

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015
MIDLOTHIAN COUNCIL ASSET TRANSFER REQUEST FORM

IMPORTANT NOTES:

This form should be used for asset transfer requests for any land or buildings in Midlothian.

You do not need to use this 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.

You are strongly advised to contact the Communities Lifelong Learning Employability Team and discuss your proposals with them before making an asset transfer request.

When completed, please send:

Via email to:
CLL@midlothian.gov.uk



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

Newtongrange Development Trust

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

Postal address:

72 Main Street

Newtongrange

Postcode: EH22 4NE

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: Pat Bowie

Postal address:

6 Second Street

Newtongrange

Postcode: EH22 4QF

Email: info@ndt.scot

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 indicate agreement)*

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	Co Reg SC685572 Charity Reg SC050782
	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	
	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. (Appendix 5a and 5b)

Attached

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?

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 and any name by which the land or building is known.*
- *If you have identified the land on the Midlothian Council community asset map please note the property id number:
<https://midlothian.maps.arcgis.com/apps/webappviewer/index.html?id=0c1272e9ec1c413aaed177dd3d787395>*
- *Please include a site plan showing the area to be acquired, adjoining properties. This should be to scale 1:500/ 1;1250 and show the direction North, and the boundary of the land required must be clearly marked*
- *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.*

Newtongrange Welfare Park Former Bowling Club and Green

15 Bryans Road, Newtongrange, DALKEITH EH22 4SA

2.2 Please provide the Property ID (Prop_ID), if known.

Prop_ID: 000347

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

(If you are requesting ownership the governing documents require the body to have at least 20 members)

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

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

3A – Request for ownership

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

Proposed price: £1.00

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

3B – request for lease

What is the length of lease you are requesting?

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

Proposed rent: £ per

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

3C – request for other rights

What are the rights you are requesting?

--

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. For example:

- *explain the objectives of your project*
- *how this links into the Single Midlothian Plan*
- *why there is a need for it*
- *any development or changes you plan to make to the land or building*
- *any activities that will take place there.*

Newtongrange Development Trust (NDT) is a relatively new organisation that grew out of Covid. Our vision is to aspire to build on our heritage and community spirit to develop and create sustainable initiatives to enhance social, economic, environmental and cultural benefits for our growing village.

Our Mission Statement - NDT aims to:

1. Provide a focal point for our Newtongrange community.
2. Respond to economic, social, environmental and cultural needs.
3. Create and respond to opportunities that become available to the community.
4. Work in partnership with likeminded organisations for the benefit of Newtongrange.
5. Listen to local residents and give our community a voice.
6. Develop community facilities and projects that impact on the quality of life for residents in Newtongrange.
7. Provide support to local community groups as necessary.
8. Lead initiatives that aspire to bring economic growth along with increased volunteering and employment opportunities to Newtongrange.
9. Project objectives

There is a strong sense of community in Newtongrange and concern about how the village will change due to planned concentrated house building and the relocation of community facilities. NDT wants to ensure that the heart is not ripped out of the village by retaining and making use of the former Bowling Pavilion and Green as community space to retain and build on the spirit of the village and create more opportunities for social interaction.

Use of the Community Asset Transfer (CAT) process to transfer the Bowling Pavilion and Green from Midlothian Council to NDT would protect a valuable community asset and give NDT an opportunity to develop the opportunities they can offer the community and to generate income to contribute to its organisational sustainability.

Taking over the Bowling Pavilion and Green and bringing them back into active community use fits with NDT's aspiration to build on the heritage and community

spirit to develop and create sustainable initiatives to enhance social, economic, environmental and cultural benefits for the growing village.

Fit with Single Midlothian Plan (SMP) 2023-27

The SMP has a focused approach to reducing poverty and working with communities to increase community wealth, reflecting the wellbeing and circular economy principles using a place based model. NDT's proposal contributes in the following ways:

- Proposed activities in the Pavilion and greenspace will contribute to improved health and skills for learning, life and work.
- The Pantry contributes to the aim of reducing the economic circumstances gap, with no child or household living in poverty.
- Volunteering opportunities will help to reduce the gap in learning outcomes.
- Activities will increase awareness, promote reflection and action on the key Climate Emergency issues of energy, food and travel. This contributes to a Greener Midlothian and its net zero carbon emissions by 2030, as well as the 20 minute Neighbourhood agenda.
- It fits with the Wellbeing target of supporting local communities to develop community owned services where there are gaps in provision or needs are unmet, leading to improved health and wellbeing outcomes.
- It fits with the Council aim of working with local anchor organisations to develop a shared action plan to embed the Community Wealth Building principles into work with communities.

