

# 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:**

[cll@midlothian.gov.uk](mailto:cll@midlothian.gov.uk)

**Or mail to:**

Communities Lifelong Learning and  
Employability  
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 Loanhead Postcode: EH20 9LA
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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 .....	x
	Unincorporated organisation (no number)	x

**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.*

Requesting 65m2 of land to the East of the current build of the Rosewell Pavilion,  
Rosewell, EH24 9DN

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- Not Applicable**

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 – not applicable**

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 is currently the single user of the building providing Nursery, Breakfast and After School Club Care for children. We also provide a Young Adult Services (YAS) caring for young people with additional needs from within Midlothian. All services are fully utilised throughout the year.

Our plan is to expand the current facility by 65m<sup>2</sup> to help accommodate the extensive waiting list for our childcare and adult services, and at the same time widening the opportunities for the community. There is a plan of support to open the facilities to local groups who could benefit from the use of the space and facilities available in the building. By doing this we would integrate and develop the evening and weekend activities for the community by providing them a secure build for a dedicated space for meeting, storage and wellbeing.

We envisage the new build will incorporate a folding wall which would provide a secure area for the community groups, and a key fob system which would enable secure access to the shower and toilet facilities.

After being approached by a number of members of the community and identifying our own organisational needs, we have concluded discussing the concept and in the process have secured support from a number of members of the community.

The feedback was collated through community consultation, and face to face meetings. The overwhelming response was positive and the proposal was seen to be a great benefit to the whole community.

### **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 off Roswell where we are currently the only day care nursery facility and are at full capacity with a large waiting list. The village has seen a rapid continual growth of housing with the influx of

young families. This is indicative of the huge success of our already integrated project. Our existing facilities provides a service to families who are in desperate need for childcare enabling them to develop their own careers and generate income to support their families while having peace of mind that their children are cared for in a reasonably priced, well-run environment where the interests of the children are at the forefront of our minds, helping them reach their full potential in a relaxed environment.

By enabling the expansion of the building, it will support the opportunity to care for a greater number of children requiring our current services which is evidenced by our current waiting list.

From the aspect of LASC the benefits would be as follows:

**Nursery** - The Nursery is currently full, and we are having to turn funded childcare places away, as we are full and have no room to grow, we have a number of families in which currently use our setting that may have to look for alternative childcare come their child's 3<sup>rd</sup> birthday. If we were to gain further space, we could increase the nursery capacity by another potential 16 children each day funded 9-3pm which in turn would grow the nursery without affecting the capacity within the After School club.

**After School Club** - Since the renovation of the pavilion to support the nursery and the YAS service the ASC has now lost the use of 3 separate play spaces and a number of storage options for their resources. In the Summer months this has been ok as we have had the full use of outdoors however with the wetter colder weather coming in this has been noticeable the lack for quality space for the children to play in is having an impact on children and staff. Taking the YAS service out of their play space will give them more space and storage and will also give them back the occupancy of another play space to have extended learning indoors as well as outdoors.

**YAS** - The move to Rosewell has certainly been beneficial to YAS and has many positives however they have still not got their own space, they need to plan their outings around the nursery & ASC and the young adults are not given much choice to stay back at base. They need their own space to learn and develop further skills and feel comfortable in their surroundings. Staff need their own space to create an environment suitable for their young adults without things being mixed up with After school club and Young Adult Services resources and they need a base that is theirs and can make their own.

As well as using the facility to cater for our own child and young adult care needs, we will support the wellbeing of local community members by creating a safe and warm environment which will complement their sporting activities.



In a community with a large number of new residents, the proposal is for the building to take on a new lease of life, by providing a focal point for members of the community to come together to socialise through a variety of activities which create relationships and friendships. This will help to entwine community cohesion within the village.

We will work with existing community groups in Rosewell to maximise the use of the pavilion. A number of groups are based in the village which have intimated an interest in utilising the facilities if the price, facilities and accessibility were made user friendly. Examples are the Tennis club, fitness group, Football Club.

The increased size of operation would support the increase in the staffing with the aim to recruit from the local area. The Adult and childcare provision would generate its own funds to accommodate the growth. This is evident by the growing waiting list

The aim would be for the facility to be hired for other user groups which would be run by responsible volunteers out of operational times of LASC.

### **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, which is a subject to an agreement with Fields in Trust that the land will be used only as a public playing field or open space except with the consent of Fields in Trust. Fields in trust will be approached for an indication that they have no objection to the extension of the pavilion. The land currently has no specified function.

### **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.*

We consulted with many members of the community, receiving huge support behind our proposals to extend the use of the building. At the present time, the LASC are currently the only users of the building, and we welcome opening it safely and securely to other community based user groups. We will work closely with the local community groups to explore the full potential of the building—for example, by integrating evening classes, supporting the facilitation of sporting activities, community wellbeing workshops,

We envisage that user groups would be their own key holders and take responsibility for the opening and closing of the building. The hires would be managed through LASC's central booking facility.

The utilities would see an extension of the existing environmentally friendly heat sourcing facilities which would support any environmental concerns.

### **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 27-year track record in delivering excellent Social care in Midlothian, and a strong business model to ensure our ongoing sustainability and capacity for growth. Our childcare service 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. 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.

We have also set up and run a very positive income generating charity shops which works closely with the local community in which it is based.

Our Board of Directors bring a range of skills and expertise, including banking, marketing, HR, and business owners. Our chairperson is a senior manager for Quality and Safety Assurance 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), and Midlothian Voluntary Action and from the community's team in Midlothian Council.

The plan is to explore funding opportunities as we have done for our previous projects to support wear and tear of the building. Funds raised from the user groups will also be re invested back into the building.

## **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 Nursery, After School Club and YAS. The proposal to expand the use of the pavilion has come about through their requests.

We have actively engaged with the community groups, who have indicated their eagerness to work together in the future and have given their overwhelming support for this proposal. We have undertaken a survey within the community, which has received positive responses. Respondents have indicated their overwhelming support for the project and for the creation of additional Social and Childcare in the village.

Respondents to the questionnaire made suggestions for additional uses of the building, including, physical fitness classes, changing facilities for football and tennis club, we aim to act on these possibilities 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 extension of the building will cost roughly £100,000 (inclusive of professional fees). We are aware after discussions with Lead Officer for Planning Obligations and Enforcement Planning, Sustainable Growth and Investment Service that once the housing developments are complete there is anticipated to be circa £90,000k ring fenced for Community spending from Section 75 monies. We are keen to explore this source of funding.

## 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 Irene Hogg

Address

[REDACTED]

[REDACTED]

Date 18/11/22

Position CEO Company Secretary

Signature

[REDACTED]

Name Sue Gibbs

Address

[REDACTED]

Date 18/11/22

Position Chairperson

Signature

[REDACTED]

## **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: