

# 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 any relevant authority. Relevant authorities may also provide their own forms in their own style.

You do not need to use this form or a relevant authority's form to make an asset transfer request, but using a form 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. Relevant authorities may also provide additional guidance on their schemes.

You are strongly advised to contact the relevant authority and discuss your proposals with them before making an asset transfer request.

When completed, this form must be sent to the relevant authority which owns or leases the land your request relates to.

**Please send via email to:**

[communities.team@midlothian.gov.uk](mailto: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

LASC Childcare Services LTD
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1.2 CTB address. This should be the registered address, if you have one.

Postal address:
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George Avenue
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Loanhead
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Postcode: EH209LA
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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: Irene Hogg
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Postal address: Loanhead Centre George Avenue
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Postcode: EH209LA
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Email: irene@lasc.org.uk
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Telephone: 01314480103
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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.*

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 .....	197859
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	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is .....	SC024467
	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?

We are a Company Limited by Guarantee with Charitable Status

## 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.*

Pavilion, Rosewell Park, EH24 9DN. Our request covers the building and land immediately to the rear, up to the existing wall. Plans with drawings will follow.

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:

**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: £

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?

50 years

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

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?

n/a

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 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.*

LASC Childcare Services Ltd would like to develop full time childcare services for Rosewell and the surrounding district. This would include: full day nursery for 0-5 year olds, therefore benefiting the council of a facility that will be used for Early Learning & Childcare places for the 1140 expansion in 2020. This extension is for a nursery that will create EL&C places that will give parents an option in Rosewell for full year and term time places that can be topped up with childcare to suit their working hours. The school nursery and this will provide a choice for parents.

Our intention is to put an addition onto the existing pavilion, and to upgrade the facilities that currently exist, including the changing and shower areas. There can be two separate entrances, so that while the new part of the building is being used for childcare, other community groups and sports groups can still access the other half of the building. The pavilion has not been in a fit state for use for sporting activities for a number of years, and this will enable it to be brought back into use.

There will be a good outside area that will add to the children's experience. A new fully fitted kitchen area will also be installed that will provide nutrition meals as part of a child's EL&C day.

We would also intend to develop our additional needs childcare/respite and expanded after school club services. This would include a fully integrated Saturday childcare service and holiday childcare. Expand and develop the evening activities for the community.

We currently provide after school care in the pavilion. After approaches by a number of members of the community we decided to have a full consultation with the community. We did this through Survey Monkey, face to face and an open meeting and the overwhelming response has been that there is a desperate need for a day care nursery in Rosewell as there is no such provision in the growing village. The building currently would not be suitable for this service.

The Rosewell Development Trust are supportive of our project but have stated that they are unable to provide space within their steading development for childcare. There are no other buildings within Rosewell suitable for our needs. We have applied

for a Community Asset Transfer of the pavilion building and are looking at a long term lease. We have applied for capital funding from Tyne and Esk Leader and the Midlothian Council Capital Funding for Early Years 1140 Hours Expansion to extend the building and to refurbish it, and indications from our funders are very positive.

## **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.*

This proposal will benefit young families in the growing community of Rosewell, which currently has no full daycare nursery facilities. The village has seen a rapid growth of housing, with an influx of young families, and is currently lacking in the amenities and facilities they need for childcare, social life and creating cohesion. The Rosewell Development Trust's new Steading development will be an attractive addition to the community and will make the village a much more desirable place to live. The creation of high quality childcare in the village is necessary for families.

Families will benefit from the expansion of our Saturday childcare services, enabling those working shift patterns outside the 9-5 Monday-Friday work week. Our services will be fully integrated, providing inclusive care for children with complex additional support needs. We have significant experience of delivering this, built up over many years. This will be of benefit to a number of families who live in the east half of Midlothian, who currently access our service in Loanhead.

We will also benefit the wider local authority by providing up to 31 full time childcare spaces, as part of the strategic priority to extend Childcare and Early Years places to all children aged 2-5.

In a community with a large number of new residents, the nursery will provide a focal point for the building of relationships and friendships. This will help to create community cohesion within the village.

We will work with existing community groups in Roswell, including the youth club that currently use the pavilion, and the Development Trust, to find new opportunities to work together for the benefit of the village.

**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.*

Midlothian Council are the owners of the land, Fields in Trust manage this on their behalf. They have indicated that they have no objection to the extension of the pavilion and the creation of an outside play area/garden for this purpose.

**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.*

Over 90 per cent of respondents to our public consultation were positive and supportive of this proposal. A small number of local residents expressed concern about whether the existing user groups would continue to have access to the building. At the present time, the only other user of the building is a youth club and we will work closely with them to ensure that they have continued access to the building. We will work closely with the Development Trust and other community groups to explore the potential for other uses—for example, by Uniformed Groups, and also for evening classes, workshops, etc.

## 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.*

We have a 25 year track record in delivering excellent childcare in Midlothian, and a strong business model to ensure our ongoing sustainability and capacity for growth. Our childcare is seen as an example of good practice throughout Midlothian and beyond. Over this time, we developed from one small after school club to 5 individual childcare settings in Loanhead, Roslin, Bilston and Rosewell, catering for over 600 children.

We also have experience of managing capital projects. We were a core partner in the development of the Kabin (now The Link) and oversaw the building project, worth £1.5million. As of last year, we have now taken over the operation of this building.

Prior to that, we managed the refurbishment and extension of the Loanhead Community Centre and Community Garden. This was a £500k project.

Our Board of Directors bring a range of skills and expertise, including banking, marketing, HR, business owners. Our chairperson is a senior manager for Compliance with NHS Lothian. Our CEO, Irene Hogg, is a longstanding community activist with excellent local knowledge and commitment to the wellbeing of children and families.

We have excellent professional support from Social Enterprise Alliance Midlothian, Community Ownership Support Service (DTAS), Midlothian Voluntary Action and from the communities team in Midlothian Council.

## **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.*

We have been engaging over the past several years with families in Rosewell through our After School Club. The proposal to develop a nursery in the village has come about through their requests.

We have engaged with the Rosewell Development Trust, who have indicated support for our project and eagerness to work together in the future.

We have undertaken a survey around the community, which has received over 50 responses. 94% of respondents have indicated their support for the project and for the creation of additional childcare in the village.

Respondents to the questionnaire made suggestions for additional uses of the building, including Scouts and Guides, Dance, Gymnastics, children's parties, a homework club, arts/crafts. All of these possibilities will be explored with partner organisations.

## **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.*

We have proposed to pay £1 a year for the lease, but we will cover the running costs of the building.

The capital cost of extending and refurbishment of the building will cost roughly £210,000 (inclusive of professional fees). We are currently applying for grant funding

of £100k from Tyne and Esk Leader and the other £100k from Midlothian Council's Childcare and Early Years Expansion fund. We have positive indications from both funders. The remainder will come from our own funds.

## 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

## **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:

### **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:

### **Section 6 – funding**

Documents attached: