

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

ASSET TRANSFER REQUEST FORM

Important:

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

Before making an asset transfer request:

- Read the [asset transfer guidance](#) from the Scottish Government.
- Contact us to discuss your proposals.

Please email to:

communities.team@midlothian.gov.uk

Or mail to:

Stephen Bermingham
Communities Team
Fairfield House
Dalkeith
Midlothian
EH22 3AA



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

Section 2: Bonnyrigg Rose Community Football Club

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

Postal address:

Pollonhall Pavilion Polton Avenue Road Bonnyrigg Midlothian Postcode: EH19 2NU
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2.2 Contact details. Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.

Contact name: Trisha Sime

Postal address: As above

Email: trish@bonnyriggrose.org.uk

Telephone: XXXXXXXXXX

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

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.

2.3 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	
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	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	Charity SCO46753
	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.

2.4 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:

2.5 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?

Section 3: Information about the land and rights requested

3.1 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.

Poltonhall Sports Complex Pavilion including flat (vacated), grass pitches and artificial pitches.

Please see layout of asset transfer location . [Appendix](#)

3.2 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: Asset Ref. 00041

Section 4: Type of request, payment and conditions

4.1 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: £ Nil

The Astro Turf at Poltonhall is in a particularly poor state. The recommended timescale for replacement of the pitch was 10 years from the installation date. The recommended replacement date has now passed. The council at this point have made the club aware they are struggling to allocate funding to commit to the replacement of the Astro Turf . The Club is willing to work with the council and indeed if the site is transferred over to BRCFC it will commit to maintain the pitches (once the new pitch has been replaced). The Club hopes that after the council’s recent announcement to review the publicised strategy for pitch closures being reviewed there may be some scope for the replacement being funded by the council.

It’s prudent to add at this stage that Bonnyrigg Rose Football Club has been in discussion / negotiation with Midlothian Council since the initial takeover of the Pavilion in 2016 with regards to rental payments. Other local organisations were given Council grants to cover rent and it was agreed verbally at a meeting with Midlothian Council that there would be a solution found to ensure the club was not required to pay rent. This has never materialised.

The club has taken over all running costs for the Pavilion, including Utilities, Maintenance and Insurance. In addition, the club has spent in excess of £20k on essential repairs and modernisation of electrical and plumbing infrastructure and renewal of items in the building. A breakdown of this expenditure is presented in [Appendix \(Work Carried Out \)](#) . The recent improvements meant the building was in

a reasonable state / standard for members / partners to use. It's fair to say the property was in poor condition.

The Council has already saved the annual salary cost associated with the caretaker role and ongoing running costs of the site due to our occupation of the building. The club has not deliberately ignored paying rent, it has been in discussion since the offset to reach agreement on this matter.

Given that the club has already invested its own money under the current short lease agreement, and is committed to doing so in the future, the expectation is that any money deemed to be outstanding for rental payments will be written off.

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

The club will not take on responsibility for management and maintenance for areas of public access and public facilities. The club will not take on the responsibility for the following:

- Public Bin emptying
- Dog waste bin emptying
- Street light maintenance on open access pathway through the site
- Parameter maintenance of hedge trimming
- Pathway edging and weed control/ management.

There was recently a survey carried out on the Pavillion building by an external organisation. This survey was commissioned by the council. The Club would like to discuss the findings of that Survey before any transfer has been agreed.

3B – request for lease

What is the length of lease you are requesting?

n/a

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.

3C – request for other rights

What are the rights you are requesting?

The flat (vacated) above the Pavilion will be included as part of the Asset Transfer as well as the garage and all machinery required to maintain the pitches (both astro and grass). Ongoing regular machinery maintenance should be part of the agreement. The club will organise ongoing maintenance for the pitches (once the Astro renewal has taken place, grass from the offset).

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

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

Section 5: Community Proposal

5.1 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.

There are 2 phases to this project:-

Phase 1

A) Keeping the site open and accessible is the priority for the Club. Without this site it's unlikely the club will survive as it is and that would be a disaster for members. Not only would this impact on BRCFC, but it would also impact on Whitehill Welfare, Lasswade Rugby Club, Bonnyrigg Rose Juniors and local schools who all use the Astro turf. The pitches are also used by local kids who use the Astro daily to have a

'kick about' with their friends. It's so much more than just football. It's exercise and social development.

