the benefits that you consider will arise if the request is agreed to.

*This section should explain how the project will benefit your community, and others. Please refer to the guidance on how the relevant authority will consider the benefits of a request.*

- thrift shop and clothes bank for people to access specific clothing e.g. funeral, interview. LNN service users are skilled in homemaker crafts and therefore upcycling and repair activities would complement the shop
- advice and support services, family support services could be provided through sign posting and partnership working.

This outcome fits with the community plan for the area and also the regeneration strategy that calls for local groups to plan and deliver local plans and actions. The Scottish Index of Multiple Deprivation (SIMD) 2016 provides data on the number of people living in area ranked among the most deprived 20% of neighbourhoods in Scotland. LNN area falls into decile 2 on the Scottish Index of Multiple Deprivation (SIMD) 2016.

Furthermore having the Ferns building in everyday use again would vastly increase the footfall to the local shops and post office. We would also have to appoint at least one additional staff member once the project is completed in a janitorial/handyman position as well as an additional administrative assistant to deal with monies and bookings. The hours allocated to the current cleaner would have to be increased.



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### Restrictions on use of the land

- 4.3 If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

*Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.*

There are no known restrictions on the use of the land.

Mr Arif is the current owner of the building and he has agreed, in principle, to sell the building to Ladywell Neighbourhood Network for £12,000. We have a letter from Mr Arif stating this signed and witnessed as an appendice in our business plan.

### Negative consequences

- 4.4 What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these?

*You should consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.*

Throughout our consultation there were concerns put forward predominantly by the service users of Forestbank Community Centre and one group of users in particular, namely the Elderberries, that LNN developing The Ferns as a community hub would result in a duplication of services. There were specific concerns over WLC's funding contribution to the project and queries as to whether that would be best use of the limited funds.

However the Project Coordinator at LNN is very mindful of Forestbank's timetable and great efforts are made NOT to duplicate services at the same times as each other. LNN also have a long standing Men's Group, something which Forestbank does not.

For instance some of the ladies from the Elderberries group attend LNN on Monday for lunch club and an afternoon of activities. These same ladies attend the Elderberries group at Forestbank on a Tuesday afternoon thereby having the best of both worlds.

## Negative Consequences Page 9 continued 2/2

### 4.4 What negative consequences may occur if your request is agreed to?

With regards to funding, as WLC has significantly reduced the funding to LNN from 2019 and are unlikely to be in a position to increase this funding in the future, concerns about the best use of funds should not be a consideration for anyone except WLC and LNN. The committee at LNN are very mindful of the need to be self sufficient and have a rolling programme of fundraising events as well as working hard to attract outside funding from funding pots such as Robertson's Trust and The Big Lottery Fund, among others.

In terms of the possibility of LNN folding due to lack of funds or for any other reason, the Ferns building would be sold and the proceeds split between various other charities within West Lothian. Our constitution clearly states that we have to have at least 3 months running costs in our account in order to maintain our service provision. As we are currently unaware of the running costs associated with the Ferns building we will continue to apply to various funding pots and maintain our year round fundraising efforts in our community.

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### Capacity to deliver

4.5 Please show how your organisation will be able to manage the project and achieve your objectives.

*This could include the skills and experience of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc.*

The three neighbourhood networks were the brainchild of Livingston Ecumenical Parish church. In the early 1980's unemployment was also high and this meant there was a supply of willing volunteers who were happy to do something useful with their time. Bringing these two groups together seemed an obvious solution and in October 1985 the inaugural meeting of Ladywell Neighbourhood Network was held.

Over the past 35 years Ladywell and the needs of the community who live here, have changed. In response to this LNN has evolved and developed to meet the demands of the community we serve.

LNN is an independent organisation working in partnership with WLC providing opportunities for social contact combined with practical help and support while serving the local community.

Our Mission is to create a vibrant hub for adults in the heart of our community reducing social isolation and improving well-being.

We envision that this building will be run and managed by a combination of paid staff and volunteers from within our community. Our trustees have already expressed their interest in volunteering, which many of them already do. We hope to have roles for volunteers who are looking to get paid employment but perhaps need a confidence boost first, which volunteering would give them. The costings for staff are set out in a bit more detail in our business plan.

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## Section 5: Level and nature of support

5.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

*This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.*

Our proposal initially came from our trustees, 90 % of whom are local people. Prior to preparing this application we discussed our plans with Ladywell Community Council, Ladywell Regeneration Group, local councillors, MP, constituency and all list MSP's and other local community and voluntary organisations including the Elderberries and Ears Advocacy. All of these unanimously supported our idea and have provided written confirmation of same.

In our feasibility study it became clear that there is a significant gap in facilities for those with mental health difficulties and social isolation, and this is where many of the activities that LNN have planned will be aimed at. There was also a great need for toilet facilities for those who are disabled. One of our service users was unable to attend the meeting due to lack of suitable toilet facilities. She asked that her experience is reflected in the research.

"I had been a member of LNN for over twenty years, and really enjoy the activities we did, but with age also comes incontinence problems where I have to rely on pads etc. I found the toilet size too small that I was unable to change myself and even broke toilet roll holder as I used it for balance, I am too unsteady on my feet to manage upstairs to the larger bathroom which would solve my problem. I felt too embarrassed to tell Ann and Shiona the true reason why I stopped coming. However this eventually came out, the girls would phone regularly to see if I was coming back. I really miss my friends I made at LNN and when they get the bigger building I can return to my group on a Monday".

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## Section 6: Funding

- 6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land.

*You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations. If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.*

Page 1/2

The revenue from Ears Advocacy, the Burger Box and our thrift shop would offset some of the running costs of the building. The plans also include laundrette style washing machines fitted to the outside of the building which will be accessible all day, every day. These are similar to others located in West Lothian and they provide an additional revenue source as the suppliers will be renting the required space from LNN. This is something our community really needs. We also hope to be able to rent space for other community groups to have meetings/activities as required.

LNN had previously secured funding for the purchase of the land and the Ferns building from Scottish Land Fund. However that funding pot was extremely oversubscribed and we lost that funding.

We have managed to get ½ of the Project Coordinators annual salary for 2019/2020 from Robertson's Trust and will be applying again next year for the same funding. We have previously managed to secure the cost of the architect and the initial survey and plans from The Big Lottery Fund and the feasibility study and business plan from The Scottish Land Fund.

We had intended preparing an application to the BIG Lottery to fund our project. This would have included purchase of the building, renovation costs and fitting out costs and an amount for initial staffing costs. However due to the difficulties we had getting a price for each of the building and the land we have missed that opportunity.

We have since submitted an application for funding from Wiseman Charitable Trust (£12,000), Bank of Scotland (£18,000) and Stafford Trust (£48,000). All of these are pending and we are unlikely to know the outcome of any of them before March/April 2021. We have approached Martin Thomson for help with an application to the Regeneration Capital Grant Fund 2021. We have a volunteer who is completing these funding applications on our behalf and who plans to continue doing so in 2021.

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### **Section 7: Other supporting documentation**

To enable the council to fully consider your application, the following supporting documentation must be submitted as part of your application:

- A copy of your organisation's constitution;
- A business plan (that is proportionate to the nature of the asset transfer request);
- Audited accounts (or a financial projection where the applicant has been operating for less than one year).
- Annual reports (where these are available)

Applicants are advised to refer to the council's Community Asset Transfer Policy Guidance Note for Applicants for further details of what information should be included in these supporting documents. *(insert link here to Guidance Notes)*

Please find the following documentation included with the asset transfer applications form -

Ladywell Neighbourhood Network Constitution

Business plan

Audited accounts 2018-2019

Ladywell Neighbourhood Network Annual Report

CV's for committee members

Letter from Mr Arif

Letter from David Kelly, owner of the Burger Box

Copy of Regeneration Report from LNN October 2020

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**Signature**

Two office-bearers (board members, charity trustees or committee members) of the community transfer body must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.

We, the undersigned on behalf of the community transfer body as noted at section 1, make an asset transfer request as specified in this form.

We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.

Name

Address

Date

Position

Signature

Name

Address

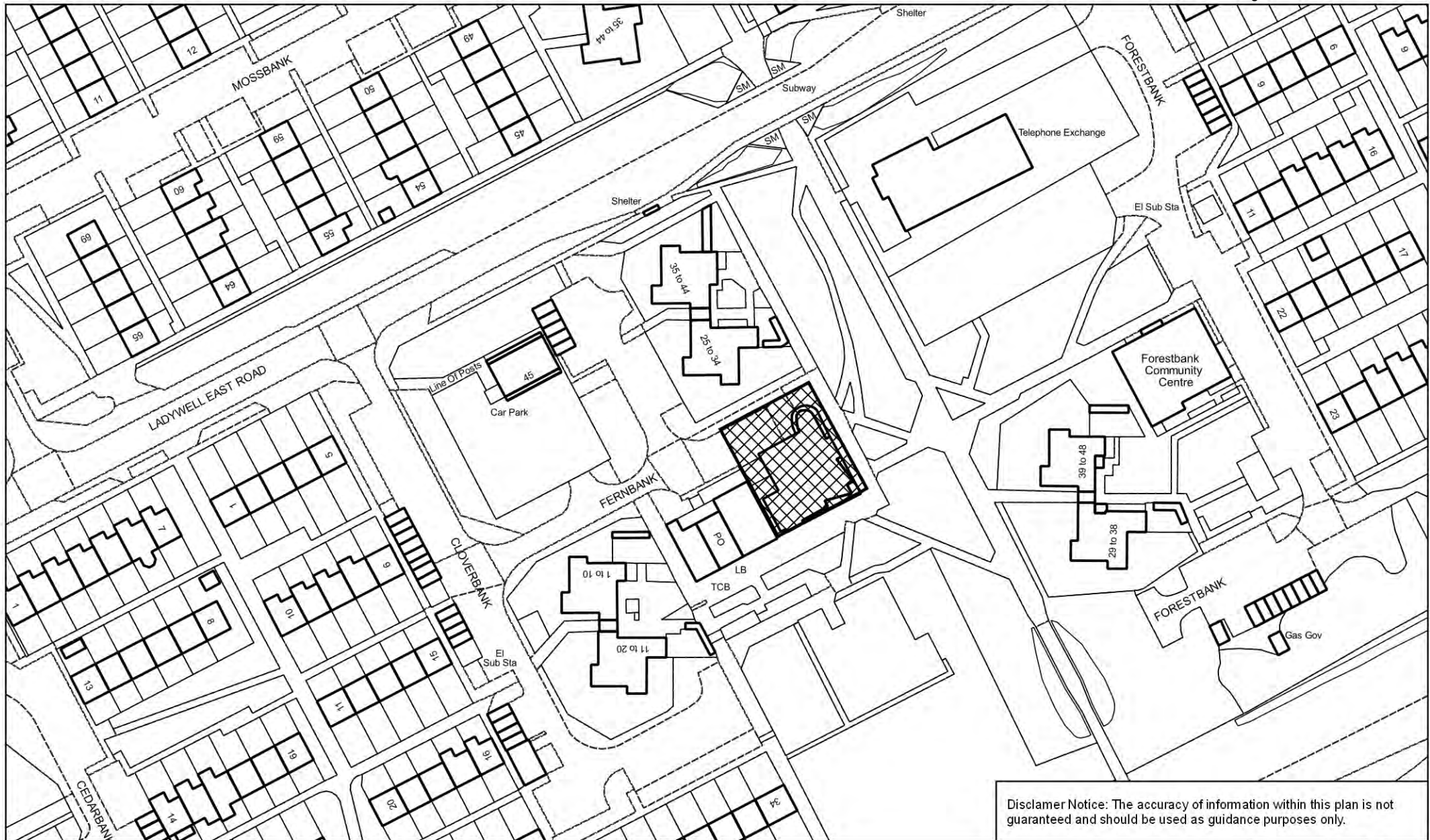
Date

Position

Signature







## Appendix 2 - Location Plan: The Ferns, Ladywell, Livingston

1:1250

A4



Property Management, West Lothian Civic Centre, Livingston, EH54 6FF

18/8/2020

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# Business Plan

## Community Ownership and Development of the Ferns Pub Building

Ladywell Neighbourhood Network

Final Draft March 2020





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# 1. Introduction and Background

## 1.1 Background to the Project

Ladywell Neighbourhood Network (LNN) has been providing services for the Livingston community of Ladywell since 1985. LNN works with adults over the age of 18 years who are socially isolated due to age, disability or illness, being single parents, parents with young children or being a new resident in the area.

LNN operates from the Community House in Heatherbank, Ladywell. The Community House is rented from the Council as part of social housing stock. It is small (the equivalent to a three apartment house) and the lack of space limits the types of activities and the number of people LNN can accommodate. LNN would like to offer more opportunities and activities to the community to reduce social isolation and promote health and well-being in the widest sense. In addition, the community house does not offer fully accessible toilet facilities which excludes some existing and new service users.

Prior to 2018 the grant received from West Lothian Council was £31,500 and there was no building rent charged. In the financial year 2018/2019 the grant awarded was £14,686 with a £4,686 rent charge for the building. The LNN has been undertaking fundraising activity to fill the funding gap, protect staff posts and ensure its future sustainability.

As part of its sustainability plan, LNN has been considering the need for better and larger space to deliver its core work to meet the growing needs of local residents and develop enterprise activity to shore up its future. The derelict Ferns Pub in the heart of Ladywell could potentially provide the space for LNN to grow and thrive.

## 1.2 About the Community

Livingston is the largest town in West Lothian, situated approximately fifteen miles (25 km) west of Edinburgh and thirty miles (48 km) east of Glasgow. Livingston was designated as a 'new town' in 1962. By the late 1970's many areas, including Ladywell, were populated and it was becoming apparent that problems had arisen associated with people who now found themselves displaced from the networks of friends and family who had previously provided support.

