

City of Edinburgh Council

Application for an Asset Transfer

Stage 2 – Sustainable Business Case

Introduction

Following assessment of a Stage 1 Expression of Interest by a Panel, your organisation may be invited to progress your proposals, setting out in further detail the wider community benefits, provision of services and financial aspects of your proposals that could enable the transfer of the land and/or building currently owned by the City of Edinburgh Council.

This form provides for the following:

- Section 1 - Guidance on the Council's Asset Transfer Policy and on submitting a request at Stage 2;
- Section 2 - Sources of free and specialist (with a fee) advice and support in progressing a detailed capability and financial plan;
- Section 3 – Completing the Stage 2 Form. This addresses the wider community benefits, proposed provision of services, the costs involved and how you intend to maintain ownership and revenue provision over many years. (The form can be completed and submitted electronically).

Section 1 - Guidance

You should read the [Scottish Government Guidance for Community Transfer Bodies](#) to ensure that you have included all the information required for this submission to comply as an Asset Transfer request. Specific timescales for submissions apply and you should make yourself familiar with these.

Applicants should also read the Council's Asset Transfer Policy prior to completing an initial request (Stage 1 – Expression of Interest Form) or the more detailed Stage 2 – Sustainable Business Case.

Question - Why do we need to set out our detailed proposals at Stage 2 for using the asset and how the project is to be funded?

Answer: Your application will be considered by the Council's Finance and Resources Committee. The Committee needs to know that the proposals contain a number of key factors, for example;

- Is there evidence of strong community support for your proposals for use of the asset and any related impacts taken into account?
- Is there a considered analysis of the market for the use of the asset as this lets Committee know that other services/provision has been examined within the local area and across the City?
- Have the financial aspects of acquiring and using the asset been thoroughly examined to ensure that any risk is minimised and that the prospect of returning to the Council for assistance or for requests for funding is minimal?

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Question – What is a Sustainable Business Case, what should be included and how should this be presented?

Answer: A detailed Business Case is required to cover a period of years, setting out how you intend to use and finance the asset.

The sustainability aspects relate to; (i) how you intend to continue long-term ownership, (ii) arrangements for strong governance and intended operations including financial arrangements for long-term growth, (iii) improving community benefit and (iv) minimising any harmful environmental impacts.

In relation to how your plans should be presented, this is a matter for you to decide, so long as your Stage 2 Business Case provides the level of detail required.

Question - What can be included within a sustainable business plan?

Answer: The following is provided for additional guidance only and is not comprehensive because plans for the use of an asset will be different in each case. You may wish to consider some of these elements within your plan which will help make use of the asset a success.

Part A

Market and operational environment:

- strategic fit between the business objectives of the community body and the proposed use of the asset;
- impact of taking on the asset based upon current and future capacity and capability;
- the skills of the community body that will enable sound management and productive use of the asset;
- the strength of partnership to take on and make the asset a success, in particular clear identification of the community benefits arising from the transfer of the asset;
- current capacity and what partnership arrangements exist to enhance the prospects for medium and long-term success of the use of the asset;
- is there a clear business growth plan and marketing plan in place in order to maximise the use and income generation prospects;
- why the asset is needed and its intended use - aligned to local policy, strategy and community needs;
- define the economic, social and environmental benefits of the use of the asset and the advantages in this regard of the proposal;
- demonstrate engagement with the wider community in order to ascertain usage and success of the proposal;
- management of risk, accounting for unforeseen circumstances and avoiding putting at risk the core organisation/partners;
- information on the strength of commitments by interested parties;
- the most advantageous delivery model and governance structure to manage the asset during/post transfer.

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Part B

Financial management - Budget and income, provides evidence of:

- revenue costs are known and plans take these into account;
- repairs and other improvements to the asset are taken into account to reflect the business proposition;
- projected income/expenditure plan for at least five years to identify a range of sustainable income streams;
- financial risks to both the asset and applicant organisation;
- projected utilisation and cash flow forecasts;
- market analysis and mitigation of financial risk for partners and the wider community;
- available funds to invest in the asset.

Section 2 – Sources of Advice and Support

In examining the use of an asset for the benefit for the community it may be helpful for you to request specialist help and support. The following organisations* are independent of the Council and can provide additional support if requested. Dependent upon the nature of the request, some of these will be free and some may apply a fee.