B) Continue to grow collaborative working groups with community partners with a view to creating services / support that will benefit all members of our local community for the future.

Phase 2

Site Development/ Service Growth

As part of the consultation process . [Appendix - Consultation Summary](#)- feedback indicates there is a need for growth and development for partners as they currently operate, particularly Bonnyrigg After School Club and KIC Dance. Public consultation highlighted that there is interest/ demand for new facilities/ services that would be used within the community. This concept would be further explored. The local plan does highlight there are gaps with regards to the provision for facilities and given that there will be an increase in the population over the next 5-10 years and there has been no increase or investment s highlighted for facilities for the people of the local Bonnyrigg/ Poltonhall community there will need to address this.

A bit of background on the club's journey and how we have reached the stage we're at and why we are confident this is the right thing to do.

In recent years the club has developed and adapted to meet the modern needs of a growing football/community and now provides inclusive football for over 550 players i.e. boys and girls, over 35's adults and over 50's walking football. The club has been involved in the Lasswade Community Sports Hub, which brought together all sporting groups across the locality with a view to working together and sharing resources etc. One of the outcomes of that process was that the club recognised nowhere existed within the local community it could call home or use as a base. The club decided to make a bid to the Council to take over the Pavilion at Poltonhall and secured a 5-year lease. The Club has now been in the Pavilion for over a year. The building needed essential maintenance and general TLC to make it fit for purpose. The club has spent approx. £20k to get the Pavilion to its current state; not only is it a fresh, clean facility for sports activities but it meets 'Care Commission Standards' which allows it to be used by Bonnyrigg After School Club to provide a nursery service.

Although the locality in the main is an area of growth and development there are pockets of deprivation within the community, one of which is very close to the location of the pavilion. We are mindful of this when making all decisions around the club development and the services it offers.

Football is at the heart of everything the club does and the Astro Pitches that are used by the Club (adjacent to Poltonhall Pavilion) are used every day by the club and other local organisations (Rugby Club, Whitehill Welfare Club as well as local kids). This resource is essential to the running of the club and others as it provides access to training/ games all year round. Astro pitches have a life span and these pitches have reached the end of their tenure. During discussion with Midlothian Council about the replacement of the surface at the point where the lease on the Pavilion was agreed the club was made aware there is no money available in the Council's budget to replace the Astro Pitches. Without these pitches the future of the clubs that use them is in jeopardy.

The future of our club has projected growth in volumes of membership. Trends show retention is consistent with the kids coming through the academy stages of the club starting to move up to the 11 aside stages (please see strategy for projected numbers) and there is continuous waiting list for the academy. New academy members are capped at 50 as that takes the club to capacity in terms of pitches and training time. The club has one of the largest female sections out with the major cities and has recently added a lady's team to the portfolio.

Midlothian Council recently indicated as part of it's projected budget savings it is looking to reduce the number of football pitches across the Midlothian locality. With a population of approximately 16 thousand citizens in the Bonnyrigg locality and officially being the fastest growing local authority across the whole of Scotland, It's critical we aim retain and safeguard local facilities as there will only be a greater demand with increased population within the community.

Commercial Opportunities for planned growth - Sustainability

- We will look to introduce football fun weeks during the school holidays. An affordable activity for kids in the community, managed and overseen by a 'B' licence coach/ club.
- We plan to look at offering the option to host value for money football / birthday parties.
- We plan to look to utilise our kitchen/ café facility. We currently have a pop up café. 2 hours a week when the academy is on and we have offered the senior kids in the club the opportunity to work for the couple of hours with a view to learning new skills and building confidence with the support of the adults involved. We would be happy to explore the expansion of this if there was the demand.
- We plan to introduce a programme of annual tournaments which will generate revenue.
- Introduce mini football sessions (age 2- 4) for the benefits of pre nursery kids.