The proposal also fits with a number of other economic, social and environmental strategies at local level, as set out in the full business plan:

- The regeneration aims in Newtongrange Community Action Plan 2017-22
- Midlothian Economic Growth Strategy 2020-25
- Midlothian Local Development Plan
- Newtongrange Town Centre Regeneration Masterplan
- Midlothian Climate Change Strategy
- Midlothian Tourism Strategy and Action Plan

and at a national level:

- Scottish Government Regeneration strategy: Achieving a Sustainable Future
- The Community Empowerment Act
- Scotland's National Strategy for Economic Transformation

- Net-Zero Strategy: Build Back Greener (2021)
- National Planning Framework 4

Evidence of need

Figures from the SMP 2023-27 highlight that, although Midlothian as a whole is performing well in some areas, there remain significant economic and social challenges:

- Although there are jobs in Midlothian, pay levels remain a challenge with 8.3% of workers very low paid in comparison to Edinburgh and West Lothian. Evidence suggests that wages have slipped back further since 2019.
- The outlook for households remains challenging as Real Household Disposable Income is forecast to fall by 5.7% over 2023 to 2024.
- Volunteering activity is increasing in Midlothian following Covid particularly among young people but the cost of living crisis and funding reductions are having an impact on both existing and potential volunteers.

On 12 June 2023 the All-Party Parliamentary Group on Coalfield Communities published the report of its Inquiry into 'Next Steps in Levelling Up the Former Coalfields'. At the forefront of the report's recommendations is the need for stronger policies and targeted investment to grow the local economies of the former coalfields. The report says that trickle-down from the big cities is failing the former coalfields, which mostly cover smaller towns and communities and that fundamental imbalances in labour markets, social mobility and health persist.

Site development

The aim is to upgrade and bring the Pavilion into use as a community building. The wooden structure of the Pavilion will need work to repair leaks in the roof, dampness at the bottom of some of the walls, replace windows and the inefficient wall mounted heaters, and upgrade the kitchen and toilets. The former bowling green will be used as outdoor green space to host community activities.

The plan is to be open to the public through the day, seven days a week, with other uses and hires in the evenings.

(Appendix 2 Map 1:500 Appendix 3 Map 1:250)

The offering - services and activities

The Pavilion will be an office base for NDT for admin, etc and replace the current rented shop premises. Some of NDT's existing groups and activities will transfer to the Pavilion – the Pantry, Renovate hub, CAB outreach, Crochet/sewing group and

the Singing Group. Other groups like the Tai Chi group and the Mothers & Toddlers will stay where they are but could make use of the outdoor space for summer sessions and activities.

New activities will include:

- Café /coffee shop with a simple menu (soup and sandwich, cake, good coffee, etc) and kids' snacks
- Kitchen suitable for training; this links well with the community gardeners and would make good use of their produce
- Introductory events for people new to the village – to help social integration, community involvement, etc
- Tool hire
- Asset library – for party – gazebo, fairy lights, PA system
- Pop-up shop or stalls for crafters, etc.
- Children's parties – outdoor and indoor space
- Hire for small events and parties
- Hire of space for groups, meetings, etc

NDT will continue to listen to community need and respond, as and when opportunities arise.

Benefits of the proposal

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

- *explain how the project will benefit your community, and others*
- *nature of benefits to be delivered*

Please refer to the guidance on how Midlothian Council will consider the benefits of a request.