Ladywell in Livingston, is bordered to the north by Knightsridge, to the south by Howden, to the west by Elburn and east by the A899. The Neighbourhood Networks in Livingston were developed in response to the fact that many of the people and families who had made the move from the big cities.

Since 1985, the needs of the community who live in Ladywell has changed and LNN has evolved and developed to respond to these needs and meet the ever changing demands of the community.

## 1.3 The Organisation

Ladywell Neighbourhood Network (SC017410) is a Scottish Charitable Incorporated Organisation and was formed in 1985. It is an independent organisation working in a trusted partnership with West Lothian Council providing opportunities for social contact, practical help and support and serving the local community in a variety of ways. The LNN provides a vital network of interest and support groups working with around 200 individuals each year who may otherwise find themselves feeling isolated or vulnerable, often due to major lifestyle changes over which they have no control.

LNN is managed by an elected committee, currently made up of 8 individuals, 7 of whom represent service users and 1 of who is co-opted for their skills and expertise. LNN has reviewed



its constitution to ensure it is a two tier organisation and has a clear area of operation and geographical boundary.

LNN currently employs a full time Project Co-ordinator (35 hours) and a part time Office Administrator (20 hours).

The LNN are unable to develop services, activities and increase the number of service users using the current Community House venue due to the size of the meeting room and lack of storage space.

#### **1.4 About the Asset**

The Ferns Pub is situated in the heart of Ladywell, situated adjacent to a terrace of retail unity including a post office, pharmacy, grocery store and hot food takeaway van. It is privately owned and has been vacant since 2009. During this period it has fallen into a state of disrepair, is classed by the community as “an eyesore in the neighbourhood” and attracts anti-social behaviour on the site.

Redevelopment of the building and site would provide LNN with a flexible and accessible meeting space.

The Ferns Pub building is well known to the community and the location is convenient and attractive for a wide variety of users. The building is currently an unused asset and provides an opportunity and adaptable space for the LNN to further develop and grow to provide needs met services in the Ladywell community. The owner has expressed a willingness to sell the building to LNN for £12,000. The building sits on West Lothian Council land and the lease is £11,500 pa.

The building has a Gross Internal Area of circa 334 meters squared. A Valuation Statement, Dry Rot Survey, Asbestos Survey and Drain Survey have been prepared and can be viewed separately. Key findings are detailed below.

##### **General:**

- The building has a gross internal floor area of 345 square meters
- The property is currently subject to a Ground Lease with the landlord, West Lothian Council which expires in April 2031.
- The current Ground Rent Payable is £11,500 per annum. This constitutes a significant financial commitment to West Lothian Council
- With the lease in place, the site and any buildings thereon would simply revert to the landlord at lease expiry. This impacts on value, and is effectively a very short period for a ground lease agreement
- The owner of the property and head tenant is looking for a purchase price of £12,000

##### **Condition:**

- The current condition of the Ferns Pub Building is in poor order both internally and externally and has been subject to vandalism and has not been subject to any repairs and maintenance.
- The architects, Assist Design Ltd have provided DM HALL with a verbal indication that the total cost of the refurbishment, repair and redecoration would be in the order of £587,000. This is based on the overall gross floor area of the building of 345 square meters, based on a total construction period of 9 months and upon the works being carried out in a single contract.





### The Ferns Pub Building, Ladywell 2019

LNN has been liaising with West Lothian Council regarding the asset transfer process. In February 2020, the District Valuer was instructed to carry out a valuation of the Council's interest in the Ferns Pub Building site. It was important this goes through the District Valuer service to demonstrate complete independence and impartiality in terms of the resulting valuation. At the time of finalising this business plan and submission of the asset transfer application, the value was not known. However the business plan has been written on the basis of the Council's own assessment of the market value of its land holding interest at Fernbank. That value the Council would be seeking to achieve for the property in the event of a sale would be £1 (subject to committee approvals). The current building owner has indicated that he is willing to sell the Ferns pub building for the sum of £12,000. Appendix 1 shows a binding commitment from the present owner.

### 1.5 How the Business Plan was developed

The following methodology was used:

- **Partnership working with Ladywell Neighbourhood Network.** An initial meeting took place with the LNN Coordinator to discuss expectations from the consultant and to agree the approach to the work. Thereafter regular update meetings took place throughout the research to ensure the LNN were able to contribute to the process. A committee skills audit was completed and an outcome report was prepared.
- **Awareness raising:** A robust communications plan was agreed by the LNN committee and supported the research. This included posters, press releases, social media posts, and face to face communications.



- **Desk top research:** Work was done to:
  - Gather contextual information showing the economic and social profile of the area using the Community Insight tool for data analysis across 20 platforms
  - Identify the policy context
  - Analyse the current provision of other local spaces for community benefit
  - Undertake case-study research to look at areas of good practice in other community projects.
- **Community Events:** Events to gather community views included a drop in and open session in Ladywell Baptist Church and a Community Comment Committee which ran for a week in Forestbank Community Centre.
- **Stakeholder Meeting and Interviews:** Two interview and discussion sessions held in August and September 2019 involving LNN service user representatives and community stakeholders.
- **Community Survey** distributed on-line and on paper from 7<sup>th</sup> August to 30<sup>th</sup> October 2019. The survey was advertised by posters, word or mouth, informing local organisations and social media. A total of 230 responses were gathered.
- **Option Appraisal and Report:** A research report was presented to the LNN Co-ordinator and Committee in November 2019.
- **Business Plan:** This business plan was written to set out the road map for the way forward.



## 2. Summary of Research

### 2.1 Summary of Research

#### *The Need and Demand and the Nature of the Community*

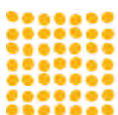
- West Lothian Council facilitated a programme of community engagement throughout 2017-2018 to find out how the people of Ladywell feel about their area. The data gathered was used to identify key areas to be improved and from them create a 20 year regeneration plan.
- Although Ladywell is a densely populated area, issues associated with social isolation and poor health impact on the residents. The LNN is unable to develop and grow services to meet these needs and build social connections due to limited space and facilities at the current operating venue in the Community House
- The Ladywell area has a deprivation profile which shows that the area falls into decile 2 on the Scottish Index of Multiple Deprivation (SIMD) 2016.
  - There are far higher numbers in elementary occupations and fewer in professional or managerial occupations. This points to potential in-work poverty and job insecurity compared to the national average.
  - Ladywell is an area of comparatively poor health. In 2019, 11% of people with disabilities received Personal Independent Payments (PIP) (Scotland – 7%). In 2019, 4% of people with mental health conditions claimed PIP (Scotland -2%). In 2016, 10% of people had a work limiting illness (Scotland 8%).
  - In 2016, 27% of children (aged 0-15) resident in Ladywell were living in poverty (Scotland 17%)

#### *Community Support*

- A community survey generated 230 responses from user groups and the wider community. It showed 181 people (91%) support LNN owning and developing the Ferns Pub building. The comments received described community ownership as an opportunity to empower the community and develop a derelict eyesore which attracts anti-social behaviour into a community hub. This was backed up by residents and stakeholders at three community events and focus groups.
- A new house build programme close to the Ferns building by Almond Housing Association will result in a slight rise in the population.
- Where community support was less positive, respondents highlighted a concern that the development of The Ferns would result in a duplication of services and another building would not add value to the existing community resources.

#### *Services and Activities*

- Stakeholders indicated a need for joined up thinking and better partnerships. Ladywell is seen as an area that is well resourced, but not all services meet the needs of the community.
- There is a higher than average percentage of people under 15 and a lower proportion of people over 65 and therefore a need for services for families.
- Isolation was identified as an issue with a need to bring people together and create a sense of community.





- A variety of suggestions for additional services and activities were received, but one common theme was demand for additional activities open to the whole community beyond specific age groups. Specific ideas include:
  - Community café which could be cleared when not in use to create a learning space and address food poverty. The café could be connected to an outdoor social space
  - Organised social activities where people can come together
  - Wellbeing opportunities to improve the health of participants, increase physical activity and reduce social isolation including fitness classes, sports training
  - Thrift shop and clothes bank for people to access specific clothing e.g. funeral, interview. LNN service users are skilled in homemaker crafts and therefore upcycling and repair activities would complement the shop
  - Advice and support services, family support services could be provided through sign posting and partnership working.
- Feasibility research showed that lack of information or awareness of LNN was an issue for some people. LNN advertise activities and have a healthy social media presence however feel that further advertising and promotion would raise expectations which could not be delivered due to the space available, limited resources and location sensitivities in the neighbourhood where the Community House is located.

#### *Partners and Competitors (Displacement)*

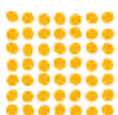
- LNN aims to work in partnership with the other community facilities in the Ladywell area and has developed a programme of activities which do not duplicate existing clubs, groups and activities.
- Some respondents felt that the LNN development of the Ferns would impact on the programme provided by Forestbank Community Centre. Other community facilities including Newyearfield Farm Community Centre and Ladywell Baptist Church do offer opportunities for the LNN to deliver services and activities but there are operational challenges with this arrangement including paying hire fees, transporting equipment, resource management etc.

#### *The Ferns Pub Building*

- The Ferns building is derelict and an eyesore. The physical nature of the building attracts groups of people who congregate with alcohol and drugs creating a threatening environment.
- An improved, redeveloped building would maximise community benefit, attract more service users through provision of a wider range of activities, provide the Ladywell community with new revenue streams, contribute to a reduction in antisocial behaviour, involve local people in designing and running the services from which they benefit and provide a multi-functional space suitable for LNN and external organisational use.

#### *Fundability*

- Despite significant competition for funding, LNN covers areas of deprivation and has a substantial track record of operational activity. As a result, it would be possible but challenging to secure significant amounts of capital funding
- Prior to 2018 the grant received from West Lothian Council was £31,500 and there was no building rent charged. In the financial year 2018/2019 the grant awarded was £14,686 with a £4,686 rent charge for the building. LNN are looking at approaches to strengthen the

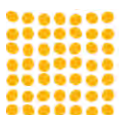


organisation financial sustainability. The development of the Ferns Pub building would provide trading and social enterprise opportunities.

- Given the pressures on local authority funding and as part of the LNN sustainability plan, securing a better and larger space to deliver LNN core work would meet the growing needs of local residents and develop enterprise activity to shore up its future.
- LNN has an outline funding strategy in place to secure capital and revenue grant funding.

#### *Financial Sustainability*

- LNN currently generates a modest income through room rental to an advocacy project for office space in the Community House. It is anticipated this arrangement will continue in the Ferns building.
- Interest has been made by a well-established local fast food van business who has operated in Ladywell for 13 years. (see Appendix 1) The business owner has indicated he who would like to run the community café during the day in the Ferns Building. LNN would rent the kitchen / café space to the business and in turn a healthy food offering will be provided in the café space and catering for the building / activities provided where required.
- The Ferns building also offers options for a Thrift Shop, Clothes Bank and outside community laundry.
- LNN will offer spaces within the Ferns building on a hire basis. The rate will vary for voluntary and charity groups and business organisations.
- It is acknowledged that the running costs would be significant and the opportunities for income generation may struggle to meet those costs and surpluses would be unlikely.



## 3. Services and Outcomes

### 3.1 Vision, Mission and Values

Ladywell Neighbourhood Network was formed in 1985 and is now a Scottish Charitable Incorporated Organisation (SC017410). Its vision is to “build a community where everyone has access to companionship, skill building and social equality.” The mission is “to create a vibrant hub for adults in the heart of the community reducing social isolation and improving well-being”.

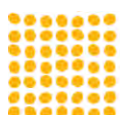
LNN aim is to improve services, facilities and access for the benefit of existing users and to allow the organisation to expand its activities and services in the Ladywell community within a redeveloped Ferns Pub building.

### 3.2 Key Activities and Services

Needs identified	Evidence	How the Project will address this need
Risk of social isolation, particularly within vulnerable groups within the Ladywell area	<p>Social activities was the second highest demand in the community survey. People would like to see a space where people could come together, take part in a programme of organised social events in the evening and weekends.</p> <p>LNN know from experience that activities are more effective when they are group-based, built around theory, include active input from participants, and target specific groups of people.</p> <p>Research shows that the inclusion of social support/activity/education as an approach aimed at reducing or preventing social isolation and loneliness is important, but newer evidence shows that activities focusing on changing negative thinking may be even more beneficial for loneliness.</p>	<p>LNN Committee and staff will build on previous experience to develop a programme of activities designed to combat social exclusion including:</p> <p>The activities will tackle social isolation and/or loneliness aim to improve physical and mental health, social support, and loneliness in older adults. These will include but are not exclusive to the following:</p> <ul style="list-style-type: none"> <li>• Reminiscence groups</li> <li>• Men only clubs</li> <li>• Digital skills</li> <li>• Interest groups</li> <li>• Heritage and family history</li> <li>• Crafting</li> <li>• Photography</li> <li>• Relaxation and meditation</li> <li>• Healthy living</li> <li>• Board games</li> <li>• Art classes</li> <li>• OTAGO mobility strength and balance</li> <li>• Tea dance</li> <li>• Lunch Club</li> <li>• Gardening Club</li> </ul>
Accessible, welcoming community space	Community consultation showed 91% of survey respondents are in support of the project.	The Ferns building will provide flexible space, with a Changing Place and other communal facilities including a café, outdoor space which is owned and run by the community.