- [Development Trust Association Scotland](#)
- [Edinburgh Business Gateway](#)
- [Edinburgh Third Sector Interface](#)
- [Community Shares Scotland](#)

Also,

- Council and the Community Learning and Development Service

*Other support agencies are available and this should not be interpreted as an endorsement from the Council.

Sources of further information and reference* are also available, some of which are as follows:

[SME Business Planning Toolkit](#)
[Starting a Social Enterprise – Business Planning](#)
[Business planning – 8 critical success factors](#)

*Other sources of information and advice are available and should not be interpreted as an endorsement from the Council.

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Section 3 – Completing the Stage 2 Sustainable Business Case Form

Assessment Scoring

Question: How will Stage 2 submissions be assessed?

Answer: A scoring matrix will be applied in the assessment of proposals and these will consider the proposed use and financial provisions made for the asset.

The following scoring will apply:

| Score | Criteria |
|-----------------|--|
| 0 = Poor | Little or no response in regards to the submission with ill defined unrealistic ambitions |
| 1 = Weak | The submission contains only minor detail and is not based on robust information |
| 2 = Moderate | The submission provides a level of detail which enables understanding with acceptable projected benefits |
| 3 = Strong | The submission provides sufficient evidence that the issue has been taken into account with sound, sustainable Best Value characteristics |
| 4 = Very Strong | The applicant has included all the issues in the submission and has provided additional information which enables detailed understanding with strong and sustainable Best Value characteristics with robust related project benefits |

Assessing Equality and Rights and Sustainability Impacts

The Council under the Equality Act 2010 and the Climate Change (Scotland) Act 2009 with the related Public Sector Duties is required to assess whether there are any detrimental impacts potentially arising within asset transfer proposals and to identify how these can or should be mitigated. Council officers will assist you in the development of these assessments which are used by the Council in the decision making process. Questions are included within the application form (see part C).

Completing the Stage 2 Form

The key questions in the form below are designed to tell Committee about the governance of your organisation, your detailed plans for the asset, support from the local community and other interested parties, financial plans, current relationship with the Council and other

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information. Information contained within the application will however be shared with those involved within the decision-making process and data protection and commercial confidentiality arrangements will apply on such occasions.

The Stage 2 Form contains sections for (i) information on the key elements of the Business Case, (ii) information on how the asset relates to Council policy outcomes and/or key public strategies in Edinburgh and (iii) any additional information. Please ensure that if you have a separate Business Case that you attach it to your Stage 2 Form as this will avoid the need for any delays in the assessment of your submission.

Please note that:

- Council officers may require a number of follow-up meetings to discuss your proposals. This is with the aim of better understanding your intentions.
- The minimum timelines, whilst set out in the policy, may be extended for particularly complex submissions, for the briefing of community members and other interested parties including local elected members, or where there is a delay in submitting additional information beyond the control of those involved.

Finalising your submission and accompanying information

Please ensure that you answer all of the questions asked throughout the form. Failure to fully respond may delay your request being considered by the Council.

Please also ensure that:

- a) You attach the required documents as identified at the end of the form,
- b) Three people from your organisation sign off the application. This is to ensure that the Board of Directors/Management Group are aware of and support the submission.

Please return the form to:

Property and Facilities Management
G4 Waverley Court
4 East Market Street
Edinburgh
EH8 8BG

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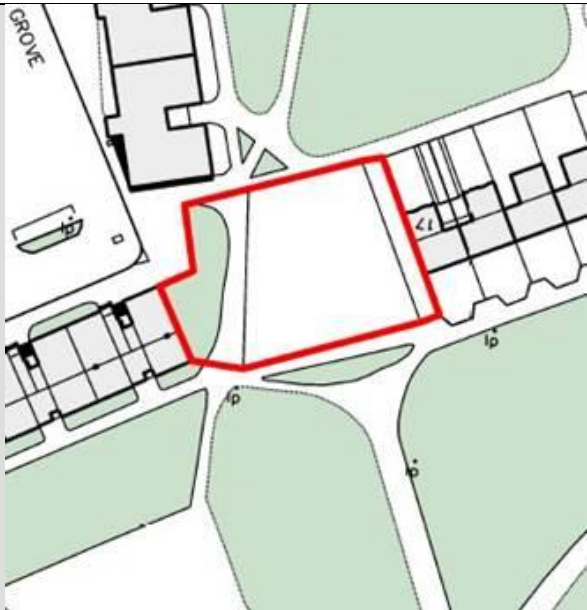
**APPLICATION FOR THE TRANSFER OF AN ASSET
CURRENTLY OWNED BY THE CITY OF EDINBURGH COUNCIL**