How the project benefits the local community

The asset transfer of the Bowling Pavilion and Bowling Green to NDT would ensure that the community has:

- A central, accessible base and inclusive social space for the community
- A focal point in the park
- A new asset for the community and the opportunities that brings to use the space to respond to community needs
- A café/coffee space
- Place for socialising with others; having coffee with friends; meeting new people and forming new friendships, especially important given the number of new houses in the village
- A safe space
- A warm place available for community use
- Access for disabled members of the community
- Improved accessibility and toilets mean more people, locals and visitors, can make more use of the park. There are currently no toilet facilities in or near the park.
- Outdoor multi-use space, Covid proof for the future –for both the community and MLC
- Local sports access, affordable and accessible for them, giving local people more consistent access to new activities like tennis, putting, etc. The Tennis Club has funding and courts but no toilets or storage.
- Access to toilets and facilities for those doing sport or having picnics in the park. It is currently too expensive for sports groups to have their own Portaloo. The football team is expanding so attracting more people to their sessions in the Park but they need access to toilets and coffee.
- The Pétanque Club is seeing growth in popularity and numbers. Access to improved facilities would allow the Club to take part in and host international tournaments.
- Base for outdoor sports groups to store equipment
- Affordable space to rent for events
- Access to the Pantry on a more regular basis
- Meeting space (inside and outdoor) giving more people access to groups and services (like CAB. Changeworks)
- Somewhere people new to Newtongrange can connect and meet people who already live here
- Something suitable for all age groups at appropriate times
- Working in partnership with schools and community groups for young people e.g. scouts, brownies. The school is adjacent, with entrances onto the Park.
- A focal information point to find out what's going on in Newtongrange; location for a really up to date notice board
- A place/chance for people to meet others and hatch and grow new ideas /start up new enterprises together
- Space to display cottage industry products
- Kitchen space for cooking lessons
- Gala day location for fundraisers
- Maybe a mini library/book swap 'in a phone box' idea

How the CAT benefits Newtongrange

- The Pavilion is currently unused, looking neglected and falling rapidly into disrepair. It is a blot on the rest of the Park which is well maintained and well used by the community.
- The CAT would protect the space for the community.
- It would provide toilets for use by visitors to the park, sports groups, etc.
- It would give a community space currently lacking at that end of the village with opportunities for partnership work and community led activity.
- It would be an accessible space – accessible for wheelchairs, mobility vehicles, buggies, etc and accessible by public transport as it is on the bus route.
- It would add to the park's potential for celebrations and events.
- There is a good footfall – walkers and dog walkers, those going to the school next door, those using the tennis courts, pétanque, etc.
- Petanque has become really popular. The court is next to the Pavilion which would provide toilets and facilities for players and visiting teams. Newtongrange Petanque Club, although in its infancy, already has the second largest membership base in Scotland, and with the right support and facilities could become a national centre for pétanque and the site for future national and international events.
- The Pavilion could become part of a sporting corner with the tennis courts. They have courts and equipment but need facilities and management of bookings.

Outcomes for the community - social

- Reduced social isolation
 - Greater sense of belonging; sense of place
 - Pride in the village and confidence that comes from regeneration of the community led by the community
 - A more cohesive community where people work together for mutual benefit
 - Intergenerational community space increases connections and understanding between generations.
 - Strengthening links and getting community buy in will help to reduce anti-social behaviour.
 - Better physical and mental health through more people using the park, getting fresh air and exercise, taking part in sports, etc.
 - Improved visibility of community activity leading to more people taking part
- Environmental outcomes
- A historic building in the park is preserved, restored and brought back into active community use, rather than falling into dilapidation.
 - The plan enhances an already good park, bringing the poorer corner of the park up to the same standard.
 - Improved choice of local activities instead of travelling elsewhere reduces the carbon footprint and fits with the 20 minute neighbourhood agenda.

- Contributes to keeping the park tidy.

Outcomes for NDT as an organisation

NDT gets:

- Its own accessible premises to replace the current rented premises which NDT has already outgrown
- A permanent office space
- Outdoor space
- The chance to bring a neglected building back into active use through a conversion that meets the needs of the community in a sustainable way
- The opportunity to make use of green energy, rainwater harvesting, etc to reduce running costs and carbon footprint
- A place that creates opportunities to engage with people who are not natural 'joiners'
- A visible presence in the heart of the community
- Opportunities and potential for income generation
- Younger audience engagement (through school and sports footfall)
- Credibility and enhanced reputation with the community and other key stakeholders
- Delivery of a visible project which shows long term commitment to Newtongrange and the village community
- A space for networking and joining up/bringing together other activities and organisations

Sustainability

New windows, heating, insulation and lighting will be installed using the most efficient systems available.

Looking into use of grey water -

Benefit to Midlothian Council

By taking on responsibility for the Pavilion and Bowling Green NDT are saving a MC building which has fallen into disrepair and is an eyesore which is only going to get worse and need some sort of intervention.

