



COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

SCOTTISH BORDERS COUNCIL

ASSET TRANSFER REQUEST FORM

IMPORTANT NOTES:

This is the asset transfer request form for Scottish Borders Council.

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

You should read the asset transfer guidance provided by the Scottish Government before making a request and when completing this form. This form includes page numbers of parts of the guidance that will help you to complete the asset transfer request form. This does not replace reading the full guidance as some topics appear in more than one section of the guidance.

We strongly recommend that you contact Scottish Borders Council and discuss your proposals with us before making an asset transfer request.

You can phone us on 01835 826626, or email us at communityengagement@scotborders.gov.uk

When completed, this form should be sent to:

**Asset Transfer Requests
Communities & Partnerships Team
Scottish Borders Council
Newtown St Boswells
MELROSE TD6 0SA**

communityengagement@scotborders.gov.uk

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

1. Information about the community transfer body (CTB) making the request (pages 11-15)

1.1. Name of the CTB making the asset transfer request

West Linton Village Centre Trust

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

Postal address:

West Linton Village Centre

Raemartin Square

West Linton

Postcode: EH46 7ED

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: [REDACTED]

Postal address:

[REDACTED]

[REDACTED]

[REDACTED]

Postcode: [REDACTED]

Email: westlintonvillagecentre@gmail.com [REDACTED]

Telephone: [REDACTED]

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 show agreement)*

You can ask Scottish Borders Council to stop sending correspondence by email, or change the email address, by letting us know at any time, as long as 5 working days'

notice is given. (see page 29)

1.4. Please mark an "X" in the relevant box to confirm the type of CTB and its official number, if it has one. (see pages 11-15)

X	Type of Community Transfer Body	Official/Charity or Registered number
	Company	
X	Scottish Charitable Incorporated Organisation (SCIO)	SC048916
	Community Benefit Society (BenCom)	
	Unincorporated organisation (no number)	

1.5.

1.5.

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? (see pages 14-15)

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? (see pages 14-15)

No

Yes X

If yes what class of bodies does it fall within?

SCIO

2. Information about the land/building and rights requested

2.1. Please identify the land/building 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 Council's register of land, please enter the details listed there. (see pages 20-21)

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 attach a map and 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. (see pages 29-30)

West Linton Village Centre (formerly Registrar's Office)

Raemartin Square

West Linton EH46 7ED

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

This is listed in Scottish Borders Council's register of land/buildings

UPRN: 4276/22002

3. Type of request, payment and conditions

3.1. Please tick what type of request is being made (see pages 30-31):

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

Request for ownership

At what price are you prepared to pay for the land/building requested? (see pages 47-

Proposed price: £

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? (see pages 30-31)

Initially a 10 year lease with a 'break point' for review after 5 years

How much rent are you prepared to pay? Please make clear whether this is per year or per month (see pages 47-54):

Proposed rent: £1 per Year

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.

3C – Request for other rights

What are the rights you are requesting? (see page 31)

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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.

4. Community Proposal

- 4.1. Please set out the reasons for making the request and how the land or building will be used (page 31)

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.

2020: The West Linton Village Centre is currently owned by SBC and until 7 years ago one of its two rooms was the Registrar's office. The Registrar's function was removed to Peebles and the office closed. The other larger main room has continued to serve a number of important functions and uses in the village. It stores our village archives, it acts as a meeting place for a number of local groups including the Community Council, Whipman Play Society, First Responders. It also hosts exhibitions, small concerts, councillor surgeries, arts classes etc.

SBC have indicated their intention to offload the building from their estate, and via West Linton's community council, have offered the West Linton community the opportunity to pursue a community asset transfer as a means of retaining the village centre for the use of the community.

A working group has been formed to progress this proposal. Since this group formed in April 2018 it has already established a number of key outcomes: Through boosting the profile of the village Centre its usage has already increased by over 50%.

An extensive local consultation exercise confirmed overwhelming support for the retention of the Village Centre as an important local venue. The working group has completed a scoping exercise visiting a number of other similar projects and working collaboratively with The Bridge, Peebles. As a result we submitted an application to OSCR and became a Scottish Charity Incorporated Organisation (SCIO) with the name West Linton Village Centre Trust (SC048916) Currently we have 5 Trustees supported by a membership of over 20 local residents.