Request to the Council

| | |
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| | Is this application being made under Part 5 of the Community Empowerment (Scotland) Act 2015? YES |
| 1. | Are you requesting the transfer of a building that is owned or leased by the City of Edinburgh Council NO |
| | Are you requesting the transfer of a piece of land that is owned or leased by the City of Edinburgh Council YES |
| 2 | Please identify the building and/or piece of land that is the subject of your request: NAME: ADDRESS: Land next to 3 Murrayburn Grove, Wester Hailes, EH14 2PG POSTCODE: MAP REFERENCE: 55.919270, -3.277906 |

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| |  | |
| 2a | <p>Please state whether this is an application to purchase or to lease the property or if the request is for other rights to use the property:</p> <p>Purchase of the property.</p> | |
| 2b | <p>VALUE Have you sought an independent financial assessment of the value for the building/land? If so please identify the source and the estimated value (Note: because your request concerns a public asset, references to the source(s) and value(s) may be referenced in reports to council committee(s) in reference to your submission:</p> | |
| | Source: DM Hall Surveyors | Estimated value (£)10,000 |
| 3 | <p>Please detail below the nature of the request to the Council (please complete one section only):</p> | |
| 3a | <p>Total transfer by sale or lease of the building/land identified in Section 2 above: YES</p> | |
| 3b | <p>Gradual transfer by sale or lease of the building/land identified in Section 2 above: NO</p> | |
| 3c | <p>A transfer of just a part of a larger building or part of a larger area of land: NO</p> | |

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| 3d | If the request is for other property rights (ie not a sale or a lease) to make use of a property please specify the nature and extent of the rights sought: |
| | N/A |
| 4 | Please indicate below the purchase price, rental or other payment being offered for the asset (please complete one section only) |
| 4a | Where a purchase is being requested please state the price that you are prepared to pay for the building/land that you have identified in Section 2 above: £9,000 |
| 4b | Where a lease is being requested please specify: (i) The annual rent that you are prepared to pay: (ii) The duration of the lease requested: (iii) Any other special lease terms required: N/A |
| 4c | Where another form of occupancy (not a sale or lease) is being requested please state the price that you are prepared to offer for such rights to use the property: N/A |
| 5 | Please summarise below the reasons for making the Asset Transfer request, any special terms and conditions applicable to the request, how you intend to use the Council building/land and any related timescales: |
| 6 | Date of Submission to the Council: 24rd February 2023 |

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PART A – About your organisation

| | | | |
|-------------|---|-------------------------------|--------------------|
| A1.1 | Organisation Name, Location and geographic areas of current operation: | | |
| | Wester Hailes Growing Communities is a SCIO established to serve the communities of Wester Hailes. | | |
| A1.2 | Organisation postal address: | | |
| | Healthy Living Centre, 30 Harvesters Way, Edinburgh, EH14 3JF. | | |
| A1.3 | Organisation Contact details for this request: | | |
| | Name | Greig Robertson | |
| | E-mail | greig@westerhailesgrowing.com | Tel. Number |
| A1.4 | Organisational Governance – State the type of organisation you are, for example a registered charity or a registered company. If your agency is not a registered charity or company, please state if you have a Constitution / Statement of Aims / Memorandum and Articles (relevant documents must be supplied on request) | | |
| | WHGC is a Scottish charity incorporated as a SCIO. | | |
| A1.5 | OSCR Registration Number (if your organisation is a charity registered in the UK and/or Scotland): | | |
| | SC047594 | | |
| A1.6 | Companies House Registration Number if applicable | | |
| | N/A | | |

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PART B – Your proposal for use of the asset

In summary, please answer the following questions relating to your proposal (please ensure that you attach your full Business Plans as this will provide further detail)

NOTE: the term ‘the asset or assets’ means the Council-owned asset which is the focus of your submission