	<p>LNN is unable to fully market and promote its current services as the Community House space is limited and inaccessible.</p> <p>There are no public toilets in Ladywell.</p>	<p>The LNN will establish partnerships with other organisations to fully utilise the flexible space to provide:</p> <ul style="list-style-type: none"> <li>• Work clubs</li> <li>• Support to help people into employment</li> <li>• Credit Union</li> <li>• Community Film/Cinema</li> <li>• Social evening including dances, cabaret nights and quizzes</li> <li>• Music and performing arts workshops</li> <li>• Cooking classes</li> <li>• Money advice</li> <li>• Digital inclusion</li> </ul>
Derelict buildings repurposed, activities for youths, affordable recycling, issue/gender based groups	West Lothian Council Community Engagement Findings Report based on research 2017/2018	Securing tenure of the Ferns building and land will allow LNN to seek capital funding for redevelopment and upgrades.
Focus on wellbeing and health	<p>Ladywell is an area of comparatively poor health illustrated through statistical evidence of people claiming PIP for disability and / or mental health and life limiting illness.</p> <p>The LNN area falls into decile 2 on the Scottish Index of Multiple Deprivation (SIMD) 2016.</p>	<p>LNN activities and partnership working to stimulate mental and physical fitness will be established.</p> <p>LNN will strive to ensure the design of the building and café will lend itself to supporting people with long term health conditions e.g. dementia friendly.</p> <p>In addition specific services and user groups will be targeted:</p> <ul style="list-style-type: none"> <li>• Dementia support</li> <li>• Memory loss support</li> <li>• Supporting volunteering opportunities</li> <li>• Discovery Award Programmes (Duke of Edinburgh for over 50s)</li> </ul>
Family support services and access to affordable facilities	<p>In 2016, 27% of children (aged 0-15) living in Ladywell were noted as living in poverty compared to the 17% in Scotland.</p> <p>Addressing poverty, including food inequalities is a priority for the area.</p>	<p>LNN will oversee and coordinate the development of the thrift shop/ clothes bank, outdoor laundry and community learning café where people can come together to eat.</p> <p>Additional support services for families will be achieved through partnership working and may include help with:</p>



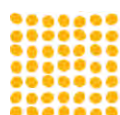
	There are no public launderette facilities in Ladywell.	<ul style="list-style-type: none"> <li>• Accessing suitable education, employment and training opportunities</li> <li>• Developing skills to find work, creating CVs, job-searching and preparation for job interviews</li> <li>• Self-confidence, motivation and social skills</li> <li>• Parenting skills</li> <li>• Encouraging better relationships within families</li> <li>• Improving health</li> <li>• Money management and benefit advice</li> </ul>
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### 3.3 Outcomes

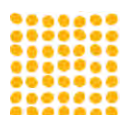
LNN is an organisation managed by local residents for local people. LNN ownership of the Ferns building would allow for growth of the LNN in terms of service users, facilities and needs met services on offer.

As the redevelopment of the Ferns Building proceeds, LNN will be accountable to capital and revenue funders, the local community and partners. The LNN committee and staff will develop monitoring and reporting in line with these.

Outcomes and targets	Timescale
<p><b>Ownership and development of the Ferns pub building will allow LNN to work with the Ladywell community to achieve a more sustainable, economic, environmental and social development.</b></p> <p>This will make a difference by:</p> <p><u>Economic</u></p> <ul style="list-style-type: none"> <li>• Allowing LNN to generate income and leverage from the asset through room hire, office let, café let, thrift shop income, clothes bank membership, KISWASH laundry contract</li> <li>• Through volunteering experiences individuals will gain employability skills and qualities</li> <li>• Participation in a planned work club will provide individuals with the training generating skills and confidence to apply for jobs and secure employment</li> <li>• Securing greater financial viability through trading and enterprise and less reliance local fundraising</li> </ul> <p><u>Environmental</u></p> <ul style="list-style-type: none"> <li>• Developing the Ferns building which is a derelict eyesore into an attractive building which improves the local area and neighbourhood</li> <li>• Reversing the decline of the building and the community and attract other potential investment</li> </ul>	



<ul style="list-style-type: none"> <li>Creating an outdoor space attached to the café where small scale planting and growing can take place</li> </ul> <p><u>Social</u></p> <ul style="list-style-type: none"> <li>Providing a physical base for the provision of support services and activities which will enhance integrity and profile with the community, West Lothian Council and other local organisations and agencies.</li> <li>Increasing the number of opportunities for volunteering</li> <li>LNN plan to organise an increase of volunteer led clubs/activities from the current number of 9 to 14 per week</li> <li>Partner organisations who use the space will also create volunteer placements for local people</li> </ul>	
Continue to build profile and provide a programme of activities to meet the Ladywell community ensuring that the organisation grows in vibrancy before ownership of the Ferns Building	By August 2020 (On hold due to Covid)
Develop and implement a marketing strategy	By August 2020 (On hold due to Covid)
Develop and implement a programme of activities in Ladywell community assets providing an outreach approach to delivery in addition to services provided at the Community House.	By August 2020 (On hold due to Covid)
Offer trading opportunities to local businesses	By May 2022
Involve the community in the visual and aesthetic appearance of the building as it is restored	Prior to and during development
<p><b>As a membership organisation, LNN will have a strong role in and control over The Ferns Building as a community owned hub ensuring it is governed by local people.</b></p> <p>This will make a difference by:</p> <ul style="list-style-type: none"> <li>Allowing better stewardship of the local asset which will be a hub for local activity and support</li> <li>Improving the physical environment</li> <li>Heightening the profile and perception of LNN</li> <li>Instilling a renewed sense of pride and confidence in the community</li> <li>Attracting people with additional skills</li> <li>Increasing participation through activity, membership, volunteering</li> <li>Encouraging ideas and innovation through success</li> </ul>	
Constitutional changes made to make the organisation governance more local community focussed.	A requirement for SLF, will be implemented if required.
Committee recruitment and selection of new local people to build capacity and skill to take on the project. Establishment of sub /working groups where required.	By September 2020 (On hold due to Covid)
Development and implementation of a training programme for committee members and volunteers to strengthen governance and operations	By January 2021 (On hold due to Covid)

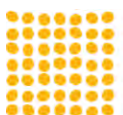


**LNN will own and run The Ferns Pub Building ensuring that it is a well-managed and financially sustainable community building.**

This will make a difference by:

- Generating income that can be reinvested into LNN and the community
- Offering new and much needed facilities to the community e.g. café and launderette

Community Asset Transfer process completed with West Lothian Council	December 2020
Secure capital funding in order to restore from a derelict eyesore to a welcoming facility offering a range of community based activities	By December 2021
Trading Coordinator funding secured and individual recruited.	By May 2022
Ensure all policies and procedures are in place to protect the LNN business and ensure its efficiency.	By December 2022
Development and implementation of a training programme for committee members and volunteers to strengthen governance and operations	By January 2021



## 4. Delivering the Project

### 4.1 Legal Structure

Ladywell Neighbourhood Network was formed in 1985 and is now a Scottish Charitable Incorporated Organisation (SC017410). Its constitution is currently being reviewed and updated to clarify that definition of the community / area of operation and meet Scottish Land Fund requirements on membership criteria and community control.

### 4.2 Governance

The organisation has a track record of providing services and activities to combat social isolation in the Ladywell Community. The service has been delivered mainly from the Community House in Heatherbank, a three bedroom house owned by West Lothian Council.

LNN currently has 8 Committee members. The Committee has close connections to the Ladywell area and the LNN service users. Of the Committee members, 6 live in Ladywell, 7 are service users and 1 individual lives in communities outwith Ladywell.

#### *Role of the Ladywell Neighbourhood Network Committee*

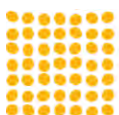
- Overseeing the purchase and development of the asset
- Governance of the organisation
- Leading the strategic direction of the organisation
- Guiding staff to deliver the strategy of the organisation ensuring objects are met
- Financial sustainability – The Committee have ultimate responsibility for income generation and financial sustainability
- Monitoring and evaluating impact via reports submitted by the Co-ordinator
- Protecting and enhancing the profile and reputation of the organisation

A Committee skills audit carried out in autumn 2019 showed that:

#### Strengths:

- The Chairperson is skilled in a range of important areas as the LNN considers the proposed development of the Ferns Pub Building and the growth of the organisation. Specifically he has significant skills in project management, people management and finance. He supports the LNN at meetings and strategic decision making but is not involved in operational decision making and does not intend to be in the future due to external challenges and pressures.
- The Committee benefit from a range of experience including children's education, finance, National Health Service, social work as well as volunteering in Third Sector organisations and being members of management committees.
- Committee members have strong "people skills" which is extremely beneficial to the support of service users, attracting volunteers and team working.
- The Committee have an appetite to learn and develop

Areas for development:





- Committee members need to develop skills and recruit new members who represent the Ladywell community and can support the project. Specifically people who are experienced in fundraising through grant applications, marketing and communications, managing a large community building, trading and social enterprise and human resources (staff recruitment management and supervision).
- Consideration should be given to building a committee membership whereby individuals can lead on and support the staff in the specific areas listed above.

### **4.3 Financial Management**

The current position is that LNN has a robust financial management system in place. Income and outgoings are recorded in excel by the Office Administrator and a monthly financial report is presented at Committee meetings, covering the activity during the period. A member of the Committee with significant finance knowledge and experience currently supports and advises the staff where required.

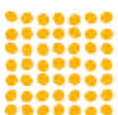
In the future, financial management arrangements will be more complex in redeveloping the building and running and managing the building and projects with associated services. LNN will approach these demands by:

- Having a process in place to manage the finances of the building
- Introducing and using the SAGE financial management system
- Training staff to be competent in the use of the system
- Ensuring that the Committee have a good understanding of their financial governance responsibilities
- Guaranteeing that a member of the Committee is skilled in financial management and building management.

### **4.4 Current Staffing**

Ladywell Neighbourhood Network currently employ a full time Project Co-ordinator (35 hours), a part time Administrative Assistant (20 hours) and part time Cleaner (4 hours).

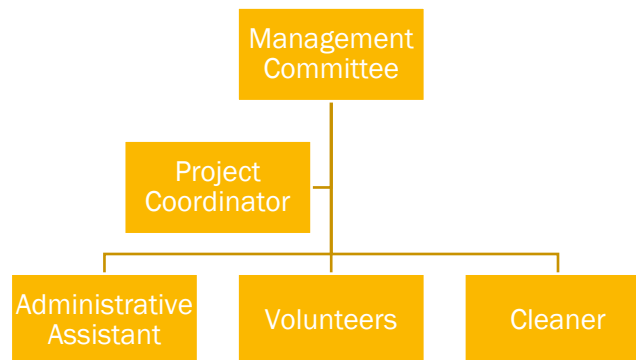
- The Project Coordinator is responsible for carrying out and maintaining LNN services to the local community. This involves recruitment, selection, management, training and support of volunteers, dealing with referrals received either directly or from the statutory or voluntary sector, securing funding, developing activities, partnership working and LNN marketing and promotion.
- The Administrative Assistant is responsible for general administrative tasks including reception services, maintenance of book-keeping and financial record system, cash handling and banking, tasks associated with Microsoft Office and assisting as necessary, in preparation for training events, seminars and conferences initiated by Ladywell Neighbourhood Network.
- The Cleaner undertakes caretaking duties, visiting the community house once per week.



## 4.5 Volunteers

LNN currently has around 15 volunteers who assist with the activities, user groups, fundraising. LNN will promote volunteering opportunities and recruitment to support new activities and initiatives as well as committee member positions with specific skills and experience.

The diagram below shows the existing organisational chart of LNN.

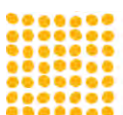


## 4.6. Future Staffing

LNN plan for considerable growth in activities and services as part of the Ferns building project. This will require a review of staffing and responsibilities. These duties and responsibilities can be met in part by existing members of staff following a role review but there will also be the need to employ additional members of staff.

The following table outlines the proposed staff team.

Project Co-ordinator (full time)	Finance and Admin Assistant (part time, 20 hours)	Trading Co-ordinator (part time, 15 hours)	Cleaner Caretaker (part time, 20 hours)
Co-ordinating volunteers	All aspects of financial management	Establishing, developing and sustaining trading activities	Facilities management
Organising and co-ordinating services and programme of activities	Resource Management	Co-ordinating room hire and lets and bookings	Cleaning
Developing partnerships	Clerical support	Marketing and promotion	Repairs and maintenance
Staff support and supervision			Health and safety
Raising income through grant funding and other forms of fundraising			



## 4.7 Policy and Procedures

A full set of organisational policies and procedures are currently in place and are reviewed regularly by the LNN committee. As new issues arise or if there are legislation / guidance changes, these policies will be updated.

## 4.8 Monitoring and Evaluation

Grant funding for purchase and development of the building will enable LNN to create a sustainable community-owned asset both meeting local needs and generating income more effectively. LNN is aware that because of this, there will be multiple outcomes to achieve.