- **Employability** - We have invested in 2 x part time caretakers managing the smooth running of the training and matches at the Pavilion. We went out to Local High schools at summer break in 2017, looking for a senior school pupil who had an interest in multimedia, marketing, social media etc to come and work with us for a month during the school summer holidays. The task being to get our social media accounts up and running. The individual from St David's High School, managed it so well that we kept him on. He works 10 hrs a month with us maintaining and updating the social media accounts. We have an administrator working 10 hours per week looking after the gift aid process and centralisation of the joiners/ leavers/ coaching development recording which supports the clubs SFA quality mark accreditation.
- The club plans to introduce a 'B' licence coach. There will be many benefits to this. We will monitor the quality of technical coaching and behaviours within the club. They will work in partnership with the SFA and in time will deliver taster sessions in schools. As well as monitoring the technical development of the sport, we will also monitor the behaviours and ensure the guidance shared as part of the mental health training is monitored across the organisation.

Benefits of the proposal

5.2 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

There are multiple benefits

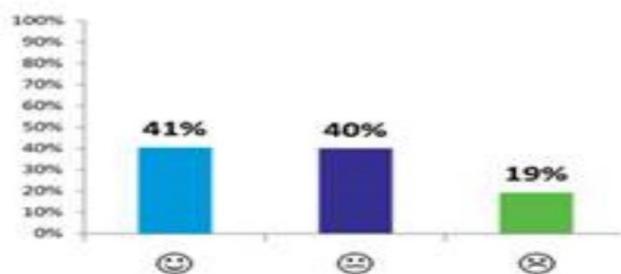
- The first benefit is the ability to provide continuity of access to this exceptionally well used local facility. The club hopes to get an expert involved (B licenced coach) in our coaching development to ensure there is consistency in how the kids are coached, developed and supported through football. This will help coaches as well as the members. Over 500 club members will continue to develop their football skills, exercise, develop social skills and add to general health and well being.
- Ownership of the asset will allow Bonnyrigg After School Club to continue to run their day care facility for 16 pre-school children and look to develop this further (they have a waiting list).
- We have an opportunity to bring the community together at a time when the local authority is under significant financial pressures. Our project will bring

local organisations together with a view to strengthening partnership working, generating more collaborative working, sharing resources, reducing costs and looking for efficient ways of working. The information captured through our consultations indicated a real willingness within the community.

- Local Schools will continue to access the facility during the day for matches.
- Longer term we are looking at a possible development of a new community facility. The most recently published local Neighbourhood Plan indicates that there are still gaps in the services available for people within the Bonnyrigg area and we know that both Bonnyrigg After School Club and KIC Dance have waiting lists and have outgrown their current venues. And there is a need/demand for soft play facilities in the area. This information has been captured as part of the consultation process. There is lots of scope to consider other services too. The locality's current local plan has highlighted the need too for more space for social interaction/services.

Information also captured in the current Local Plan (Shown in graph below) also indicates there is a need for more in the locality in terms of areas for socialisation etc/ facilities.

Findings – What do you think about cultural, leisure, social activities in the area?



While the new Lasswade Centre has provided a good hub for people to meet and engage in a variety of activities there seems to be a feeling that there is a lack of social/community areas such as cafe's in the town centre. Many people commented that there is little culture to speak of.

The club, as previously highlighted, is firmly in the heart of the community. The impact of the pitches closing from the health/ fitness perspective, personal development for kids, social interaction, team building and communication development for the members at every age would be catastrophic. As well as developing from the technical aspect of football, our members learn and grow so much during their time with the club. Not only would this be the case for BRCFC, it will also create issues for the other organisations that use it. Over the past 6-9

months the Club has heavily invested in creating / developing community engagement. The club realises through the power of the membership, its reputation and influence in the community, it can use that to do some good things for the benefit of the wider community.

Bringing the Community together – evidence to prove the club’s good intentions go beyond just football. Progress Sept 2017 – present.

Getting to Know about Mental Health (Community Benefits)

Alongside the development of the football club we have recognised that we can take a key role in promoting positive mental health in the community.