(App 0 – Strategic Plan attached for further information.)

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. For example:

- *environmental designations such as a Site of Special Scientific Interest (SSI)*
- *is the land part of the Fields in Trust agreement?*
- *heritage designations such as listed building status*

- *any planning restrictions – if there is a proposed change of use check with duty planning officer*

**** The applicant is expected to cover any legal costs, survey costs etc in respect of their application ****

Asset restrictions under the terms of the Queen Elizabeth Fields Trust

Potential deal breakers pre-acquisition:

- Building condition – likely to contain asbestos given its age so this will need to be removed. Building survey is essential to ensure there are no other issues that cannot be fixed.
- Planning permission – NDT needs confirmation that permission will cover activities proposed for the Pavilion and bowling green area.
- Compliance with building standards and work required to meet those standards
- Restrictions on use - Any conditions imposed as part of the transfer (possibly linked to the original Trust Deed). If these restrict use or include onerous conditions, the transfer may not be feasible. SLF do not want to see conditions on CATs.
- Clear definition of the site boundary (including or excluding the hedge, wall, etc.) Ideally NDT sets that boundary as part of the CAT request. Clarity on responsibilities for maintenance, particularly on boundary hedges, trees, walls, etc, as these could be potential long-term liabilities.
- Maintenance post-acquisition – NDT will presumably be responsible for maintenance of both the building and the outdoor space. Any specific requirements have to be clarified pre-transfer, again to make sure that there is nothing that will make the transfer unfeasible.

Negative consequences

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

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

The former bowling green was opened in 1962 but stopped being used for bowling in the late 1980's. NDT will use it as green outdoor space for activities; it will not be a

bowling green as this would compete with the existing Newbattle Bowling Club and its facilities at Murderdean Road.

The Parish Church in Newtongrange is also being refurbished to offer community space. The activities there are different from those that the Pavilion will offer. The aim is for NDT's activities in the Pavilion to complement, not compete with existing community activity. We work closely with the Church and the Minister is on our committee.

The church space will include a café. NDT intends to offer a coffee shop at the Pavilion but aimed at people coming to the park. There is one other cafe on the Main Street which is some distance away. NDT's café will attract different people, those who walk with or without dogs, those who travel through the park to school drop off and pick up, sports and pétanque players.

Capacity to deliver

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

- *include details of the structure of your organisation*
- *include the skills and experience of members of the organisation*
- *any track record of previous projects*
- *copies of annual reports*
- *whether you intend to use professional advisers, etc.*

NDT legal structure

NDT was incorporated on 11th January 2021 as a company limited by guarantee (SC685572) and registered as Scottish Charity SC050782 on 17th February 2021.

Its objects, as stated in its Articles of Association are:

To benefit principally the community of Newtongrange which comprises the Newtongrange Community Council area ("the Community") with the following objects:

(1) The advancement of community development (including the advancement of urban regeneration) principally within the Community;

But only to the extent that the above purposes are consistent with furthering the achievement of sustainable development.

There are 3 categories of membership:

- Ordinary membership is open to anyone aged 16+ who is resident in the community (defined as the Newtongrange Community Council area) and entitled to vote in the area and who supports NDT's objects and activities.
- Associate membership is open to any individual who does not meet the residence criteria for Ordinary membership or any organisation, based in Newtongrange and elsewhere who support NDT's objects and activities.
- Junior membership is open to any individual aged 12 to 15, resident in the Community or elsewhere who supports NDT's objects and activities.

The membership structure ensures that only Ordinary Members are entitled to vote at members' meetings or become Member Directors on the Board. Ordinary Members must comprise at least 75% of the membership at all times.

The Board

The Articles allow for up to 10 Ordinary Directors, appointed at the AGM for a two year term, but eligible for re-election at the end of the term. The current board is made up of 8 people who live and believe in Newtongrange:

Jeremy Adderley - Charity Operations Manager

Linda Anderson – Retired Legal Secretary

Patricia Bowie - General Manager Social Enterprise

Fiona Horne - Operations Manager Youth Support Organisation

Andrew Marshall - Architect and Associate Director of private architectural practice

Rebecca McCosh - Communications Consultant

June Robertson – Retired Teacher

Hayley Young - Bank Worker

Some are Newtongrange born and bred; others have moved into the community but all have a good understanding of the issues affecting the community, a wealth of local knowledge and contacts and a good grasp of local networks.