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| | Assessment of the operational and market environment |
| | |
| B1 | <p>Please summarise below any history that your organisation has for; (i) delivering good quality services, (ii) meeting the needs of your community and (ii) enabling sustainable growth of your organisation?</p> <p>Wester Hailes Growing Communities was established in 2017 (originally named South West Edible Estates) as a Scottish Charitable Incorporated Organisation (SCIO).</p> <p>Our core operation has been the establishment and management of three large community gardens in the Calders, Clovenstone, and in Murrayburn/Hailesland. These gardens provide growing plots and support services for 150 households in Wester Hailes.</p> <p>We have since added other services to our portfolio including two School Farm projects which we deliver at Canal View and Sighthill primary schools; and Growing Youth a training and work experience programme for high school pupils and young adults across the SW of Edinburgh.</p> <p>We now have a development team of 11 staff members (7 FTE), and several contractual relationships with the Council and other organisations. The bulk of our services are funded by grants we receive from Scottish Government and 3rd sector funders.</p> |

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| B2 | <p>Is there a strong business-fit between the core objectives of your organisation and the proposed use of the asset?</p> |
| | <p>The organisation is established to provide sustainable urban regeneration and support services to disadvantaged households/communities in Wester Hailes and the Calders. The development of the Greenway Community Hub at the proposed site will provide much needed support and resources to the local community of Dumbryden, Murrayburn & Hailesland. As such there is very close alignment with our core objectives. The hub will support our community food activities and other services which cannot be delivered from our gardens, or which will be improved by access to the hub.</p> |
| B3 | <p>How will your organisation’s current operational capacity and financial turnover be affected by taking forward your proposals for the asset?</p> |
| | <p>We have had a design feasibility study and business plan prepared by Calum Duncan Architects, and Community Enterprise. Community Enterprise which have supported the development of a range of community buildings across Scotland. The business plan includes a three year projection for the development and operation of the hub.</p> <p>We will be required to raise capital funds for construction of the community hub at the site, in the region of £1Million. The capital funding will be a discreet programme from our core funding programme for the delivery of exiting services.</p> <p>The hub will host several functions of the organisation. The office of WHGC will move from the Healthy Living Centre to the Greenway Hub, our community food operation will be based at the hub, alongside the creation of a new food pantry. The hub will therefore benefit from the funding and staffing of these services. We will also generate social enterprise income by renting out spaces in the hub to the local community and organisations.</p> |

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| B4 | <p>Please evidence below, the strength of leadership and skills of the Board and staff of your organisation to maximise the prospects of the asset? If the skills are not currently in place, please describe how you intend to address this.</p> |
| | <p>As a community led organisation, our board of trustees is drawn from the local community. At this time the board does not include individuals with strong experience or skills in the management of a facility such as a community hub, but we intend to draw in new trustees which have this background and to provide additional training and capacity building across existing trustees.</p> <p>We have a strong staff team led by our Chief Executive who has over 20 years of leading social enterprise/community led projects. Once the hub is built we will hire a Hub Coordinator / Development Worker who will be responsible for the operational management of the Hub, ensuring the facility becomes a vibrant and well managed hub for local people, groups/organisations and other space users.</p> <p>Both our trustees and staff will receive training and support in facilities management from the Community Ownership Support Service of the Development Trusts Association Scotland.</p> |
| B5 | <p>Please detail how you intend to evidence long-term community benefit arising as a result of the proposed asset transfer?</p> |
| | <p>Our objectives for the Greenway Hub are to:</p> <ul style="list-style-type: none"> - Provide a welcoming and accessible space for the community to come together and connect around shared activities and events, supporting our community to become more connected; - Join up with other support providers in the area to offer a holistic service to our community, which has a range of needs, with a focus on young people under the age of 12; - Take steps to reduce food insecurity and poverty in our community by helping to improve household finances and providing a venue for community food-based activity and learning; - Promote the health and wellbeing of our community by encouraging and supporting healthy, sustainable living by improving diet and supporting positive mental health; - Encourage and provide opportunities for local people to develop skills and experience that will improve employment prospects. |
| B6 | N/A |

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| | N/A |
| B7 | <p>Please summarise below the partners involved in your proposal, describing the current and future strength of partnership work in the context of the submission and if so, is this influencing the operational arrangements for the asset?</p> <p>Wester Hailes Growing Communities SCIO will be the delivery body for raising the funds, serve as the construction client body, and following construction provide the management of the building.</p> <p>In the above roles, we will work with a variety of local, city wide and national partners.</p> <p>We work closely with Murrayburn & Hailesland Community Greenspace Association made up of local residents involved in the Greenway Community Garden and other projects.</p> <p>We have already received the support of Community Enterprise in the preparation of the business plan and ongoing strategic advice. We have contracted the services of Calum Duncan Architects (and sub-contractors) in the preparation of the concept design and ongoing architectural advice.</p> <p>We will continue to work in collaboration with local community / third sector bodies to involve them and seek their support/advice in the delivery and management of the community hub, particularly The Health Agency and Wester Hailes Community Trust, Wester Hailes Local Place Plan.</p> <p>We continue to participate in several City of Edinburgh processes relevant to the delivery of the community hub including, Wester Hailes Local Place Plan, Wester Hailes Development & Regeneration Framework, Dumbryden, Murrayburn & Hailesland Public Realm Study.</p> |
| B8 | <p>Please describe the governance arrangements which will oversee the operations of the asset. If this is to be separate to arrangements for your organisation, please provide further description and include diagrams if necessary. Please also describe how accountability for the asset will be provided for.</p> |