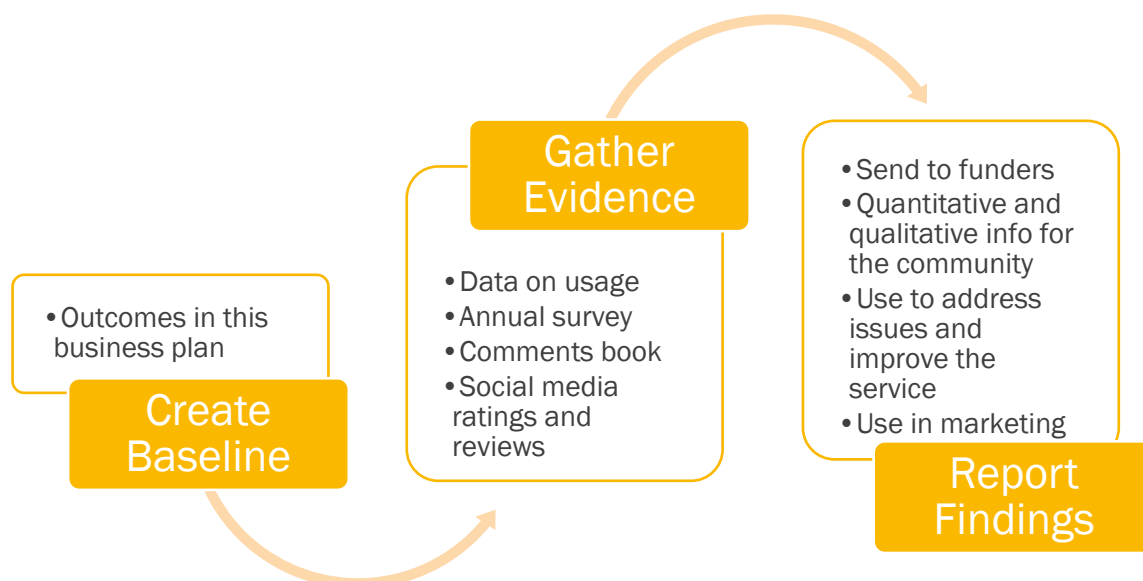
The present committee understands the importance of monitoring progress towards social and financial targets. LNN already undertake regular monitoring and evaluation activities and report to existing funders. LNN will continue to work to improve our monitoring and evaluation systems and will relate these to the impact of taking this asset into community ownership.

The key audiences who will be directly interested in LNN monitoring information will be funders (in particular the Scottish Land Fund who will fund the purchase of the asset, as well as capital funders contributing to renovation costs), local people (who will use the centre), user groups and partners in the community.

The information gathered through the monitoring and evaluation work will be used for five distinct purposes:

1. To ensure the building facilities are as attractive as possible to the people of Ladywell and representatives of the voluntary, charity, not for profit and social enterprise sector.
2. To communicate what we are doing with local stakeholders and the residents of Ladywell.
3. To develop new products and services based on need identified.
4. To show funders that LNN has achieved what it set out to do.
5. To use quotes and statistics in marketing materials.

### Process



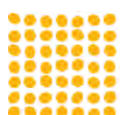
## Gathering Evidence

- Recording number and nature of activities delivered from the community house and other outreach venues.
- Recording the details of existing and potential service users who are unable to access LNN services due to the barriers presented by the community house and other outreach venues.
- Recording the numbers of people participating in LNN joint events.
- Data from surveys and comments.
- Feedback from user groups, including indicators on user numbers and qualitative data on outcomes.
- Changes to external indicators over time such as SIMD data in the Ladywell area over time

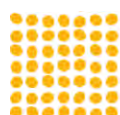
## 4.9 Partners.

The Ladywell Neighbourhood Network understand that to sustain the organisation and ensure it continues to serve the people of Ladywell prior to and during development of the Ferns building, partnership working is a critical success factor. Strong operational links with partners is vital for the delivery of local social outcomes as well as impacting on financial sustainability. The key partners are set out in the table below:

Organisation	Nature of Partnership
<b>Statutory Organisations</b>	
West Lothian Council	Long term relationship and funding source. Current Community House is part of Housing Revenue Account stock which would be returned to rent when LNN no longer have a use for it.  The HRA would receive rental income for the four apartment property.
West Lothian Council Regeneration Team and Regeneration Officer	LNN participates in regeneration planning processes. LNN have a robust working relationship with the Regeneration Team and Link Officer.
Almond Housing Association	This is the largest Housing Association operating in West Lothian with concentration of stock in Craigshill, Eliburn, Howden and Ladywell areas of Livingston. It provides a range of housing and support services.  LNN already has an established relationship with the Community Engagement Officer. Almond Housing Association are supportive of the development of the Ferns building as they have a new housing development in the immediate vicinity. The current Ferns pub building is an eyesore.  The Almond Housing Association Tenant Participation Strategy outlines how it will support local people to become more



	involved in community activity and influencing the service provided by the Association.
Voluntary Organisations	
EARS Advocacy	The organisation currently sub leases office space (2 bedrooms) in the Community House. The organisation has indicated a willingness to continue this relationship and to move to the Ferns Building where office space is available.
Ladywell Community Council	The Community Council expresses the views of the community to local authorities and other public bodies and takes action in the interests of its community. It understands the service and scope of LNN. It is acknowledged that partnership working can be further developed and this will be explored within the capacity of the LNN Committee.
There is a register of voluntary organisations and charities working in or with the people of Ladywell.	LNN will continue to build relationships with these voluntary organisations and charities with the main aim of being able to: <ul style="list-style-type: none"><li>• Signpost service users to the support</li><li>• Offer space for activities within the Ferns building</li><li>• Work in partnership (where appropriate) in the delivery of projects and initiatives in Ladywell.</li></ul>
Community Assets / Centres/ Spaces	
Forestbank Community Centre	Local community assets in the Ladywell area include two community centres owned by West Lothian Council and a church with associated hall.  These buildings operate in a different way to the anticipated Ferns building. Mainly on a room to let basis (community centres) and church activities (church). All have a programme of activities and LNN currently ensure that the service they provide complements these programmes rather than work in competition. LNN will ensure that the activities provided in the Ferns will continue to be different and /or complementary but also respond to community need as identified in the feasibility study research responses.  In addition, the Ferns building will allow for new fixed services e.g. launderette, Changing Place, Community Café and outdoor seating space which will add new value to the Ladywell community and existing community assets.
Newyearfield Farm Community Education Centre	
Ladywell Baptist Church	
Schools	
Harrysmuir Primary School	

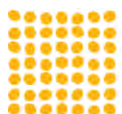


Toronto Primary School	The development of activities within the Ferns building do not present any displacement activity from the local schools.
Inveralmond Community High School	It does however offer and opportunity for LNN to organise services for parents and carers of school pupils to address support and advice needs, health and well-being, social isolation, financial advice, digital inclusion. This will be done in partnership with other organisations where appropriate.
Businesses	
Fast Food Van	<p>The van is currently situated beside the Ferns pub building and has an established and busy trade with local people, workers and people passing through Ladywell. However, by its nature does not have seating or cover and the facilities within the van mean that the food selection on offer is limited.</p> <p>The owner of the van has indicated a willingness to provide the community café service within the Ferns building. Currently, there is no café facility in Ladywell and therefore nowhere for people to access food and social interaction.</p> <p>The business owner currently pays a pitch fee/rent to West Lothian Council.</p> <p>The planned community café also offers volunteering opportunities.</p>
KISWASH Community Launderette	<p>There is no laundrette in the Ladywell community, the closest being in Bathgate and West Calder. A number of ironing services do exist in Livingston.</p> <p>Almond Housing Association are very supportive of the outdoor Launderette concept and are considering options for providing their tenants with tokens.</p>

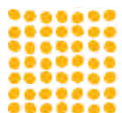


#### 4.10 Risk Mitigation

Risk	Impact	Probability	Existing Controls	Action Required	Lead Responsibility
<i>Development Process</i>					
Difficulty negotiating the purchase of the asset from owner and ground lease from West Lothian Council (WLC)	Medium	Medium	Working with WLC Officers as part of the asset transfer process	Continue to maintain discussion and information exchange with all relevant parties	Project Coordinator
Challenge to set out a persuasive funding package for purchase, renovation and upgrading	High	Medium	Initial funding strategy	On-going fundraising strategy	Committee
<i>Delivery Phase</i>					
Demand lower than expected for services and activities	Medium	Low	Already have portfolio of service users and capacity to grow. Good evidence from the existing activity and demand identified in research report	Marketing strategy and communication to local people	Project Coordinator
Loss of and /or inability to recruit key personnel, volunteers and committee members with capacity to progress the project	Medium	Medium	Committee skills audit undertaken and key issues have been highlighted.  New staff roles to be established and individuals recruited	Good terms and conditions for volunteers and staff.  Write a succession plan for key Committee and staff members.	Committee
Insufficient income to manage cash flow	High	High	Safeguard and sustain existing activities but raise cash for development.	Build reserves during a growth phase.  Ongoing financial monitoring.	Project Coordinator , Trading Coordinator



			Bid for new grants and they become available.		and Committee
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## 5. Marketing and Communication

### 5.1 Introduction

The marketing and communications strategy will develop an effective means of passing information to and engaging with the local community to ensure that needs are understood. Ladywell Neighbourhood Network has a core of regular users and spaces are in high demand in the existing Community House venue. Research highlighted that some people do not know about the LNN or have never heard of the organisation. The LNN staff and committee are unable to fully promote the activities at present as they cannot cope with demand for services due to lack of space and suitable facilities e.g. disabled access toilets. LNN believe that asset transfer and a renovation of the Ferns building will be an opportunity to bring new people and groups into the organisation, who will both contribute to, benefit from and grow the services on offer

Communication will be important prior to and after the transition to owning the Ferns building. LNN will reaffirm its identity as both a hub for the local community and a support service serving a diverse range of groups in Ladywell.

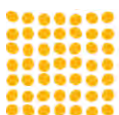
### 5.2 Brand and Selling Points

Breaking the LNN services down into features and benefits will show how the organisation can reach the target market and focus on key marketing messages. There are a range of key selling points that the Ferns Building will call upon to advertise the facilities and the services within it:

- A convenient place for local people – service users, volunteers, businesses
- A building which offers the space to accommodate new facilities and activities for the community.
- Community owned and controlled- A space run by the community, for the community. Users are involved in making decisions. Staff and Committee will understand their needs.
- A friendly, community-oriented space, which strives to be inclusive and welcoming for all.
- A focus on health, social wellbeing and reducing social isolation, with flexible meeting space and kitchen facilities for social activities.
- Partnership – setting out a desire to work with others in the community

The barrier free, ramp access Ferns building will have the following facilities:

- Thrift Shop and Clothes Bank
- Changing Place
- Outside KISWASH laundry
- Community café – a flexible space which can also accommodate a kitchen and education space
- Principle area for Ladywell Neighbourhood Network which will have dedicated storage and a wet craft area
- Main Hall - suitable for activities hosting up to 70 people – A flexible open space with small stage and large wooden flooring surrounded by carpeted area. Used for larger meetings, physical activities (dance, martial arts etc.) and social events. The room has a serving area with sinks, water boiler, microwave and hotplates



- Natural light will brighten up the circulation space and the Thrift Shop and Café will open onto circulation space
- The community garden adjacent to the café will allow for an outdoor seating area and will include raised planters, fruit trees, a small lawn, cycle rack and a garden shed
- A newly created entrance at the north of the building will include parking

### 5.3 Marketing Strategy

A full marketing and communications strategy will be created by the LNN Co-ordinator with input from the Committee. The initial strategy below gives an indication of how LNN could build its reach with local people and its users across the area.

2020	2021	2022
Maintain and build on the LNN contact database to include: <ul style="list-style-type: none"> <li>• Existing service users</li> <li>• Potential service users</li> <li>• Community partners</li> <li>• Strategic partners</li> <li>• Supporters</li> </ul>	Build brand awareness amongst the people and stakeholders in Ladywell.	Calendar of events including opening celebration.
Agree marketing objectives	Build brand awareness.	
High profile stories using a range of marketing platforms and events to keep the Ladywell community informed of the project progress and development.	Build on the continued success of social media and further grow the use of the website, press releases etc.	
Promote services and outreach activities to extend the number and range of members, volunteers and service users	Gather and review feedback for user groups and stakeholders.	
	Share funder success.	



## 6. Funding and Finance

### 6.1 Costs and Funding Strategy

As a community-led organisation, a key part of the LNN work is ensuring that the organisation is financially sustainable long-term as well as making a difference to local people. The vision for the building is of a viable social enterprise that generates sufficient income from trading and grants to cover costs ensuring sustainability while offering services free to those who cannot afford to pay. The nature of the project is such that LNN are not estimating significant profit to re-invest in other new work once building costs have been met, but are targeting self-sufficiency based on a desire to secure and continue our vital services.

Cash flow projections for the Ferns building show that it should be financially sustainable; however, grant funding will be required for capital purchase and development and staff salaries.

#### *Stage 1: Purchase of building*

The priority at this stage is for LNN to gain ownership of the Ferns pub building.

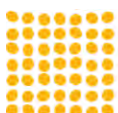
Item	Amount	Source of Funding	Amount
<b>Purchase</b>			
Acquisition of Land	£1	Ladywell Neighbourhood Network	£1
Legal fees for conveyancing	£3,000	To be sourced	£3,000
Year 1 Insurance	£1,000	To be sourced	£1,000
Planning permission fee and building warrant	£2,000	To be sourced	£2,000
Initial repairs to the building	£6,000	To be sourced	£6,000

#### *Stage 2: Refurbishment of building*

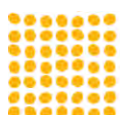
The building is semi derelict in unusable condition and needs major investment and redevelopment. LNN will be required to build a package of capital funding needed from a variety of funders in the period from autumn 2020. A building inspection carried out in early 2020 established an indicative cost of £587,000 for fabric repairs and design features (see Appendix 2 for a breakdown of this costing).

LNN has been communicating closely with West Lothian Council Regeneration Team. The LNN Link Officer has indicated that the West Lothian Council Regeneration Capital Grant Scheme could, if successful, fund 100% of the project. A positive reference in meeting minutes confirming this is included in Appendix 3.

In addition, LNN has identified a number of charitable funders and are in the process of approaching these.