A Board skills' review carried out in 2022 looked at the various tasks and roles that the directors/ charity trustees need to be able to do to support, develop and manage the range of activities envisaged by NDT. It showed that there is considerable breadth and depth of experience: Full details of the Skills Audit are detailed in NDT Strategic Plan attached as **Appendix 8**.

- Governance, essential to protect the integrity and the reputation of NDT as a charity and to ensure that the trustees are able to demonstrate sound governance. Some of the Board members are very experienced and able to help develop those newer to being on a charity Board. An induction pack gives new trustees an introduction to the organisation and what NDT expects of them.

- Working with people - NDT has strong people skills on the Board and experience of working with the whole range of people and organisations that will be encountered as NDT takes on and develops projects - community groups, volunteers, architects and planners, local councils and statutory bodies. They also have skills to recruit and manage staff and deal with sensitive issues and conflict resolution.

We operate under our Equalities Policy which ensures NDT is open to everyone.

(Appendix 9)

- Communication - High levels skills again demonstrated here. Communication, relationship building and partnership working will be a key to NDT's success in engaging with the community and ensuring a wide network of supporters and buy in from agencies and statutory bodies.

- Business skills – There is a solid business experience base on the Board in project planning and organisational and project management.

- Levels of financial skills and experience are more mixed – strong in budgeting and general financial management but more reliant on some more experienced Board members for charity accounting and cashflow planning. Finance training will be undertaken to build up skills.

- Marketing is often a weaker area for charity boards but NDT has some strong marketing skills, particularly in use of social media, branding and website development. This experience will be beneficial to the Board as good communication is vital to NDT's success.

Other relevant skills and talents include charity management, setting up new community organisations, part time university tutor / crit reviewer; Vice Chair of Newtongrange Community Council; cofounder of a Central Belt networking forum (800+ members); IT specialist; copywriting, editing, PR and marketing.

The diversity of backgrounds, skills and experiences (business and life) on the Board should stand NDT in good stead for the work involved in taking on and managing the Bowling Pavilion. Board members are confident that they have the capacity to negotiate and manage the CAT process and then run the asset for the benefit of the community.

The Board recognise the need to continue to recruit people with additional skills to strengthen the Board and reduce over-dependency on key individuals but will use external help and advice where required. The Board also has the right to co-opt up to 5 people to serve on the Board. This mechanism can be used to bring in people with additional skills or expertise to help with the CAT process.

Management oversight and reporting

The Board developed a strategic plan in early 2022 (attached as appendix) which set out its aims and priorities, including an Action Plan for Board and activity development. The Board is responsible for oversight of operations, finances and policies. Operational and financial reports are presented at monthly Board meetings to ensure that all Board members are kept up to date.

A CAT sub group has been set up to manage the detailed process and report back to the rest of the Board.

Activity to date

NDT operates from shop premises at the end of Main Street, rented for an initial 12 months but on flexible terms. This provides an office base, information point and place for outreach services, such as CAB advice drop-ins.

NDT is delivering on its strategic plan developed in early 2022, setting up and delivering projects that respond to local needs. They have been successful in securing funding to employ 2 part-time staff who with the help of about 20 volunteers deliver activities such as the Pantry, Tai Chi classes.

Although volunteers and volunteer development will remain a key part of NDT's activities, they recognise that the project needs paid staff with experience in specific areas. The plan is to have the following staff team:

- Essential: Maintain the current 28 hour/week Community Engagement post.
- Additional essential post: a Business Development post (14-21 hours/week) to drive income generation, find funding and manage the facility
- A part-time Café Manager to ensure quality and compliance with standards and manage volunteers.

Risk assessment

Taking on an asset involves risk at all stages of the process – pre-acquisition, acquisition and post-acquisition operation. NDT Board has assessed the risks, as set out in **Appendix 10**, and the steps required to mitigate the key risks identified:

Professional support

The Development Trusts Association Scotland (DTAS) will support NDT through the CAT process, especially in resolving any difficulties with negotiations.

Support with the business plan has been provided by Community Enterprise through the Accelerate programme.

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.