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| | <p>Wester Hailes Growing Communities SCIO will be responsible for the ownership and management of the completed community hub.</p> <p>WHGC is a two tier SCIO with a Membership and Board of Trustees made up of Wester Hailes residents.</p> <p>WHGC holds an annual general meeting where the membership appoint the board of trustees and review the organisations annual report.</p> <p>The WHGC Chief Executive reports to the Board of Trustees.</p> <p>WHGC will employ a Hub Coordinator / Development Worker to manage the site, he/she will be line managed by the Chief Executive.</p> |
| B9 | <p>Please evidence how you know that your proposals for the use of the asset are supported by and meet the needs of the wider community and City. You should describe the level and nature of support for the request from the community.</p> |
| | <p>The project is led by a community anchor organisation established in 2017 to promote community regeneration across Wester Hailes. The membership and board of trustees is drawn from the local community.</p> <p>The delivery of a community hub for Dumbryden Murrayburn & Hailesland is one of the objectives of the Wester Hailes Local Place Plan agreed in 2022.</p> <p>We have also carried out an extensive community consultation as part of the preparation of the business plan for the Greenway Hub, it documents the support and attitudes of the local community.</p> |
| B10 | <p>Where applicable, please detail how your proposals for use of the asset will enhance the existing use of the building/land</p> |
| | <p>The community of Dumbryden Murrayburn & Hailesland does not currently have a community centre, the only ‘facility’ within the community is a corner shop. In the local town centre there is not a significant community centre. The nearest community centre is in Clovenstone, and it is open on limited days/hours.</p> <p>The existing site is an open paved area between to tenement blocks. The proposals would develop this open / unused space into a valued community hub, providing spaces and activities for the local community.</p> |

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| B11 | <p>Please outline how your proposals take account of the influence of local and city market forces and (i) if so are there plans in place to ensure that your proposals for the use of the asset are competitive in order to sustain the asset, (ii) if not please explain why.</p> |
| | <p>We have undertaken a business plan for the Greenway Hub, as described above there are not significant community facilities in the local vicinity. The activities and services planned for the Greenway Hub, will be complimentary and in addition to existing activities and services.</p> |
| B12 | <p>If suitable, is there marketing and development plan in place for the asset for the next five years? If so, please provide further details in relation to your approach</p> |
| | <p>Marketing of the project will be key to the success of a new hub in Murrayburn, Hailesland and Dumbryden. It is vital that the community feel a sense of ownership, feel that the hub is welcoming and inclusive and see it as a part of their own neighbourhood.</p> <p>We will develop a marketing strategy that will aim to reach the following groups:</p> <ul style="list-style-type: none"> • The whole local community but with a specific focus on those who are vulnerable, disadvantaged and who are not currently accessing any services or activities • Local groups working with (or who are planning future services) children and young people and vulnerable people in the community • Local third sector organisations and community groups who may be interested in hiring the hub for activities to improve the wellbeing and life chances of people living in the neighbourhood • Local business owners and private enterprises looking to hire space to deliver services that will benefit the community • Local third sector organisations looking to hire meeting or desk space at the hub <p>Contd overleaf.</p> |

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| | <p>Year 1</p> <ul style="list-style-type: none">- Build a GDPR2 compliant database of user groups and keep this up to date- Build a GDPR compliant database of individuals, both members and interested people- These can be used to easily communicate using mail chimp and other platforms, either with immediate news or with regular e-bulletins.- High-profile launch event – a celebration for the whole community- Communication around the launch event- Secure funding to commission a design team to develop a brand and logo, tone of voice and visual palette.- Create website and marketing materials- Build on existing social media presence <p>Year 2</p> <ul style="list-style-type: none">- Agree marketing objectives and targets for numbers of users- Communication via school bulletins and other organisation’s newsletters- Develop brand awareness amongst people living in the neighbourhood- Continue to build social media presence with more followers and more engagement <p>Year 3</p> <ul style="list-style-type: none">- Review based on feedback of which are the most effective communication routes- Conduct user and local satisfaction survey- Re-fresh brand and website with new marketing materials |
| B13 | <p>Please detail evidence of support from the appropriate <u>Neighbourhood Partnership</u>, Councillors, other community leaders and other relevant interests?</p> |