The key objectives of the Trust are as follows:

The WLVCT has the following aims:-

To maintain, manage and promote WLVC as a small central venue accessible and used by as many members of the community as possible

To develop both rooms WLVC in a manner that is welcoming, optimizes their usage and ensures that VC has a thriving & sustainable future

To promote an ethos that celebrates a community spirit, that embraces inclusiveness, diversity and access for all WL demographics.

To provide space for West Linton & District Historical Association's village archives.

Benefits of the proposal

4.2. Please set out the benefits that you consider will arise if the request is agreed to (pages 31-33, 42-44)

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 continued use of the Village Centre as a venue will benefit the local community as it meets the needs of local residents, and those from further afield, who wish to use a small, comfortable space for their events, clubs, classes and gatherings. The fact that it is a small venue means that it does not detract from the other larger halls in the village - it is ideal for those activities which require a more homely space.

Since April 2019 when the Village Centre Trust took over the running of the VC, new groups that did not exist before have begun using the venue; for example, a meditation group, an art class, and children's singing class. The venue has also been chosen for community meetings, for example the recently-formed Sustainable West Linton group.

It is anticipated that increased availability of a range of activities will contribute to the well-being of West Linton residents who will have more opportunities to get involved with village life. This may be particularly beneficial for older and younger people who may not have access to private transport as the VC is in the heart of West Linton village, easily accessible on foot for most residents.

Retaining the Village Centre as a venue open to all, means that the village archive can continue to be stored in the facility and remain available to the entire community. We are working on making the Village Centre a vibrant community hub - a focus for small events and a meeting place for a variety of different groups. We aim to develop the venue so that it is suitable for many different activities - such as health and well being groups, art classes, house concerts, language classes and more.

2022 Addendum:

When the covid pandemic arrived in March 2020, WLVCT had just submitted this Community Asset Transfer application. The pandemic saw the Village Centre closing its doors as was required by law and over the next few months the WLVCT Trustees began to meet online to discuss what we could do to keep the VC in the hearts and

minds of the community. A grant awarded to the WLVCT to host a series of small, monthly music concerts, which had been due to start in March 2020, was quickly repurposed, enabling 6 online music concerts over the following year with up to 60 households of all ages engaged in watching from the comfort and safety of their homes. These were incredibly successful in helping local residents, as well as friends from further afield, keep in touch and enjoy both the variety of music on offer and the company (online) of neighbours. It allowed people to chat and catch up with friends at a time of intense isolation.

Further online events included 2 successful Burns' Suppers (Buns Night In) in January of 2021 & 2022 with about 80 households attending and involved organising mass haggis orders through a local butcher, and many local people giving speeches, playing music, singing, children performing poems and many more entertainment acts.

A couple of online talks about the South Scotland Golden eagle project (over 90 households from all over the local area) and caving (approx 50 households) also helped remind people of the kinds of events that the Village Centre can offer.

Since the legal restrictions have eased, the Village Centre has welcomed several new groups who use the VC regularly - the Royal Voluntary Service hosts their day club for older residents each week and a support group for people with addictions meets weekly. Our local Bridge club meets weekly throughout the winter and a Folk Sessions group meets fortnightly to play and share music.

These events have led to further concerts and events organised by local people.

Restrictions on use of the land or building

4.3. If there are any restrictions on the use or development of the land or building, please explain how your project will comply with these (page 33)

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.

The Village Centre lies in Raemartin Square, a site in the middle of the village within the historic conservation area. As such all external maintenance and repairs will be done in accordance with requirements of this designation.

Negative consequences

- 4.4. What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these? (page 33)

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

The Village Centre currently is open to all within the community of West Linton and is regularly and increasingly used as a meeting space and venue for small events. We cannot see any negative consequences of the Village Centre remaining open and remaining a space where members of the community can meet. The West Linton Village Centre Trust is keen to ensure that what it offers enhances the provision of venues locally rather than detracts from other venues. For example, the Village Centre group has used other venues to host events which are too large for the Centre itself. Recently the Trust hosted two fundraising events in the village hall (the Graham Institute) and a further event in our local Bowling Club - thereby supporting local facilities. The fact that the Centre is small with a capacity of about 40 people means that it offers very different facilities to the other larger, local venues.