- *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*
- *include copies of surveys and engagement plan*
- *show how you have engaged with any other communities that may be affected by your proposals.*

Evidence of community support

A total of 229 responses to a short community survey were gathered over recent months in person at the Pool Pantry, at the Coronation event and the Gala Day and through an online survey. Responses were overwhelmingly supportive with 226 (98.7%) in favour of NDT's plan to request having the Bowling Pavilion and Green in Welfare Park transferred to NDT for community use. Of the respondents 223 were from Newtongrange and only 6 from elsewhere represented all age groups.

200 of the respondents came up with a wide range of uses for both the pavilion and the green as a community asset in response to Question 2. The responses are shown in full in Appendix 4 of the Business Case but they indicated strong support for having a café, toilets, space for a range of community activities for both adults and children, and for use by the Pantry.

Copy of survey and results attached in **Appendix 4.**

Community Engagement

NDT currently engages with the community and stakeholders through:

- Its website - <https://www.ndt.scot/>
- The newsletter which goes out to members and subscribers **Appendix 7 – Newsletters attached**

- Its Facebook page - <https://www.facebook.com/NewtongrangedT/> - which has more than 1,200 followers
- Twitter - <https://twitter.com/newtongrangedt>
- Posters displayed in the window of its office base, the library, local notice boards, etc

One of the Board is a communications consultant, specialising in copywriting, PR and marketing. These skills can be put to good use to raise the profile of NDT and garner positive press attention for the CAT.

Support from Newtongrange Pétanque Club

NDT and Newtongrange Pétanque Club (NPC) are working closely together on this application which would allow toilet, storage and refreshment facilities to be offered to players. NPC officially formed in early August 2022, although a small number of enthusiasts had been playing in the former bowling green from March 2021. The Club first enquired about the possibility of establishing a pétanque terrain on the bowling green in the autumn of 2021; a sum of money was pledged from 3 councillors' environmental funds which enabled the terrain to be constructed in an area of the Welfare Park adjacent to the old bowling pavilion/green. The pétanque terrain opened for use in August 2022 and within a month 38 local residents had taken out membership. Membership has increased to 56, with membership enquiries coming in on a weekly basis. The terrain hosted the local heats and finals of the Midlothian Singles Championship this year, with success in this and other events and members selected to represent Scotland and ranked in the national top ten.

NPC has the 2nd largest membership base in Scotland. National officers of the Scottish Pétanque Association and the national coach have visited and have all indicated how impressed they have been by the organisation and presentation, and have said that if the facilities could be expanded, they would have no hesitation in recommending Newtongrange as an appropriate site for future national and international events. The development of the Pavilion would give the Petanque Club access to the facilities required to allow them to become a national centre for pétanque.

Partners

NDT is in contact and conversations with several organisations which are supportive of this acquisition. These include Newtongrange Church, NPC, Newtongrange Star, MVA, MAEDT, DTAS, NC1, Newtongrange Community Council, CAB, Primary and High Schools.

Fit with other existing facilities

NDT recognises that there are a number of community halls and spaces in the village and is clear that it does not want to duplicate or jeopardise existing activities.

The table below considers who else is providing services locally – these could be competitors (for resources and /or funding) or potential partners for joint activities:

The Church	<p>1) Serve the community and alleviate poverty through the 3 churches in the parish. This includes 'heat & eat' lunches; the food bank; Men's & Friendship groups with lunches</p> <p>2) Heritage – through the building and values' system</p> <p>3) Bringing the community together through times and seasons e.g. Christmas, Easter, weddings, funerals, etc. They are actively redeveloping the church building to include community/multi-purpose space but ongoing The space at the Pavilion would complement, rather than compete with this community space. NDT will use space at the church for some larger events and activities.</p>
Citizens Advice Bureau	<p>Advice services from their base and on an outreach basis. Awareness raising events and campaigns. Now delivering a twice a month outreach session from NDT's current premises. This can transfer to the Pavilion.</p> <p>Options to provide space for outreach by other organisations VOCAL and Changeworks, both currently delivering....</p>
Gardner Place Centre (Newbattle Community Learning Centre)	<p>MLC facility with computer suite; gym hall; youth room but deteriorating condition; in need of work/refurbishment</p> <p>Well used by local groups, sports and CLD staff but off the main street so not that visible, especially for newcomers</p> <p>Home of Newbattle Community Nursery which will move to the new Primary School</p> <p>Home to Black Diamond Radio No plans to directly compete with any of their activities</p> <p>Signposting and promotion of events</p>
Newtongrange Leisure Centre	<p>MLC facility used for fitness and exercise classes. Most profitable Council run Leisure Centre in Midlothian</p> <p>No plans to duplicate any of the Leisure Centre activities</p>
Midlothian Council	<p>Services for the community through its various Departments and services Possibility of working closer with MLC Depts for outreach services</p>
Newbattle High School Community Campus	<p>HS includes pool and gym</p>