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| | <p>We have received support from local Councillors, the Housing Team, and other council officers for our proposals as evidenced by the positive decision by the Stage 1 Community Asset Transfer Panel on the 12th September 2022.</p> <p>Furthermore the Greenway Hub has been included in the Wester Hailes Local Place Plan formulated by the Wester Hailes Community Trust in 2022.</p> <p>The proposals for the community hub received broad support from local residents of Dumbryden Murrayburn & Hailesland during the community consultation delivered as part of the feasibility study in 2021.</p> |
| B14 | <p>Are there any objections to your proposals for the asset that you are aware of? If yes please detail these and how your organizations is dealing with these, if no then please detail how you would handle any concerns should these develop in the future.</p> |
| | <p>We are not aware of any objections to the proposals for the Greenway Hub.</p> |

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| | <p>Financial Management</p> |
| B15 | <p>In relation to your plans for the asset, is the proposed income dependent upon; (i) a single income source, (ii) a dominant income source or (iii) multiple, but inter-dependent sources of income? Please detail below.</p> |

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Capital

We are not yet at the stage of securing capital funding for the construction of the hub. We anticipate seeking funding from the likes of the Regeneration Capital Grant Fund, Place Based Investment Fund, Lottery and UK Government funds.

Revenue

We are not yet at the stage of securing revenue funding for the ongoing management of the hub. However, in order to stay sustainable, the hub will operate both socially and commercially, applying for grants to deliver social impact initiatives within this area of relative deprivation (where grants will be possible, and affordability will be low) and securing income from sales (room hire, desk space rental).

The objective is to work towards self-sufficiently but understanding that in the future there might be a need to generate income from a mix of sources. Diversity is the key. A range of income generating activity will work together rather than there being one major income generator. That includes the following which are embedded within the cash flow projection:

- Community lets at £15 per hour rising to a maximum of 50% occupancy. As this is a modest space we are confident that this can be easily exceeded but this has been retained as a contingency.
- Commercial lets at £20 per hour rising to a maximum of only 10% occupancy because the focus is on use by the third sector who can contribute to the vision.

- Hot desk available to local and regional organisations looking to add value and establish a presence in the Wester Hailes area.
- Private meeting room hire at £5 per hour for organisations looking to hire a private space for 1-1 meetings/consultations or for use by small groups
- Community café running 4 days per week (including one community meal), it is expected that the café will be grant funded initially and develop to the point where it is able to cover its own costs.
- Fundraising/community-based events – encouraging some income from local events.
- Food pantry open 4 days per week, we anticipate grant funding will support the initial set up and support some project costs until the project is able to cover its own costs.
- Additional projects such as Growing Youth will over time contribute their own rental cost for use of the space.

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| B16 | <p>In relation to your plans for the asset, are the sources of income sustainable, i.e.; likely to persist over the next few years, or are short-term, or will there be a need for subsidy from another source for example the parent organisation or public funds?</p> |
| | <p>As set out in B15 above, our business plan arranges for multi-year medium term funding to ensure the financial security of the facility.</p> |
| B17 | <p>In relation to your plans for the asset, please evidence any trading and other efforts to generate income. Please include any anticipation of bidding for public sector grants/contracts or other funding?</p> |
| | <p>As set out in B15 above, our business plan includes plans to raise social enterprise income from renting out spaces and services. We will also operate a community cafe at the hub which will support running costs.</p> |
| B18 | <p>Please describe below the financial relationship between your organisation and your plans for use of the asset. Please include details about implications that there may be for your organization and the asset and how you will manage any risks identified.</p> |
| | <p>Wester Hailes Growing Communities (WHGC) will own and operate the community hub on behalf of the the local community. WHGC already delivers a range of other projects locally, a food pantry at Clovenstone community centre, three large community gardens, school farms at two primary schools and a youth training and work experience programme.</p> <p>These projects will be compartmentalised from the Greenway Hub project in such a way as to not be at risk from the administration of the Greenway Hub, whilst at a project level leveraging mutual support between programmes.</p> <p>As an incorporated body, the Board of Trustees and staff will have the benefit of limited liability for the operation of the hub and other projects so long as the projects/assets are properly managed.</p> |
| B19 | <p>Has your organisation ever been investigated on the basis of poor financial management or failure to demonstrate good organisational governance?</p> |
| | <p>No</p> |
| B20 | <p>Does your organisation currently have operational capital, if yes is this being applied as part of the request, if no, will the proposed asset provide for a financial asset or liability?</p> |