The building is situated adjacent to a residential house whose owners, who are members of the Trust's wider group, support the aims and objectives of the Trust. The Trust are committed to being good neighbours - we undertake to protect all neighbours living in the near vicinity from undue disturbance and noise from the Centre while it is in use. The Trustee who manages the bookings reminds hirers to be aware of these issues and be mindful of neighbours who live nearby.

Capacity to deliver

- 4.5. Please show how your organisation will be able to manage the project and achieve your objectives (pages 33-34)

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.

West Linton Village Centre Trust is a SCIO, registered with OSCR on 17th December 2018 and given the number SC048916

We have a highly skilled Board of Trustees who have been working together since July 2018. All Trustees have lived in the village for many years. They have all been actively involved in numerous groups and community projects in West Linton. Since July 2018, we have written our constitution, applied for and been successful in becoming a SCIO, consulted with the local community on the future of the Village Centre, written our business plan and submitted this CAT application. We have, in

April 2019, signed a temporary year's lease with SBC and since then have taken responsibility for the running of the Village Centre.

Skills and experience of Trustees and Trust members include: Organisational management including accountancy Financial management, Community Development, Voluntary work, Marketing Administration, Partnership working with other local organisations such as the local Historical Association, the Horticultural Association, our local Music Society etc, IT and social media skills, Events management, Fundraising

Our capacity to deliver a successful project has been enhanced by the Village Centre already having an established group of regular users. They have all confirmed their wish to continue to use the venue. Our capacity to deliver is cognisant of the need for the Trust to affect gradual, organic and incremental change and developments.

2022 Addendum:

Since submitting the original CAT application, WLVCT has undergone a couple of changes within the Board of Trustees. One of our original Trustees retired from the Board and at our AGMs we have since welcomed 2 new Trustees who themselves bring additional useful skills including technical expertise and advertising/marketing.

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 (page 34-35).

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.

After the initial public meeting in January 2018 where the West Linton Community Council alerted the community to the potential closure of the Village Centre, monthly public meetings were convened to discuss and generate ideas and plans. This saw the genesis of the Village Centre group.

In July 2018 five Trustees were appointed and immediately started weekly meetings to work on SCIO and CAT applications and a business plan.

From those initial meetings, work was done by members of the Village Centre group to promote and publicise the Village Centre by:

- holding open day events in the Village Centre to raise awareness and profile of the venue in the community

- holding events such as pop-up shops, exhibitions, concerts, yoga classes - increasing the amount of regular meetings by local groups - setting up a Facebook page called West Linton Village Centre and publicising events on it

- advertising events through posters spread throughout the village - providing weekly 'what's on' information in the local press (Peeblesshire News) - organising a petition which asked local people to support the retention of the Village Centre and which gained over 300 signatures - information sharing and informal consultation at the monthly West Linton village market and during West Linton's common ridings Whipman Week.

In September 2018, the Village Centre group held a formal consultation - both paper and online - which went out to the whole of the community within the West Linton Community Council boundaries. Ninety percent of those who returned the consultation agreed that the village should seek to retain the Village Centre for the benefit of the community. Please see attached document outlining our consultation and its results.

We discussed management of the Village Centre for community benefit with those organisations and societies that already use it. All were and continue to be supportive of our wish to keep it open as a venue for the community to use. We have consulted with other local community organisations, eg Pentlands Film Society, West Linton Music Society, who have expressed support and are keen to work with us by using this venue in addition to their current venues for their own events and also in running joint events.

2022 Addendum:

The WLVCT Board of Trustees currently numbers 6, all elected at our last AGM in March 2022. Four of the Trustees have been involved since the beginning.

The Village Centre grows from strength to strength as can be seen through the increased usage of the venue and subsequent increased income generated by hires. The Village Centre itself occasionally hosts and organises events - concerts, fundraising events, talks etc - which are well-attended by local residents. We are delighted that it appears particularly well supported and used by the older residents of the community and we are working on building up its use by youth groups eg, the Cubs and Scouts used it for their xmas post sorting office, the Guides used it as a venue for a wintry walk with hot chocolate.

The addition of our small kitchen has allowed users to enjoy hot drinks and groups to hold small coffee mornings to raise funds. During the pandemic we offered the Village Centre free of charge to our local SBC carers who were able to enjoy a cuppa in a warm and comfortable space. This arrangement continues with them still using the kitchen and using storage space in the main room to store their equipment.