Grant Source	Notes
West Lothian Council Operational Buildings Budget	Total of £1 million available for 2018-24 for Community Property - Modernisation, Integration & Asset Transfer (£200,000 per year until 2022)
West Lothian Development Trust – Main Grants	Capital or revenue funding. Good fit with project outcome: Relieve poverty, advance education or social purposes beneficial to an eligible community. Meetings every two months to assess applications. Further meetings to be announced for 2020. (On hold due to Covid)
Levenseat Trust	Funding through SLCF for improvements to public amenities.
Garfield Weston	Will cover capital costs usually up to 10% of project cost through regular grants programme but grants are typically under £30,000. Tenure and planning permission (if relevant) must be confirmed at time of application.  Reviewed on an ongoing basis but decision takes up to four months.
Trusthouse	Major grants programme provides grants between £7,500 and £60,000 for capital costs – total project cost must be under £2M. Need match funding for half of total project cost secure at time of application. Will only fund rural projects in areas with postcodes within 50% most deprived datazones SIMD) – Eastfield Development Centre fulfils this criteria as the centre falls into a datazone within the most deprived 20%.
Wolfson	Main programme funds £20,000 – £75,000 - capital only, no VAT, delivery fees or technical fees. Preferred approach is to see full project budget highlighting amount still to be raised at stage 1. Grant amount should be identified and match funding must be secure (committed or received) for stage 2. June and December decisions annually. Specialises in capital funding, but does not often work with community centres. Willing to discuss eligibility.
Robertson Trust	Up to 25% project cost for standard capital grants. Good fit with Strengthening Communities strand: Empowering Communities theme. 30% of the funding must be in place before an application.  Four meeting dates a year – quick decisions after these dates (7-10 working days).
Clothworkers Foundation	Main grants funding for capital costs (including purchase of fixtures and equipment as well as building purchase or renovation) – usually over £10,000. Must demonstrate that at least 50% of service users are within one or more target groups (including older people).



	Ongoing application process, decision within 8 weeks (<£10,000) or 6 months (>£10,000).
West Lothian Access Fund	Will cover 75% of cost of adaptations to improve access for people with disabilities, up to £1,000 incl VAT.  Apply any time.

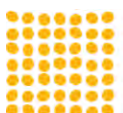
## 6.2 Income Generation and Sustainability

Ladywell Neighbourhood Network is an established organisation with a history of modest fundraising. The purchase and development of the asset will present LNN with some significant challenges in terms of income stream, renovation costs, improving and developing facilities.

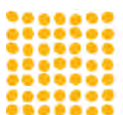
Indicative income generation for the building as an operation hub are outlined in the table below.

Year 1

Income stream	Rate	Projected annual income	Notes
Office let to EARS Advocacy Project	£400 per month	£4,800	Includes utilities, cleaning service, access to kitchen space and access to meeting room facilities as agreed.
Community Café rent by "Burger Van" owner	£600 per month	£5,400	Includes utilities and agreed cleaning of café area.
KISWASH laundry.	£100 per month	£1,200	Modest estimate
Clothes Bank Membership	£5 per annum per individual membership	£300	5 new members per month.
Thrift shop sales	£40 per week	£2,400	Open 2 days per week in first year with plans to extend hours as volunteers are recruited. Over a 50 week year.
Clothes mending service	Various low affordable charges based on work required. Average £10	£480	Service run by volunteers. 4 items per month
Room rental of separate building spaces	£12 per hour for a community group of registered charity. £15 per hour for other organisations or individuals	£10,368	Based on 3 let hours per day, over 6 days per week, over 48 weeks per year at lower hourly rate



LNN activities with service users	£3.00 per head	£9,216	Based on 8 clubs per week with 8 participants attending each club activity. Over a 48 week year.
LNN Community Meal / Lunch Club	£3.00 per head	£3,120	Based on a weekly meal with 20 people attending over a 52 week year.
Community Film night	£3.00 donation per head.	£1,800	Cinema for All. Monthly screening, 50 people in attendance



## Appendix 1 Letters of Commitment

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Appendix 1A

Trading address:  
The Burger Box  
Fernbank  
Ladywell  
Livingston  
EH54 6DT

Date: 06/03/2020

Dear Ann,

### Notice of Interest

Further to ongoing conversations regarding the ferns project.

As a very successful food outlet within the local area and listening to the community feedback for the need of an internal café space to serve new and returning customers. Yvonne and I would like to express an interesting in renting café space from Ladywell Neighbourhood network.

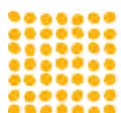
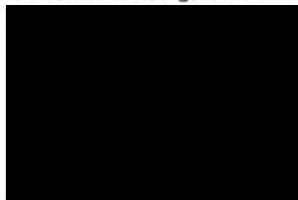
We are aware this will only be possible once the project has secured funding, and building has been refurbished.

I do understand this is long process and trust you will keep us updated on progress of applications.

Yours sincerely

David & Yvonne Kelly

Owners of the Burger box



Appendix 1B

04<sup>th</sup> March 2020

Imran Arif  
24 Fernbank  
Livingston  
EH54 6DT

Dear Ann,

Notice of Intention

Former Ferns Public House 24 Fernbank, Ladywell, Livingston

I refer to our previous discussions and correspondence with regards to Ladywell Neighbourhood Network seeking to purchase the above property from me.

I am happy to confirm that the Network is my preferred bidder for these premises and acknowledge that any offer would be conditional on your organisation successfully securing the resources required to purchase the building at a mutually acceptable price but will not exceed £12,000. I further acknowledge that this may take several months to achieve.

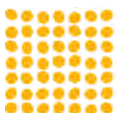
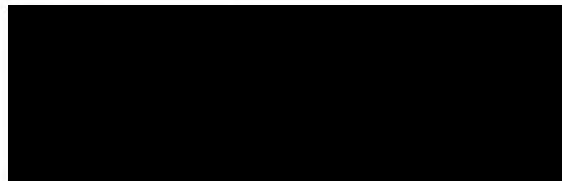
I trust this meets with your requirements and I look forward to hearing from you,

Yours sincerely,



Imran Arif

Witnessed by





## Appendix 2 Summary Building Refurbishment Costs

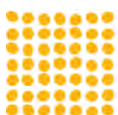
19

*Appendix 2*  
Ladywell Neighbourhood Network  
Alterations and Refurbishment  
Ladywell, Livingston

### Summary

<b>SUMMARY</b>				<b>£/m2 GIFA</b>
				<b>345 m2</b>
0	<b>DEMOLITIONS</b>		<b>33,150</b>	<b>96</b>
1	<b>SUBSTRUCTURE</b>		<b>23,025</b>	<b>67</b>
	1A Work Below Lowest Floor Slab	0	0	
	1B Lowest Floor Slab	23,025	67	
2	<b>SUPERSTRUCTURE</b>		<b>148,450</b>	<b>430</b>
	2A Frame	0	0	
	2B Upper Floors	0	0	
	2C Roof	68,750	199	
	2D Stairs	300	1	
	2E External Walls	14,000	41	
	2F Windows and External Doors	35,350	102	
	2G Internal Walls and Partitions	16,650	48	
	2H Internal Doors	13,400	39	
3	<b>INTERNAL FINISHES</b>		<b>81,876</b>	<b>237</b>
	3A Wall Finishes	31,701	92	
	3B Floor Finishes	20,650	60	
	3C Ceiling Finishes	10,025	29	
	3D Decoration	19,500	57	
4	<b>FITTINGS AND FURNISHINGS</b>		<b>24,000</b>	<b>70</b>
5	<b>SERVICES</b>		<b>144,950</b>	<b>420</b>
	5A Sanitary Appliances	7,700	22	
	5C Disposal Installations	7,500	22	
	5D Water Installations	12,500	36	
	5E Heat Source	0	0	
	5F Space Heating	27,000	78	
	5G Ventilating System	9,000	26	
	5H Electrical Installations	25,500	74	
	5I Gas Installations	0	0	
	5J Lift and Conveyor Installations	18,500	54	
	5K Protective Installations	18,500	54	
	5L Communication Installations	16,500	48	
	5M Specialist Installations	0	0	
	5N Builder's Work in Connection with Services	2,250	7	
6	<b>EXTERNAL WORKS</b>		<b>31,250</b>	<b>91</b>
	6A Site Works	16,250	47	
	6B Drainage	5,000	14	
	6C External Services	10,000	29	
<b>SUB-TOTAL</b>			<b>£486,701</b>	<b>£1,411</b>
<b>PRELIMINARIES</b>			<b>£73,005</b>	<b>£212</b>
<b>SUB-TOTAL</b>			<b>£559,706</b>	<b>£1,622</b>
<b>CONTINGENCY ALLOWANCE - 5%</b>			<b>£27,985</b>	<b>£81</b>
<b>PRELIMINARY COST PLAN TOTAL</b>			<b>£587,691</b>	<b>£1,703</b>

S/A J S/Ferns, ladywell/Preliminary Cost Plan - January 2020



## Appendix 3 West Lothian Council Capital Regeneration Grant

Support from West Lothian Council Regeneration Officer noted in section 5 of the minutes below.

### LADYWELL NEIGHBOURHOOD NETWORK

#### MANAGEMENT COMMITTEE MEETING

#### EXTRACT from MINUTES OF MEETING HELD ON TUESDAY 4<sup>TH</sup> FEBRUARY 2020

**PRESENT:** Carol Walford, Cathie McFarlane, Val Steward,  
Helen Paterson, Innes Chalmers, Anne Korimboccus,  
Linda Richardson, Lesley Keirnan

**STAFF:** Ann Lee, Shiona Elliot

**APOLOGIES:** Bridie McGrouther

Innes Chalmers, Chairperson welcomed everyone to the meeting.

#### ACTION

1. **APPROVAL OF MINUTES FROM 3<sup>RD</sup> DECEMBER 2019**

The Minutes from 3<sup>rd</sup> December were approved by Linda Richardson and seconded by Carol Walford.

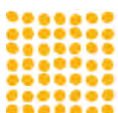
2. **MATTERS ARISING FROM MINUTES**

Linda Richardson asked regarding the Constitution which is currently on hold and if we needed to do something. Ann assured her that we have plenty time as it is needed for the application we are submitting in August.

3. **CO-ORDINATORS REPORT**

A copy of the report was sent out with Agenda etc and Ann highlighted some of the issues raised in the report in more detail.

Ann confirmed that the Coach Trips had been booked, we are going to Kirkcaldy on the 27<sup>th</sup> April, Largs on 29<sup>th</sup> June and St Andrews on 7<sup>th</sup> September. It was agreed that Montrose was a bit far and the bus was costing a lot more than the one going to St Andrews.



Helping Hands – we are currently identifying charities to knit for. There are many projects looking for items such as knitted squares for the children from Chernobyl, also clothes for the fish and chips babies in disadvantaged counties. Innes asked what was a fish and chip baby and Ann explained that sometimes babies were sent home from the hospital just wrapped in paper as they have no clothes for them, a nurse at St John's Hospital arranges to send out jumpers and hats that have been knitted to the counties that need them.

Fit to Live – Carol feels that the members are much more committed this year possibly from over eating over the festive period but she is pleased with their focus. Anne Korimboccus said because it was such a small and friendly group many of the members gained a lot from it and talking about their issues really helped.

A meeting to discuss the Walled Garden will be held in the next few weeks. The garden is looking great and a pruning workshop was held at the end of last year. Ann informed the meeting that another Community Garden was being worked on beside the Harrysmuir Bowling Club, several of our members had attended a meeting regarding it. Lesley asked if anyone had attended the follow up meeting which was held yesterday, unfortunately no-one had informed us that it was taking place.

Fundraising – we are currently working on a calendar of events for this year but have already pencilled in 2 Tea Parties, possibly a Spring Fayre and also a De-stash event.

#### 4. FINANCIAL REPORT

Financial Spreadsheet was sent out with the Agenda.

Report was self-explanatory with income and expenditure clearly shown.

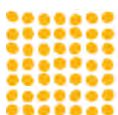
Innes pointed out that we were still in a healthy position with [REDACTED] at the end of January, however, [REDACTED] of this total is restrictive funding and will be paid out over the next few months.

Ann informed the meeting that we will be getting [REDACTED] again from West Lothian Council.

#### 5. ORGANISATIONS DEVELOPMENT

The Ferns – Ann and Linda had attended a meeting with Scott Hughes of WLC regarding the valuation for the Land. This meeting was also attended by Alison Crook, SLF, Lynda Johnstone, CE and Moira Shemilt, Councillor. The following action was agreed:

- WLC are going to instruct, with immediate effect, their own valuation on the Ferns. Scott apologised that this should have been done previously. Target 28 February.
- LNN is to start an initial Asset Transfer Application. Target 28 February.
- LNN to receive formal notification from Mr Arif, Ferns owner, to confirm his intentions. Ann has discussed this with both Douglas Westwater and Mr Arif and she will draft a letter for Mr Arif to sign.



- Community Enterprise to draft Business Plan, early February and then liaise with LNN.

Regarding the letter of intent from Mr Arif, Innes has a lawyer friend who would be willing to give advice on it as the Council had intimated that they would like legal confirmation. Douglas however felt that a legal letter was not needed but more of an extension of the previous letter signed by Mr Arif.

Scott Hughes intimated that Mr Arif had not been paying the lease for some time. This could prove a problem. Ann said Mr Arif had said he was quite happy for the payment for the Ferns to be paid directly to the Council. Lesley asked if she could be kept informed of any future correspondence with Scott Hughes.