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| | We have reserves, but not capital that we intend to contribute to the capital construction of the Greenway Hub. The hub will only be built if we are able to raise the requisite funding so will be considered an asset. |
| B21 | Is the request for asset transfer being made in order to add to an existing property asset portfolio for the purposes of continued trading? |
| | No |
| B22 | Please indicate with an example where the financial aspects of your proposal have been successfully applied elsewhere? |
| | If we understand this question properly, there are many examples of successfully run third sector owned and managed community hubs, most recently in Edinburgh the Heart of Newhaven Community Hub. |
| B23 | Please identify if; (i) your proposals for impacts upon the finances of your organisation and (ii) plans for mitigation if negative issues arise concerning cash-flow, liquidity or financial capacity issues that may impact upon the request? |
| | We will only proceed with the development of the community hub when we have raised the requisite capital funding to build the hub and at least two years running costs to give enough time to develop the administration of the hub. |
| B24 | How do you intend to continue to operate should any income related to the proposed building/land not be generated as planned? Have you plans for alternative forms of income and/or alternative business model should income streams not continue? |
| | We will only proceed with the development of the community hub when we have raised the requisite capital funding to build the hub and at least two years running costs to give enough time to develop the administration of the hub. |
| B25 | What are your plans for the proposed asset should your organisation incur operational difficulties or cease to trade? |
| | As a Scottish Charity, we will be required to transfer our assets to another charity on dissolution of the SCIO. However, before we got this stage we would look to run the community hub in a hibernation state until funding can be accessed to reopen it and deliver services again. |
| B26 | How have you factored in the impact of the total 'on-costs' for the asset for your organisation, i.e. repair, maintenance, insurance, energy requirements? |

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| | Yes, the predicted running costs have been factored into our three year business plan. |
| B27 | Please summarise below how you have factored in the following in regards to your proposals for use of the asset; market awareness, sales and other income generation opportunities. |
| | As indicated in our answer to B15 we have incorporated into the three year business plan multiple streams of revenue income to support the running costs of the hub. |

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PART C - Sustainability Impacts

| | |
|----|--|
| C1 | <p>In considering your proposals it is important that the impacts of proposals for use of the asset on the City’s economy, community-wellbeing and environment are identified.</p> <p>Please detail below the impacts upon the following:</p> |
| | |
| C2 | <p>Please detail below what you think are the benefits to the Edinburgh economy, please outline both positive and negative benefits that you think may occur:</p> |
| | <p>We do not anticipate the Greenway Hub having significant impact upon the broader Edinburgh economy, but we hope and intend that the Hub will support the local economy in Wester Hailes. The hub will provide a new comment cafe and food pantry to support the cost of living crisis, it will also provide a base of operations for several projects and organisations employing staff who will support local economic activity.</p> |
| C3 | <p>Please detail below what you think are the benefits to the community outlining both positive and negative benefits that you think may occur: for example; what the impacts on the local community will be:</p> |
| | <p>There will be a reduction in poverty and enhanced opportunities for those who are disadvantaged</p> <ul style="list-style-type: none"> - Improvement in SIMD figures over time - Improved access to services locally that will meet people’s needs - Those most at risk of food poverty will be supported and provided with opportunities. <p>People will feel more engaged with their local community</p> <ul style="list-style-type: none"> - Facilities and services are well used, and people leave positive feedback - More people attend the café, meetings, events and activities both within the hub and community garden - More people will engage in volunteering and become more active within their community |

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| | <ul style="list-style-type: none">- There will be a wider range of community based activity taking place in the neighbourhood facilitated by the hub. |
|--|---|