	Community space available to hire – sports halls; Lady Victoria community suite; functions rooms; meeting rooms Café on site Location of Pavilion means that neither café nor community space will impact on use of new Community Campus
Primary School (new)	School and home to Nursery. No community space. Consider opportunities to work with school and/or nursery on future projects, involving visits to the Park
Football Club Social Club	Social club - seating capacity 120, dance floor and stage, with full disabled access, kitchen facilities, a projector and screen and a food preparation room. Used for functions, parties, etc Mutual promotion of events, etc and making sure that social or fundraising events do not compete or clash.
Silver Band hall	Used mainly for band practice Signposting and promotion of events
Newbattle Bowling Club	Has social club and bar No plans to compete with Bowling Club, as NDT will not use the greenspace as a bowling green, nor Pavilion as a social club
Masonic Hall	As well as own use, well used for functions and events Signposting and promotion of events
Scout Hall	As well as own use, well used for functions and events Signposting and promotion of events
Air Cadet Hall	Mainly for own use Signposting and promotion of events
Sidings Café & Bistro	Set up as a social enterprise training café at the train station. Now being used by Network Rail as a training centre for its staff Keep an eye on developments and plans for its future use
Dean Tavern	Has large lounge space available for meetings, functions, social events Signposting and promotion of events

6 Funding

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.

- *show your calculations of the costs associated with the transfer 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.*
- *include latest copy of accounts*
- *detail information on track record of funding*

Costs associated with the transfer

The aim is to request a transfer of the asset at £1.00 value. The costs associated with the transfer can potentially be funded by Scottish Land Fund (SLF) stage 1 funding for technical assistance. This can include valuation fees; a building condition survey; an asbestos survey; an architectural feasibility study; and/or a more detailed business plan (if required). Average grant size at stage one is about £12,000 (maximum £30,000). Initial discussions with SLF have been positive.

Stage 2: SLF supports communities to become more resilient and sustainable through the ownership and management of land and buildings. Stage 2 Acquisition funding can fund capital purchase costs (max 95% of valuation) and some revenue costs associated with the asset acquisition, with grants ranging from £5,000 up to a maximum of £1,000,000.

Current funding

National Lottery Community Fund grants are awarded to projects in local communities that bring real improvement to the places where people live and to the wellbeing of those most in need. The funding is for community-led organisations to deliver longer term work that contributes to the following outcomes:

- Everyone in the community has the opportunity to influence and get involved in community-led activity.
- People in the community are better connected and work together to improve their wellbeing.

NDT has secured £99,854 of funding over 3 years from 1st November 2022 (£29,707 in year 1 (1/11/22 - 31/10/23); £34,011 in year 2; and £36,136 in year 3). This funding covers a 28 hour/week Community Engagement post; resources and activities; volunteer expenses; training; marketing, and a contribution to office/admin costs.

This builds on NDT's success in the last two financial years when income grew from £50,127 (mainly from grants and donations) in the year to 31st March 2022 to almost

£69,000 in the last financial year. This gives an indication of NDT’s track record for securing and managing funding from various sources. **Appendix 6 – Annual Accounts**

Capital improvement funding

The wooden structure of the Pavilion will need work to repair leaks in the roof, dampness at the bottom of some of the walls, replace windows and the inefficient wall mounted heaters, and upgrade the kitchen and toilets. The costs for remediation and upgrade of the building and bowling green area have yet to be ascertained.

This remediation and improvement work will have to be funded from a number of sources. Potential funders include:

- Community and Renewable Energy Scheme (CARES) - Net Zero Community Buildings Fund (formerly the Urban Community Buildings Fund)
- SUEZ Communities Fund Scotland – Smaller Projects Fund
- FCC Scottish Action Fund
- Garfield Weston Foundation Regular Grants
- Mushroom Trust
- Steel Charitable Trust
- Community Led Local Development Fund: Tyne & Esk Programme
- Awards for All
- Midlothian Councillors Funding

These have been explored further in the business plan and as we progress through the process relevant funders will be approached.