The club hosted a ‘Getting to know about Mental Health Event ‘. This was very well received and has cemented foundations for partnership working with KIC Dance, Lothians Veterans Centre, Bonnyrigg After School Club, local faith groups, Gore bridge Foodbank, Tesco, Bonnyrigg Rose Juniors and Poltonhall, Gala day Committee . Also with the support from the Local Authority, Councillors, SFA, Orchard Centre, Police Scotland, NHS Breathing Space and the SFA Chaplain. The club received the accolade of a ‘motion in parliament’ to celebrate the success of this event. Early in 2018 the club plans to train all coaches on Mental Health First Aid. This initial step of learning will be offered to all the groups that joined the seminar (KIC dance are really interested in getting to understand more). The club is working towards creating a supportive culture and having its own counsellor /CBT to support members. We hope to gain interest from an academic body to work with us on the mental health initiative, with a view to measuring any benefit of the investment, with a focus on early intervention and community benefits given that the groups asking to be involved/ engage a very large percentage of the local community. We are hoping to run a pilot with our young people in exam years. We have 4 teams across the boys and girls that are at the stage where they are prepping for exams. We hope to have ‘talk shops’ run by qualified counsellors where they can talk about challenges/ fears and hopefully offer support and reassurance to each other. The teams have a great bond, so it would be fantastic to grow that trust off the pitch into other areas/ challenges in life.

The club is providing a training slot for the ‘**Orchard Centre**’ within its pitch let times. This will allow access to those clients that utilise the service from the Orchard centre in getting them physically active and links to positive wellbeing. We have also offered to put any service users interested in going through their coaching badges the opportunity to do so with the support of the club and the opportunity to work with the club.

We have recently supported a group called ‘ **Mums Walking** ’ to get their peer support group up and running. The founders have all suffered from severe Post Natal Depression and have come up with getting a group together for Mums/families in similar situations called ‘Mums Walking’. They meet once a week, with the babies in buggies. They get a bit exercise with a walk and coffee afterwards – providing a

support network for each other. The club will include this group in all development going forward and support in any way it can.

Foodbank Collections

Along with the After School Club, Junior football team and KIC Dance we have engaged with the local Foodbank. We will collect twice a year at 'hotspot' times of the year as we know there is a huge demand for food parcels. The first collection was a real success, We collected a van full of food - over 150 kilos. This demonstrates using the power of the club to pull together local organisations.

Yoga

We have a yoga session that is delivered in the Pavilion by local yoga expert, Fiona Carpenter. Fiona is very supportive of the club's mental health development plans and keen to support/ get involved in any initiatives going forward.

Lasswade High School - Football School of Excellence

The club was asked if it would work with the local Primary Schools/ Lasswade High School in supporting the High Schools Football School of Excellence. A new concept for the High School and something the club is delighted to be part of and support going forward.

Collaborative Working Group

The club was asked to join the local partnership working group chaired by Lasswade High School. This is a multi-agency approach, including police, fire, nhs, mypas and council departments with a view to looking at a joint approach to tackling mental health and wellbeing within the community.

Community Club Stickerfest

At the end of 2017 the club launched its first Football Sticker book, produced by local graphics organisation W&P STICKERS. There were 528 stickers in the book (including Bonnyrigg Rose Juniors who agreed to support this concept) and the funds raised from this have given a kick start to the club's bursary fund and multi member discount scheme. Inclusion and accessibility are important. We want access to the club and football to be an option for all.

Soccer Tots

Working in partnership with Gold and Gray Football Academy, the club is delivering Soccer Tots Football. This service is aimed at 2-4-year olds. It focusses on key learning. Co- ordination, communication, listening skills, working together and is fantastic for confidence building. Soccer Tots will prepare the kids really well for

integration into the clubs Academy. We have boys and girls attending and the kids are thriving.

Vulnerable / Elderly community member gatherings

One of the areas highlighted in the Survey Monkey Consultation (which was feedback from the wider community) is that there is more needed for older / vulnerable people within the community. Through making contact with the local religious groups and Red Cross AND Rosewell Development trust, there is an appetite for engagement and support of an evening social event. The club will pursue this concept with a view to implementing after Summer 2018.

5.3 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 immediate plans to change anything with regards to the use of the land or site.