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| | <p>Improved outcomes for children and families</p> <ul style="list-style-type: none"> - Children living in the area will grow up in a neighbourhood that is inclusive, empowered and safe - Children will be given the opportunity to engage in creative activities which will help to unlock their full potential, in a safe and nurturing environment - More parents regularly engaging with community-based activity, improved mental wellbeing - Improved access to regular services and activities within the community for children under the age of 12 and their families - Parents will have access to support, networks and advice within their own neighbourhood. <p>Improved outcomes for young people</p> <ul style="list-style-type: none"> - Provision of learning and training opportunities for young people not in work, education or training - Young people will gain practical skills that can be transferred to the workplace - Young people living in the neighbourhood will build their confidence and self-esteem. <p>Local people will have more purpose in their lives and a more positive outlook for the future</p> <ul style="list-style-type: none"> - Increased numbers of people volunteering and taking part in training activities - People will have plenty of opportunities to contribute and give back to their community. |
| | |
| C4 | <p>Please detail below what you think are the benefits to the City environment – please outline both positive and negative benefits that you think may occur:</p> |
| | <p>The Greenway Hub has been designed to be a passive building. More broadly, the hub will support the activities of Wester Hailes Growing Communities to continue to improve the public realm around Wester Hailes through it’s community garden and other greenspace activities.</p> |

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PART D – Summary Budget Information

| | | | | |
|----|---|-----------|--------|-------------|
| D1 | If appropriate, please summarise the budget arrangements for the requested building/land: | | Income | Expenditure |
| | | | | |
| | Sale Price of site | | | £9,000 |
| | Grant to be sought from the Scottish Land Fund to purchase the site | £9,000 | | |
| | | | | |
| | Approximate capital cost of building the Greenway Hub | | | £1million |
| | Capital grants to be raised | £1million | | |
| | | | | |

PART E - Other Issues relating to your request

Current financial and other support from the City of Edinburgh Council

| | | | | |
|----|---|------|------|---------|
| E1 | Please identify below any investment that your organisation currently receives from the Council: | | £sum | Purpose |
| | | | | |
| | We are not currently in receipt of funding from CEC | | | |
| | | | | |
| | | | | |
| E2 | Please identify below any investment that your organisation has attracted from the Council in regards to the proposed transfer of the building/land identified in item 2 above: | | | |
| | | | | |
| | We are not currently in receipt of funding from CEC | £sum | | Purpose |
| | | | | |
| | | | | |

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| | | | |
| E3 | Please identify below any investment in kind that your organisation currently receives from the Council in regards to the proposed transfer of the building/land identified in item 2 above: | | |
| | We are not currently in receipt of funding from CEC | £sum or equivalent value | Purpose |
| | | | |
| | | | |
| E4 | If receiving investment or other financial support as above, is it anticipated that this will continue for the future and be of benefit in regards to your proposals for the building/land? | | |
| | N/A | | |

Added Social Value

| | | | |
|----|---|---|--|
| E4 | Please summarise below any additional social added value that your proposals may generate (for example; this may include volunteering, new services, improved trading or other initiatives) | <i>Please identify any equivalent social added value (£m)</i> | |
| | Community Cafe | £100,000 | |
| | Food Pantry | £100,000 | |
| | | | |
| | | | |

Submission Checklist

| | |
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| | Please check that you have included the following as part of the accompanying information to your stage 2 submission: |
|--|---|

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| | Yes | No |
|--|-----|----|
| Full Business Plan (including financial plans) for the use of the Council-owned building or land | Yes | |
| Most recent Full Year Accounts for your organisation | Yes | |
| Articles of Association/ Constitution/Governance Document for your organisation | Yes | |
| Supporting material from community members or other interests | | No |
| Have you read the Council Policy on Asset Transfers? | Yes | |
| Have you read the Guidance for completing the application? | Yes | |
| Have you read the Scottish Government Guidance for Community Transfer Bodies? | Yes | |
| Are you able to prepare public briefing material on your proposal and present at committee | Yes | |

Signing Off

| Please get the following to sign-off your application*: | | Signature |
|--|--|-----------|
| Chairperson of your organisation NAME: Claire McPhee DATE: 23/2/23 | | |
| Senior Director/Committee Member NAME/POSITION: Greig Robertson, CEO DATE: 23/2/23 | | |
| Name of person submitting the application: NAME/POSITION: Alan Gordon, Community & Place Officer DATE: 23/2/23 | | |

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* Signatories in signing the above assess that the information contained within the application form is accurate at the time of submission. In addition, should their request be successful, conditions of transfer will be the subject of separate legal agreement(s) with the Council.