Operating income

NDT is keen to generate income where possible as they do not want to have to rely too heavily on funding to deliver local projects but this has to be balanced by keeping activities accessible and affordable for everyone in the community at a time when the cost of living crisis means that many are facing economic challenges and real hardship.

Income generation will come from:

Income source	Income assumption
Café /coffee income	25 x £5 average spend/day, open every day; from people coming to the Pavilion, visiting and passing

	through the park, school foot fall and those playing sports. Seasonally adjusted.
Space hire income	Regular and one-off hires of space in the Pavilion and/or the green space @ £22/hour - average 6 hours/week
Shared facilities fees	Regular monthly fees from petanque, etc for use of facilities. Estimated @ £50/month
Pantry income	Estimated as continuing at its current level @ £1,000/month
Income from events & parties	Modest estimate of hires for parties and events

Other opportunities for income generation will be explored. These include:

- Sales of organic veg/veg boxes – maybe through a pop-up stall in the green space
- Commission on sales of work/items by local makers and crafters, displayed and sold from the Pavilion

Fundraising opportunities will be investigated but could include events that fulfil our aim of bringing people together as well as generating income.

Operating costs

The main costs are staffing costs for the posts, all part-time – Community Engagement Officer (0.8 post), Business Development (0.4 post), Café Manager (0.5 post).

Other operating costs, as detailed in the financial projections include direct project costs:

- Workshops, users activities & resources
- Costs of café supplies and consumables (45% of sales); pantry supplies; gardening supplies
- Volunteer/meeting expenses and staff/volunteer training & conferences
- Promotion & marketing of activities and Information & resources

Cost of maintaining the Pavilion and greenspace are estimated post-refurbishment of the Pavilion. This includes adequate provision for insurance cover and maintenance.

It is assumed that the refurbishment will include energy-efficiency measures to reduce electricity usage and costs.

With the relocation to the Pavilion, NDT will no longer have the rental costs for its current office premises.

Cashflow projections

The financial projections show that the Pavilion and greenspace can provide a viable base for NDT's activities. **(Appendix 1a and 1b)** The mixture of social enterprise income generation and funding for projects and volunteer development will allow NDT to maintain the staff team to deliver its activities and keep both NDT and the Pavilion and the green space in good repair.

	2023-24	2024-25	2025-26
INCOME			
Grant funding	55,716	50,736	42,600
Income generation	13,400	60,044	62,669
TOTAL INCOME	69,116	110,780	105,269
EXPENDITURE			
Staffing and direct project costs	46,388	90,085	93,277
Overheads and support costs	19,248	14,227	14,727
TOTAL EXPENDITURE	65,636	104,312	108,004
SURPLUS/(DEFICIT)	3,480	6,468	-2,735
BALANCE BROUGHT FORWARD	37,518	40,998	47,466
BALANCE CARRIED FORWARD	40,998	47,466	44,731

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 Patricia Bowie

Address 

Date 28th August 2023

Position Trustee/Chairperson

Signature

Name Fiona Horne

Address 

Date 28th August 2023

Position Trustee/Treasurer

Signature

Checklist of accompanying documents

To check that nothing is missed, please use the checklist below for all attachments:

Section 1 – you <u>must</u> attach your organisation’s constitution, articles of association or registered rules	X
Section 2 – you <u>must</u> attach any maps, drawings or description of the land requested	X
Section 3 – note of any terms and conditions that are to apply to the request	X
Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation’s capacity to deliver.	X
Section 5 – you <u>must</u> provide evidence of community support including copies of surveys	X
Section 6 – you <u>must</u> attach your latest annual report, accounts and any current funding bids in support of the project	X

Appendix 0 – Business case

Appendix 1a and 1b – Financial Projections

Appendix 2 – Map 1:500

Appendix 3 – Map 1:250

Appendix 4 – Community Survey

Appendix 5a and 5b – Memorandum and Articles of Association

Appendix 6 – Annual Accounts

Appendix 7 – Newsletters

Appendix 8 – Strategic Plan – containing Board Skills Review

Appendix 9 – Equalities Policy

Appendix 10 – Risk Assessment