Lesley Keirnan suggested that we applied for The Big Scottish Regeneration Fund who had funded the renovation of Craigsfarm. Applications for this fund go through the Local Authority. Lesley is happy to help us with our application and to support us in any way she can. She suggested we had a meeting with Craigsfarm to discuss any problems they had with the build and generally get any ideas from them.

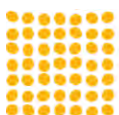
As we have missed the deadline for Funding from The Big Lottery we will have to look at other funding options to cover the cost of either refurbishment or a new building. The Robertson Trust will fund up to 20% but only if we have other funding in place.

Ann said our social media was obviously getting out there as we had a visit from someone from Howdens who had seen we were looking at purchasing the Ferns. He asked us if we wanted to open an account with them so that we would purchase anything for the building.

Innes suggested we put Health & Safety on the Agenda. This will be done for the next meeting. We will also look at updating all our Policy and Procedures.

#### **ANY OTHER COMPETENT BUSINESS**

Carol asked if we had identified any Fundraising Courses that the Committee could attend. Unfortunately we have not had time to have a look but will do so before the next meeting



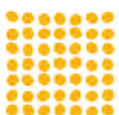
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7. **DATE OF NEXT MEETING**

Tuesday 28<sup>th</sup> April 2020.

To be held in the Neighbourhood House, 28 Heatherbank at 10.15 am for 10.30 am start.

Innes closed the meeting by thanking everyone who had attended and also thanked those of the committee who were helping Ann out by attending external meetings. He said it was good to have such a strong committee.

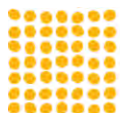


## Appendix 4 Cashflows

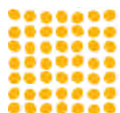
<b>Ladywell Neighbourhood Network</b>	<b>The Ferns Building</b>	<b>Year 1</b>												
<b>Year one occupying premises</b>	<b>Assumptions</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Totals</b>
<b>INCOME</b>														
<b>Thrift Shop</b>	Charity shop - days open per month	8	8	8	8	8	8	8	8	8	8	8	8	
	Sales per day	10	10	11	11	12	12	13	13	14	15	16	16	
	Average price per item	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	
<b>Repair Service items</b>	Repaired items per month	4	4	4	4	4	4	4	4	4	4	4	4	
	Average price per item	£10	10	10	10	10	10	10	10	10	10	10	10	
<b>Clothes Bank</b>	Membership per year	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	
	Number of members (increase 1 member each month)	5	6	7	8	9	10	11	12	13	14	15	16	
<b>Community Film</b>	Number of attendees per month. 1 screening.	50	50	50	50	50	50	50	50	50	50	50	50	
	Average donation per person	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	
<b>Lunch Club</b>	Number of events per month	4	4	4	4	4	4	4	4	4	4	5	4	
	Number of people	80	80	80	80	80	80	80	80	80	80	80	80	
	Average donation	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	
<b>Let of flexible space</b>	Number of hours let per month	24	24	24	24	24	24	24	24	24	24	24	24	
	Price per hour	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	
<b>LNN activities with service users</b>	Number of activities per month (over 48 week year)	32	32	32	32	32	32	32	32	32	32	32	32	
	Number of service users per month	256	256	256	256	256	256	256	256	256	256	256	256	
	Price per activity	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	
<b>Rental of Space</b>	EARS Advocacy Office	£400	£400	£400	£400	£400	£400	£400	£400	£400	£400	£400	£400	
	Café Rental. Private Let	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	
<b>KISWASH</b>	Laundrette income	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	
<b>TRADING</b>														
<b>Thrift Shop Takings</b>	Based in the Ferns building	£160	£160	£168	£176	£185	£194	£204	£214	£225	£236	£248	£261	<b>£2,433</b>
<b>Repaired Item Service</b>		£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	<b>£480</b>
<b>Clothes Bank Membership</b>	Steady growth in year 1.	£25	£30	£33	£40	£45	£50	£55	£60	£66	£70	£75	£80	<b>£629</b>
<b>Community Film</b>	Average numbers	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	<b>£1,800</b>
<b>Lunch Club</b>	1 events per week x 20 people x £3	£260	£260	£260	£260	£260	£260	£260	£260	£260	£260	£260	£260	<b>£3,120</b>
<b>Lets</b>	To community groups	£288	£288	£288	£288	£288	£288	£288	£288	£288	£288	£288	£288	<b>£3,456</b>
<b>LNN activities for service users</b>	8 clubs per week each attended by 8 individuals	£768	£768	£768	£768	£768	£768	£768	£768	£768	£768	£768	£768	<b>£9,216</b>
<b>Rental of Space</b>	EARS Advocacy and Café	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	<b>£12,000</b>
<b>KISWASH</b>	community launderette	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	<b>£1,200</b>
<b>Total Trading</b>		<b>£2,791</b>	<b>£2,796</b>	<b>£2,807</b>	<b>£2,822</b>	<b>£2,836</b>	<b>£2,850</b>	<b>£2,865</b>	<b>£2,880</b>	<b>£2,897</b>	<b>£2,912</b>	<b>£2,929</b>	<b>£2,947</b>	<b>£34,334</b>
<b>Grants and Fundraising</b>														
Fundraising, donations, gift aid	monthly average	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 960
Grants		42,432	0	0	0	0	0	0	0	0	0	0	0	£42,432
West Lothian Council Grant		£15,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£15,000
<b>Total Grants and Fundraising</b>		<b>£57,512</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£58,392</b>
<b>Total Income</b>		<b>£60,303</b>	<b>£2,876</b>	<b>£2,887</b>	<b>£2,902</b>	<b>£2,916</b>	<b>£2,930</b>	<b>£2,945</b>	<b>£2,960</b>	<b>£2,977</b>	<b>£2,992</b>	<b>£3,009</b>	<b>£3,027</b>	<b>£92,726</b>
<b>Expenditure</b>														
<b>Core Staffing</b>	4 posts	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	<b>£57,426</b>
<b>Volunteer Expenses</b>	To support running of the building/activities	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	<b>£1,200</b>
<b>Advertising</b>	Word of mouth, social media, adverts, fliers	£60	£60	£60	£60	£60	£60	£60	£60	£60	£60	£60	£60	<b>£720</b>
<b>Activities and Lunch Club</b>	Materials and supplies	£864	£864	£864	£864	£864	£864	£864	£864	£864	£864	£864	£864	<b>£10,368</b>
<b>Clothes Bank service</b>	washing and repair	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	<b>£105</b>
<b>Rates</b>	Estimate	£130	£130	£130	£130	£130	£130	£130	£130	£130	£130	£130	£130	<b>£1,560</b>
<b>Water Rates</b>	Estimate	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	<b>£1,750</b>
<b>Utilities</b>	Estimate	£350	£350	£350	£350	£350	£350	£350	£350	£350	£350	£350	£350	<b>£4,200</b>
<b>Phone and internet</b>	Estimate	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	<b>£600</b>
<b>Insurance</b>	Estimate	£1,500												<b>£1,500</b>
<b>Stationery, postage &amp; Printing</b>		£30	£30	£30	£30	£30	£30	£30	£30	£30	£30	£30	£30	<b>£360</b>
<b>Repairs &amp; Maintenance</b>	Not major repairs and upgrade	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	<b>£1,800</b>
<b>Security alarm and other contracts</b>	Estimate	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	<b>£600</b>
<b>Cleaning materials and refuse collection</b>	Estimate	£75	£75	£75	£75	£75	£75	£75	£75	£75	£75	£75	£75	<b>£900</b>
<b>Misc</b>		£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	<b>£600</b>
<b>Total Expenditure</b>		<b>£8,350</b>	<b>£6,850</b>	<b>£6,850</b>	<b>£6,850</b>	<b>£6,850</b>	<b>£6,855</b>	<b>£6,855</b>	<b>£6,855</b>	<b>£6,855</b>	<b>£6,855</b>	<b>£6,860</b>	<b>£6,810</b>	<b>£83,689</b>
<b>Operating Profit</b>		£51,954	-£3,974	-£3,963	-£3,947	-£3,933	-£3,924	-£3,909	-£3,894	-£3,877	-£3,862	-£3,850	-£3,783	<b>£9,037</b>
<b>Balance</b>		£51,954	£47,980	£44,018	£40,070	£36,137	£32,213	£28,304	£24,410	£20,532	£16,670	£12,820	£9,037	



Ladywell Neighbourhood Network	The Ferns Building	Year 2												
Year one occupying premises	Assumptions	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Totals
<b>INCOME</b>														
<b>Thrift Shop</b>	Charity shop - days open per month	10	10	10	10	10	10	10	10	10	10	10	10	
	Sales per day	10	10	11	11	12	12	13	13	14	15	16	16	
	Average price per item	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	
<b>Repair Service items</b>	Repaired items per month	6	6	6	6	6	6	6	6	6	6	6	6	
	Average price per item	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	
<b>Clothes Bank</b>	Membership per year	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	
	Number of members (increase 1 member each month)	17	18	19	20	21	22	23	24	24	26	27	28	
<b>Community Film</b>	Number of attendees per month. 1 screening.	50	50	50	50	50	50	50	50	50	50	50	50	
	Average donation per person	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	
<b>Lunch Club</b>	Number of events per month	4	4	4	4	4	4	4	4	4	5	4	4	
	Number of people	80	80	80	80	80	80	80	80	80	80	80	80	
	Average donation	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	
<b>Let of flexible space</b>	Number of hours let per month	28	28	28	28	28	28	28	28	28	28	28	28	
	Price per hour	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	
<b>LNN activities with service users</b>	Number of activities per month (48 week year)	36	36	36	36	36	36	36	36	36	36	36	36	
	Number of service users per month	360	360	360	360	360	360	360	360	360	360	360	360	
	Price per activity	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	
<b>Rental of Space</b>	EARS Advocacy Office (5% increase)	£420	£420	£420	£420	£420	£420	£420	£420	£420	£420	£420	£420	
	Café Rental. Private Let	£630	£630	£630	£630	£630	£630	£630	£630	£630	£630	£630	£630	
<b>KISWASH</b>	Laundrette income	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	
<b>TRADING</b>														
<b>Thrift Shop Takings</b>	Based in the Ferns building	£200	£200	£210	£221	£232	£243	£255	£268	£281	£295	£310	£326	£3,041
<b>Repaired Item Service</b>		£60	£60	£60	£60	£60	£60	£60	£60	£60	£60	£60	£60	£720
<b>Clothes Bank Membership</b>	Steady growth in year 1.	£85	£90	£95	£100	£105	£110	£115	£120	£120	£130	£135	£140	£1,345
<b>Community Film</b>	Average numbers	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£1,800
<b>Lunch Club</b>	1 events per week x 20 people x £3	£260	£260	£260	£260	£260	£260	£260	£260	£260	£260	£260	£260	£3,120
<b>Lets</b>	To community groups	£336	£336	£336	£336	£336	£336	£336	£336	£336	£336	£336	£336	£4,032
<b>LNN activities for service users</b>	9 clubs per week each attended by 10 individuals	£1,080	£1,080	£1,080	£1,080	£1,080	£1,080	£1,080	£1,080	£1,080	£1,080	£1,080	£1,080	£12,960
<b>Rental of Space</b>	EARS Advocacy and Café	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£12,600
<b>KISWASH</b>	community laundrette	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	£1,440
<b>Total Trading</b>		£3,341	£3,346	£3,361	£3,377	£3,393	£3,409	£3,426	£3,444	£3,457	£3,481	£3,501	£3,522	£41,058
<b>Grants and Fundraising</b>														
<b>Fundraising, donations, gift aid</b>	monthly average	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 960
<b>Grants</b>	10% reduction	38,190	0	0	0	0	0	0	0	0	0	0	0	£38,190
<b>West Lothian Council Grant</b>		£15,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£15,000
<b>Total Grants and Fundraising</b>		£53,270	£80	£80	£80	£80	£80	£80	£80	£80	£80	£80	£80	£54,150
<b>Total Income</b>		£56,611	£3,426	£3,441	£3,457	£3,473	£3,489	£3,506	£3,524	£3,537	£3,561	£3,581	£3,602	£95,208
<b>Expenditure</b>														
<b>Core Staffing</b>	4 posts	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£57,426
<b>Volunteer Expenses</b>	To support running of the building	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	£1,440
<b>Advertising</b>	Word of mouth, social media, adverts, fliers	£60	£60	£60	£60	£60	£60	£60	£60	£60	£60	£60	£60	£720
<b>Activities and Lunch Club</b>	Materials and supplies	£907	£907	£905	£907	£907	£907	£907	£907	£907	£907	£907	£907	£10,882
<b>Clothes Bank service</b>	washing and repair	£15	£15	£15	£15	£20	£20	£20	£20	£25	£25	£25	£25	£240
<b>Rates</b>	Estimate	£137	£137	£137	£137	£137	£137	£137	£137	£137	£137	£137	£137	£1,644
<b>Water Rates</b>	Estimate	£158	£158	£158	£158	£158	£158	£158	£158	£158	£158	£158	£158	£1,896
<b>Utilities</b>	Estimate	£368	£368	£368	£368	£368	£368	£368	£368	£368	£368	£368	£368	£4,400
<b>Phone and internet</b>	Estimate	£53	£53	£53	£53	£53	£53	£53	£53	£53	£53	£53	£53	£636
<b>Insurance</b>	Estimate	£1,575												£1,575
<b>Stationery, postage &amp; Printing</b>		£30	£30	£30	£30	£30	£30	£30	£30	£30	£30	£30	£30	£360
<b>Repairs &amp; Maintenance</b>	Not major repairs and upgrade	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£2,400
<b>Security alarm and other contracts</b>	Estimate	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£600
<b>Cleaning materials and refuse collection</b>	Estimate	£80	£80	£80	£80	£80	£80	£80	£80	£80	£80	£80	£80	£960
<b>Misc</b>		£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£600
<b>Total Expenditure</b>		£8,589	£7,014	£7,012	£7,014	£7,019	£7,019	£7,019	£7,019	£7,024	£7,024	£7,016	£7,016	£85,779
<b>Operating Profit</b>		£48,023	£-3,588	£-3,571	£-3,557	£-3,546	£-3,529	£-3,512	£-3,494	£-3,486	£-3,462	£-3,434	£-3,414	£9,429
<b>Balance</b>		£48,023	£44,435	£40,865	£37,308	£33,762	£30,232	£26,720	£23,225	£19,739	£16,277	£12,843	£9,429	