The Village Centre continues to work with other groups from the community - eg last summer it was used as a book sale venue to raise funds for the new community shop, the Knot. The Whipman Play society and Hotspurs Football Club volunteers painted the windows, cleared the gutters and tidied up the back garden area as part of their community cleanup, which was much appreciated. VC trustees have been able to share their experience and knowledge of setting up a SCIO and running the VC with other groups who are starting out on that process - eg the Knot and Sustainable West Linton & District.

The Village Centre has been used by many groups over the last couple of years for their own small scale events, eg the Horticulture Society open gardens scheme, because, as Trustees who live locally, we are able to respond quickly to requests.

6. Funding

- 6.1. Please outline how you propose to fund the price or rent you are prepared to pay for the land or building, and your proposed use of the land or building (page 34).

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.

Anticipated Costs Electricity is currently approx £500 per year - this is likely to increase as the venue is used more, however an increase in use also means an increase in income generated.

Insurances (including contents, public liability, hirers' liability, employers' liability, financial & administration liability) total premiums of £210 per annum. Buildings insurance (currently the responsibility of SBC) is budgeted as £50 per annum. (Buildings reinstatement value is £63,000.)

Rates - the rateable value of the building is below £5000 so qualifies for 100% small business rates relief and as the Centre will be run as a charity it will be exempt from rates.

Cleaning - all users are asked to clean the Centre after their event so cleaning costs will be minimal.

Maintenance - approx £500 per annum. There is some work required to the fabric of the building. Some of this work may be completed by expert volunteers (in kind). The SCIO will apply for funding for repairs and upgrading costs. Likely sources of funding include The Alice Hamilton Trust, Co-Op Local Community Fund, Tesco Bags of Help, The Scottish Communities Landfill Fund,

Refurbishment - the SCIO has already upgraded the heating with four energy-efficient electric heaters at a cost of £900. This was funded by a local fund raising event in December 2018 (organised by the Village Centre group). - woodworm has been identified in the loft space and the Trust is obtaining quotes for treatment (which will allow us to identify a suitable source of funding). - the SCIO will apply to grant giving bodies for funding to supply start up equipment eg. kettle, projector and screen, tables etc. (The Co-op Local Community Fund) - a survey has indicated the need for repointing of the gable wall of the Centre plus some repairs to the roof for which grant funding will be sought. (The Alice Hamilton Trust)

2022 Addendum:

The VC has increased its revenue from hirers since 2020. There are now 5 regular weekly hires and all of our previous more occasional hirers have returned after the end of the pandemic. We have welcomed new groups and individuals who hire the VC due to its accessibility and the Trsutees' ability to be flexible and accommodating.

In 2020 we installed a kitchen in the back room which was funded partly through a grant from the Alice Hamilton Trust.

We installed insulation in the roof space, had the woodworm treated and painted the inside of the building as well as the external window frames.

West Linton Music Society donated the remainder of the money in their account as they were closing down - this is earmarked for the VC to put on further concerts / musical events as well as to help with other costs.

The VC was awarded money by The Tourle Foundation to put on a series of concerts with refreshments throughout 2020. This was however due to the pandemic postponed until late that year and into 2021 and became a series of online concerts with musicians from across Scotland .

Costs remain simple as outlined above. Insurance has increased a little this year and our broadband charge has reduced.

Electricity remains the biggest outlay and is closely monitored, but should be offset by the increased number of hirers paying hire charges.

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 (page 36)

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 [REDACTED]

Address [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Date 1ST OCTOBER 2019

Position CHAIRPERSON

Signature

Name [REDACTED]

Address [REDACTED]

[REDACTED]

[REDACTED]

Date 1ST OCTOBER 2019

Position SECRETARY

Signature

Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this form.

Section 1 – you must attach your organisation’s constitution, articles of association or registered rules

Title of document attached: West Linton Village Centre Constitution

Section 2 – any maps, drawings or description of the land requested

Documents attached:

Section 3 – note of any terms and conditions that are to apply to the request

Documents attached:

Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation’s capacity to deliver.

Documents attached:

Section 5 – evidence of community support

Documents attached: Village Centre survey and results

Section 6 – funding

Documents attached:

Business plan (updated in 2022)

Accounts from 2020-2021