Any potential changes that may arise, the club would follow any relevant processes / policy guidance as part of the process.

Negative consequences

5.4 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.

There were 3 issues raised which weren't necessarily negative consequences, however to the individuals that raised them, fair queries and legitimate concerns.

- The first issue raised was asked at the internal consultation. The query was around the club's finances and should the club need to look to raise funds to support the purchase - how would that be managed and indeed could the club afford it. ?
- Answer - the clubs end of year accounts produced are accessible for all. In guidance with OSCR requirements. Any future plans will be shared with the club.
- The second issue raised was queried as part of the stakeholder/ partner consultation process and that was around assurances been given to other organisations that use the Astroturf that they could still get access etc .
- Answer - In line with the terms of the CAT policy agreement assurances have been given that with regards to current use, there is nothing to indicate there will be any significant changes.
- The third issue raised was the fact that currently the Astro pitches are open for all to use at any time. How could the club be sure that under its management all kids would still get access to Astroturf (particularly kids who may not be able to pay hourly fees for use).
- Answer - The club will have designated timeslots where local kids can get access to the Astroturf for no fee.

Capacity to deliver

5.5 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 current Committee has a real broad knowledge and experience in business management in their own day to day lives and the Committee will continue to play a very active role in the development of the club. The club recognises that as different areas of expertise are needed, they will bring on board appropriate roles with the relevant skills.

The club currently has the support of the SFA, Sported, Business Mentor and advice from SFA legal experts Burness Paull. With regards to the Astro Replacement Process, the club will follow the standard process which includes engaging with the council with a view to collectively finding a resolution for the replacement of the Astro turf pitches.

The club has developed a great professional relationship with the Council's Communities Officer and would look to engage them at every level.

The club has invested in employing a professional to support the change programme that the club is currently embracing and is committed to continuing to do so until such times as the development plans are operational/ BAU and self-sustainable.

Section 6: Level and nature of support

6.1 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.

There were 3 levels of consultation. Internal, partners/ Stakeholders/ Public. All 3 levels of engagement were encouraging. There was very little if any resistance to the club taking the asset over and lots of positive feedback on what the club is currently doing both for members and the community.

The club is currently being supported through the process of developing a strategy and business case by 'Sported' and the SFA to help secure the Asset which will allow us drive the future of the community club forward. We are one of 3 pilot clubs in Scotland selected. We have the expertise of a Chartered Accountant/ Business Mentor and the SFA'S legal team (Burness Paull). [Appendix – Club Strategy](#) .

The club has also fostered great relationships with The Orchard Centre, The local Veterans, Tesco , Co-Op , KIC Dance, all religious groups and the local foodbank .

The Club carried out a 3 stage consultation process .

Summary -

1. Internal – Coaches/ officials

2. Stakeholders / Partners -(Bonnyrigg Rose Athletic Juniors Football Club, Bonnyrigg After Schools Club, Bonnyrigg Rose A (U21s Football Club), Cockpen Church of Scotland, Poltonhall Gala Day , Walking Mums , Lasswade High School – Hub, KIC, Rugby Club, Whitehill Welfare), [Appendix - Support letters](#)

3. Survey Monkey – public

At every level of consultation was support and the appetite/ support to grow.

Section 7: Funding

7.1 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.

Now that the club has organised for essential repairs to be carried out, the club hopes to have 12- 18 months where it can collect fees and run the Astro Pitches with a view to building up some funds that would be put to use for the benefit of the wider community.

The club is confident that once the Astro turf pitch has been replaced it will be in a position to ensure there will be sufficient reserves to replace the next Astroturf in approx. 2030.

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 Jim Wilson

Address

Date 21/06/2018

Position Vice Chairman

Signature

Name John Sime

Address

Date 21/06/2018

Position Club Lead Child Protection Officer / Coach Development

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: Constitution - Appendix 1

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

Documents attached: - Land layout - Appendix 2

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: Consultation Info- Appendix 3, Letters of support - Appendix 4

Section 6 – funding

Documents attached: Club Strategy – Appendix 5, Financial Projection Appendix 6 , Annual Accounts - Appendix 7