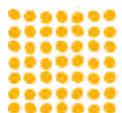
<b>Ladywell Neighbourhood Network</b>	<b>The Ferns Building</b>	<b>Year 3</b>												
<b>Year one occupying premises</b>	<b>Assumptions</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Totals</b>
<b>INCOME</b>														
<b>Thrift Shop</b>	Charity shop - days open per month	12	12	12	12	12	12	12	12	12	12	12	12	
	Sales per day	10	10	11	11	12	12	13	13	14	15	16	16	
	Average price per item	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	
<b>Repair Service items</b>	Repaired items per month	8	8	8	8	8	8	8	8	8	8	8	8	
	Average price per item	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	£ 10	
<b>Clothes Bank</b>	Membership per year	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	
	Number of members (drop off and new members)	17	18	19	20	21	22	23	24	24	26	27	28	
<b>Community Film</b>	Number of attendees per month. 1 screening.	50	50	50	50	50	50	50	50	50	50	50	50	
	Average donation per person	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	
<b>Lunch Club</b>	Number of events per month	4	4	4	4	4	4	4	4	4	4	5	4	
	Number of people	80	80	80	80	80	80	80	80	80	80	80	80	
	Average donation	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	
<b>Let of flexible space</b>	Number of hours let per month	28	28	28	28	28	28	28	28	28	28	28	28	
	Price per hour	£13	£13	£13	£13	£13	£13	£13	£13	£13	£13	£13	£13	
<b>LNN activities with service users</b>	Number of activities per month (48 week year)	40	40	40	40	40	40	40	40	40	40	40	40	
	Number of service users per month	400	400	400	400	400	400	400	400	400	400	400	400	
	Price per activity	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	
<b>Rental of Space</b>	EARS Advocacy Office (5% increase)	£441	£441	£441	£441	£441	£441	£441	£441	£441	£441	£441	£441	
	Café Rental. Private Let	£661	£661	£661	£661	£661	£661	£661	£661	£661	£661	£661	£661	
<b>KISWASH</b>	Laundrette income	£140	£140	£140	£140	£140	£140	£140	£140	£140	£140	£140	£140	
<b>TRADING</b>														
<b>Thrift Shop Takings</b>	Based in the Ferns building	£240	£240	£252	£265	£278	£292	£306	£322	£338	£355	£372	£391	<b>£3,650</b>
<b>Repaired Item Service</b>		£80	£80	£80	£80	£80	£80	£80	£80	£80	£80	£80	£80	<b>£960</b>
<b>Clothes Bank Membership</b>	Steady growth in year 1.	£85	£90	£95	£100	£105	£110	£115	£120	£120	£130	£135	£140	<b>£1,345</b>
<b>Community Film</b>	Average numbers	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	<b>£1,800</b>
<b>Lunch Club</b>	1 events per week x 20 people x £3	£260	£260	£260	£260	£260	£260	£260	£260	£260	£260	£260	£260	<b>£3,120</b>
<b>Lets</b>	To community groups	£364	£364	£364	£364	£364	£364	£364	£364	£364	£364	£364	£364	<b>£4,368</b>
<b>LNN activities for service users</b>	10 clubs per week each attended by 10 individuals	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200	<b>£14,400</b>
<b>Rental of Space</b>	EARS Advocacy and Café	£1,102	£1,102	£1,102	£1,102	£1,102	£1,102	£1,102	£1,102	£1,102	£1,102	£1,102	£1,102	<b>£13,224</b>
<b>KISWASH</b>	community laundrette	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	<b>£1,440</b>
<b>Total Trading</b>		<b>£3,601</b>	<b>£3,606</b>	<b>£3,623</b>	<b>£3,641</b>	<b>£3,659</b>	<b>£3,678</b>	<b>£3,697</b>	<b>£3,718</b>	<b>£3,734</b>	<b>£3,761</b>	<b>£3,783</b>	<b>£3,807</b>	<b>£44,307</b>
<b>Grants and Fundraising</b>														
<b>Fundraising, donations, gift aid</b>	monthly average	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 80	£ 960
<b>Grants</b>	10% reduction	34,371	0	0	0	0	0	0	0	0	0	0	0	£34,371
<b>West Lothian Council Grant</b>		£15,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£15,000
<b>Total Grants and Fundraising</b>		<b>£49,451</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£80</b>	<b>£50,331</b>
<b>Total Income</b>		<b>£53,052</b>	<b>£3,686</b>	<b>£3,703</b>	<b>£3,721</b>	<b>£3,739</b>	<b>£3,758</b>	<b>£3,777</b>	<b>£3,798</b>	<b>£3,814</b>	<b>£3,841</b>	<b>£3,863</b>	<b>£3,887</b>	<b>£94,638</b>
<b>Expenditure</b>														
<b>Core Staffing</b>	4 posts	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	£4,786	<b>£57,426</b>
<b>Volunteer Expenses</b>	To support running of the building	£140	£140	£140	£140	£140	£140	£140	£140	£140	£140	£140	£140	<b>£1,680</b>
<b>Advertising</b>	Word of mouth, social media, adverts, fliers	£60	£60	£60	£60	£60	£60	£60	£60	£60	£60	£60	£60	<b>£720</b>
<b>Activities and Lunch Club</b>	Materials and supplies	£952	£952	£952	£952	£952	£952	£952	£952	£952	£952	£952	£952	<b>£11,424</b>
<b>Clothes Bank service</b>	washing and repair	£25	£25	£25	£25	£25	£25	£25	£25	£25	£25	£25	£25	<b>£300</b>
<b>Rates</b>	Estimate	£144	£144	£144	£144	£144	£144	£144	£144	£144	£144	£144	£144	<b>£1,728</b>
<b>Water Rates</b>	Estimate	£166	£166	£166	£166	£166	£166	£166	£166	£166	£166	£166	£166	<b>£1,992</b>
<b>Utilities</b>	Estimate	£386	£386	£386	£386	£386	£386	£386	£386	£386	£386	£386	£386	<b>£4,632</b>
<b>Phone and internet</b>	Estimate	£56	£56	£56	£56	£56	£56	£56	£56	£56	£56	£56	£56	<b>£672</b>
<b>Insurance</b>	Estimate	£1,653												<b>£1,653</b>
<b>Stationery, postage &amp; Printing</b>		£30	£30	£30	£30	£30	£30	£30	£30	£30	£30	£30	£30	<b>£360</b>
<b>Repairs &amp; Maintenance</b>	Not major repairs and upgrade	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250	<b>£3,000</b>
<b>Security alarm and other contracts</b>	Estimate	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	<b>£600</b>
<b>Cleaning materials and refuse collection</b>	Estimate	£85	£85	£85	£85	£85	£85	£85	£85	£85	£85	£85	£85	<b>£1,020</b>
<b>Misc</b>		£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	<b>£600</b>
<b>Total Expenditure</b>		<b>£8,833</b>	<b>£7,180</b>	<b>£7,180</b>	<b>£7,180</b>	<b>£7,180</b>	<b>£7,180</b>	<b>£7,180</b>	<b>£7,180</b>	<b>£7,180</b>	<b>£7,180</b>	<b>£7,180</b>	<b>£7,180</b>	<b>£87,807</b>
<b>Operating Profit</b>		<b>£44,220</b>	<b>£3,494</b>	<b>£3,477</b>	<b>£3,459</b>	<b>£3,441</b>	<b>£3,422</b>	<b>£3,402</b>	<b>£3,382</b>	<b>£3,366</b>	<b>£3,339</b>	<b>£3,316</b>	<b>£3,293</b>	<b>£6,831</b>
<b>Balance</b>		<b>£44,220</b>	<b>£40,726</b>	<b>£37,250</b>	<b>£33,791</b>	<b>£30,350</b>	<b>£26,928</b>	<b>£23,526</b>	<b>£20,144</b>	<b>£16,778</b>	<b>£13,439</b>	<b>£10,123</b>	<b>£6,831</b>	





	year 1	year 2	year 3	Total
<b>Income</b>				
User income / trading	£34,334	£41,058	£44,307	£119,699
Core Grants and donations	£58,392	£54,150	£50,331	£162,873
<b>total</b>	<b>£92,726</b>	<b>£95,208</b>	<b>£94,638</b>	<b>£282,572</b>
Percentage sustainable				
<b>Expenditure</b>	<b>£83,689</b>	<b>£85,779</b>	<b>£87,807</b>	<b>£257,275</b>
<b>Surplus / Deficit</b>	<b>£9,037</b>	<b>£9,429</b>	<b>£6,831</b>	<b>£25,297</b>

Staff posts										
	Salary	NI	Pension (4%)	<b>Total</b>	Notes					
Project Co-ordinator	£22,807	£1,934	£912	<b>£25,653</b>	35 hours per week					
Trading Co-ordinator	£9,774	£136	£512	<b>£10,422</b>	15 hours per week	(22,807 pro rata)				
Finance and Administrative Assistant	£10,512	£238	£420	<b>£11,170</b>	20 hours per week	(18,396 pro rata)				
Cleaner Caretaker	£9,672	£122	£387	<b>£10,181</b>	20 hours per week	(living wage rate, 16,926 pro rata)				
<b>Total</b>				<b>£57,426</b>						



Data Label: Public

**Appendix 4: Index of supporting documentation provided by LNN**

No.	Document
1.	Minutes of LNN Annual General Meeting 30 September 2019
2.	Agenda LNN Annual General Meeting 30 November 2020
3.	LNN Annual Report 2019/20
4.	LNN Audited Accounts 2019/20
5.	LNN SCIO Constitution
6.	Business Plan -Community Ownership and Development of The Ferns Pub Building



DATA LABEL: PUBLIC

## **APPENDIX 5: COMMUNITY ASSET TRANSFER OFFICER BOARD SCORECARD**

Date of Board meeting: 5 February 2021

Community Transfer Body: Ladywell Neighbourhood Network (LNN)

Subject Property: The Ferns former public house, Fernbank, Ladywell, Livingston

<b>Table 1a: Statutory Criteria for Determining Community Asset Transfer Requests</b>	
<b>Community Empowerment (Scotland) Act 2015: Section 82</b>  <b>Criteria for determining an asset transfer request</b>  In reaching its decision, the council must take into consideration the following matters:	<b>Board Comments</b>
(a) the reasons for the request	The Board has taken cognisance of the reasons for LNN's community asset transfer request as detailed in their application. The Board has also fully considered the outcomes that would be delivered as a result of this project being successfully delivered.
(b) any other information provided in support of the request (whether such other information is contained in the request or otherwise provided)	The supporting information provided by LNN (including their business plan, constitution, membership details and annual report) has been fully considered as part of the Board's deliberations.
(c) whether agreeing to the request would be likely to promote or improve:	The Board has considered each of these criteria in turn and, at Table 1b below, LNN's application has been allocated a score relative to how likely the request would be to promote or improve that particular criteria.

(i) economic development	
(ii) regeneration	
(iii) public health	
(iv) social wellbeing	
(v) environmental wellbeing	
(d) whether agreeing to the request would be likely to reduce inequalities of outcome which result from socio-economic disadvantage	The Board has considered this criterion and, at Table 1b below, LNN's application has been allocated a score relative to how likely the request would be to reduce inequalities of outcome which result from socio-economic disadvantage.
(e) any other benefits that might arise if the request were agreed to	The Board has considered this criterion and, at Table 1b below, LNN's application has been allocated a score relative to any other benefits that might arise if the request were agreed to.
(f) any benefits that might arise if the authority were to agree to or otherwise adopt an alternative proposal in respect of the land to which the request relates	The Board has considered alternative proposals in respect of the subjects and has taken these into account as a key element of its deliberations.
(g) how such benefits would compare to any benefits such as are mentioned in paragraphs (c) and (e)	The Board has fully considered the advantages and disadvantages of alternative proposals and compared these against LNN's proposal.
(h) how any benefits such as are mentioned in paragraph (f) relate to other matters the authority considers relevant (including, in particular, the functions and purposes of the authority)	The Board has considered how the advantages or disadvantages of alternative proposals would relate to and impact upon other relevant matters, in particular the functions and stated aims of the council.

<b>Table 1a: Statutory Criteria for Determining Community Asset Transfer Requests (continued)</b>	
(i) any obligations imposed on the authority, by or under any enactment or otherwise, that may prevent, restrict or otherwise affect its ability to agree to the request	The Board has considered any existing obligations that may prevent, restrict or otherwise affect its ability to agree to this request.
(j) such other matters (whether or not included in or arising out of the request) as the authority considers relevant.	The Board, as part of its deliberations, has considered all matters deemed relevant to LNN's proposal.
(k) The council must determine the application in a manner which encourages equal opportunities and in particular the observance of the equal opportunity requirements	The Board acknowledges and understands this requirement.
(l) In subsection (f), an "alternative proposal" includes: (i) another asset transfer request (ii) a proposal made by the authority or any other person	The Board understands the meaning of an "alternative proposal" and has accounted for this in its deliberations.
(m) The authority must agree to the request unless there are reasonable grounds for refusing it.	The Board acknowledges and understands this requirement.

<b>Table 1b: Scoring against Statutory Outcomes</b>		
Statutory Outcome	Is the proposal likely to promote or improve the outcome? (Yes / No)	On a scale of 0 – 10, score the impact the proposal will have on that outcome (0 = lowest, 10 = highest)
Economic Development	Yes	7
Regeneration	Yes	9
Public Health	Yes	8
Social Wellbeing	Yes	8
Environmental Wellbeing	Yes	8
Reduce inequalities which result from socio-economic disadvantage	Yes	8
Other positive outcomes	Yes	7
<b>TOTAL SCORE (from a maximum of 70 points):</b>		<b>55</b>

<b>Table 1c: Statutory Outcomes Scoring Evaluation</b>	
<b>Outcome Delivery</b>	<b>Overview</b>
Very strong (a score of 60 or above)	The project will deliver a wide range of positive outcomes and in doing so will significantly benefit the community. Those outcomes are consistent with the evaluation criteria as set out in Section 82 of the Community Empowerment (Scotland) Act 2015 and compliment the council's own stated aims and objectives.
Strong (a score of 50 to 59)	The project will deliver positive outcomes across a range of areas and will demonstrably benefit the community.
Moderate (a score of 40 to 49)	The project will deliver some positive outcomes and the community will benefit from those outcomes, however the project is limited in its range.
Weak (a score of 30 to 39)	The application provides little evidence that the community will materially benefit from the proposed project, with only very limited positive outcomes being adequately demonstrated.
Poor (a score of 29 or less)	The application fails to provide evidence that the community will materially benefit from the proposed project.

<b>Table 2a: Community Transfer Body and Project Evaluation</b>					
<b>Theme</b>	<b>Summary</b>	<b>Information Required</b>	<b>Has evidence been provided? (Y/N)</b>	<b>Summarise that evidence</b>	<b>Evidence-based score</b>  Lowest = 0 Highest = 10
1. Vision and Leadership	An organisation will have in place a clear vision and plan for what it will do to contribute to the delivery of improved local and/or national outcomes. This may be linked to one or more local or national priorities.	A clear plan for achieving the intended outcomes, showing links to local or national priorities. Members will show they have the relevant skills and experience to deliver the intended objectives.	Yes	LNN are an established organisation with a history of working in their community. They have a clear vision for the project and a pathway for delivery. They have successfully operated from leased premises for many years, but it is acknowledged that this proposal represents a significantly increased challenge.	7
2. Effective Partnerships	An organisation will show how it, and its partnerships, provides a collaborative approach to the challenges that communities face.	The detail of any partnerships in place to help ensure successful delivery of the intended benefits. Community support is vital and can be shown through a variety of metrics such as surveys, consultations or ballots.	Yes	LNN have fully engaged with their community and have used that engagement to inform their proposed activities and priorities.	7
3. Governance and Accountability	An organisation will demonstrate structures, policies and leadership behaviours that support the application of good standards of governance and accountability.	An outline to illustrate that the appropriate structures and policies are in place to help ensure success in the longer-term.	Yes	LNN have provided confirmation of their legal structure and demonstrated sound governance arrangements. They have also provided confirmation of membership, which satisfies statutory requirements for transfer of ownership.	7

<b>Table 2a: Community Transfer Body and Project Evaluation (continued)</b>					
4. Use of Resources	An organisation will show how its effective management of all resources (including staff, assets, and information) is contributing to the delivery of specific outcomes, highlighted in the national outcomes.	Explain how the body's current and future resources will be used as part of a medium to long term plan (5-10 years). This could include the numbers of employees or volunteers and the maintenance of any asset. This could also include the funding requirements of the group and the sources of funding already in place.	Yes	LNN have provided a robust business plan that sets out projected revenue income and expenditure along with potential sources of capital funding. It is however recognised this the proposal represents a significantly larger facility than they operate from at present and the financial projections, both revenue and capital are untested.	5
5. Performance Management	An organisation will ensure that robust arrangements are in place to monitor the achievement of its desired outcomes as well as any reporting arrangements.	Outline the way in which a community transfer body will be able to monitor the achievement of its objectives, whether that be recording volunteers time or the amount of benefit achieved as part of the overarching vision. To demonstrate openness and transparency it will be important to report performance to the community.	Yes	LNN have provided a robust business plan which sets out the organisations monitoring and evaluation provisions going forward. The business plan also confirms how the results of that evaluation will be reported.	7
6. Sustainability	An organisation will demonstrate an effective use of resources in the short-term and an	There are five broad principles of sustainability: • promoting good governance;	Yes	LNN have provided a robust business plan that sets out projected revenue income and expenditure along with	5



	<p>informed prioritisation of the use of resources in the longer-term in order to contribute to sustainable development. The goal of Sustainable Development is to enable all people throughout the world to satisfy their basic needs and enjoy a better quality of life without compromising the quality of life of future generations.</p>	<ul style="list-style-type: none"> <li>• living within environmental limits;</li> <li>• achieving a sustainable economy;</li> <li>• ensuring a stronger healthier society; and using sound science responsibly.</li> </ul> <p>A community transfer body could demonstrate how its future funding or self-financing arrangements are to be achieved. Any proposal could also include any positive impact on the natural environment.</p>		<p>potential sources of capital funding. It is however recognised this the proposal represents a significantly larger facility than they operate from at present and the financial projections, both revenue and capital are untested.</p> <p>Uncertainty resulting from the Covid-19 emergency means the data set out in the business plan may require to be revisited to reflect the “post-Covid” world.</p>	
7. Equality	<p>An organisation will demonstrate that consideration of equality issues is embedded in its vision and strategic direction and throughout all of its work.</p>	<p>The transfer body should establish that the different groups within the community have had their different needs taken into account. Request should include where a proposal may be reducing inequalities of outcome from socio-economic disadvantage.</p>	Yes	<p>LNN have demonstrated that their proposal seeks to deliver positive outcomes across a wide demographic in line with the findings of their community engagement. The group’s stated vision, mission and values have equality it their core.</p>	7
8. Alignment with council objectives	<p>The organisation will demonstrate what its proposed outcomes are and how these align with the council’s own stated priorities.</p>	<p>The community transfer body will identify each of the outcomes it aims to deliver from the project and will demonstrate how these outcomes align with the councils stated priorities (referencing such</p>	Yes	<p>LNN’s stated aims and targeted outcomes very much chime with the council’s own priorities. The proposal presents an opportunity to further enhance the partnership working that already exists to support and</p>	8

		documents as the Corporate Plan, Single Outcome Agreement, Local Outcome Improvement Plans, management plans and corporate strategies).		compliment council services without duplication.	
<b><i>TOTAL SCORE (out of a possible maximum of 80):</i></b>					<b>53</b>

<b>Table 2b: Community Transfer Body and Project Scoring Outcome</b>	
<b>Evidence</b>	<b>Overview</b>
Very strong (a score of 70 or above)	Governance and financial arrangements are strong and sustainable. Best Value characteristics are evidenced and contained throughout the overall approach. Related projected benefits are very robust and demonstrate value for money: suitability, effectiveness, prudence, quality, value and the avoidance of error and other waste.
Strong (a score of 60 to 69)	Governance and financial arrangements are sound and sustainable. Best Value characteristics are in evidence in the proposal. Related projected benefits are demonstrated well and represent value for money.
Moderate (a score of 50 to 59)	Governance and financial arrangements are in place and acceptable. Best Value characteristics have been considered as part of the proposal. Related projected benefits are acceptable and could lead to value for money.
Weak (a score of 40 to 49)	Governance and financial arrangements are weak. Best Value characteristics are not well demonstrated in the proposal. Related projected benefits are not based on robust information and demonstrate questionable value for money.
Poor (a score of 39 or less)	Governance and financial arrangements are poor. There is little evidence of Best Value characteristics in the proposal. Related projected benefits are ill defined and/or unrealistic and do not demonstrate value for money.

<b>Table 3: Statutory Criteria for Determination: Outcome</b>	
Having taken cognisance of the statutory assessment criteria, does the Board consider that the proposal presented by the applicant represents the best available option for the use of this asset? (Yes / No).	Yes
If No, provide details here of the better alternative option:  Not applicable.	
Does the Board consider there to be reasonable grounds for refusing this community asset transfer request? (Yes / No)	No
If Yes, provide details here of the grounds for refusal:  Not applicable.	

### **Commentary**

The Board consider that LNN have presented a good case for the asset transfer of the former Ferns public house, Fernbank, Ladywell. As evidenced by the scoring in Table 1b, the Board consider that the project will deliver a range of benefits and positive outcomes for the Ladywell community by regenerating a derelict area and using those new facilities to deliver activities that will promote health and wellbeing and address inequalities resulting from socio-economic disadvantage.

Importantly, LNN have shown evidence of having engaged with their community to understand its needs and priorities and have sought to address these through this project. Further, LNN have acknowledged the importance of working with the council and other partners to support and complement existing services and to avoid duplication.

The scores in Table 2a reflect the Board's belief that whilst LNN are an established and respected organisation with a clear vision, strong leadership and effective governance arrangements in place, their proposal represents a relatively ambitious project and a significantly larger facility than they currently have experience of operating.

In terms of alternative proposals for the subjects, no other asset transfer requests have been lodged. The council has no operational need for the site. The land is owned by the council and the building is privately owned by Mr. Imran Arif. Mr. Arif leases the land from the council under the terms of a commercial ground lease and the annual rental received contributes to TNRP revenue income targets. Mr. Arif has formally confirmed his desire to exit the ground lease and to sell the building to the LNN at an agreed price.

Under Scots Law, if Mr. Arif's lease were to become null and void as a consequence of bankruptcy, the council would automatically inherit the derelict building and all the management and financial burdens that would accompany it. It might prove possible to clear the site and promote it as development site for three / four affordable homes, however the associated demolition and site clearance costs would likely render the site as financially marginal.

It should also be noted that if LNN were to vacate the community house they currently lease from the council at 28 Heatherbank, Ladywell, the council would have the opportunity of reconverting that property for inclusion back into its housing stock.

The council has an obligation under the Disposal of Land by Local Authorities (Scotland) Regulations 2010 to secure best value when disposing of its assets. Those regulations enable the council to take into account the non-financial benefits that a disposal would bring to the community when considering best value. The Board has considered the anticipated non-financial benefits of this proposal and scored them in Table 1b above.

In light of the foregoing, the Board considers that the anticipated non-financial benefits that the project will deliver to the community out-weigh the stated market value of the council's interest. The Board is therefore satisfied that the proposed transfer of the site to LNN for £1 represents best value to the council and the best available long-term option for the use of this asset.

The Board consider there to be no impediments (legal or otherwise) that would prevent LNN's request being approved.

### **Conclusion and Recommendations**

Having taken cognisance of the statutory criteria for determining community asset transfer requests as set out in Section 82 of the Community Empowerment (Scotland) Act 2015, the Board considers that there are no reasonable grounds for refusing the community asset transfer request.

The Board's recommendation to the Asset Transfer Committee is that the community asset transfer request submitted by LNN should be accepted subject to the following conditions:

1. LNN will be given a period of up to 18 months from the date of the Decision Notice to secure the full funding needed to deliver their project as detailed in their asset transfer request. If at the end of that 18-month period LNN have not been able to secure that funding, then both LNN and the council agree that the asset transfer will not proceed and the matter will be considered by both parties to be at an end.
2. LNN will engage with officers to undertake a community benefit calculation which demonstrates that the non-financial benefits delivered by this project exceed the stated market value of the council's interests in the property. That exercise will be completed within 3 months of the date of the Decision Notice.

(END)

**Appendix 6****Community Empowerment (Scotland) Act 2015: Section 82**  
**Criteria for determining an asset transfer request**

- 1) Section 82 of the Community Empowerment (Scotland) Act 2015 sets out the criteria for determining asset transfer request made by a community transfer body to a relevant authority.
- 2) The authority must decide whether to agree to or refuse the request.
- 3) In reaching its decision, the authority must take into consideration the following matters:
  - (a) The reasons for the request,
  - (b) Any other information provided in support of the request (whether such other information is contained in the request or otherwise provided),
  - (c) Whether agreeing to the request would be likely to promote or improve -
    - (i) Economic development,
    - (ii) Regeneration,
    - (iii) Public health,
    - (iv) Social wellbeing, or
    - (v) Environmental wellbeing,
  - (d) Whether agreeing to the request would be likely to reduce inequalities of outcome which result from socio-economic disadvantage,
  - (e) Any other benefits that might arise if the request were agreed to,
  - (f) Any benefits that might arise if the authority were to agree to or otherwise adopt an alternative proposal in respect of the land to which the request relates,
  - (g) How such benefits would compare to any benefits such as are mentioned in paragraphs (c) and (e),
  - (h) How any benefits such as are mentioned in paragraph (f) relate to other matters the authority considers relevant (including, in particular, the functions and purposes of the authority),
  - (i) Any obligations imposed on the authority, by or under any enactment or otherwise, that may prevent, restrict or otherwise affect its ability to agree to the request, and
  - (j) Such other matters (whether or not included in or arising out of the request) as the authority considers relevant.
- 4) The authority must exercise the function under subsection (2) in a manner which encourages equal opportunities and in particular the observance of the equal opportunity requirements.
- 5) The authority must agree to the request unless there are reasonable grounds for refusing it.
- 6) In subsection (3)(f), an “alternative proposal” includes:
  - (a) Another asset transfer request,
  - (b) A proposal made by the authority or any other person.