**COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015**

**FALKIRK COUNCIL ASSET TRANSFER REQUEST FORM**

**IMPORTANT NOTES:**

**This is an application form which can be used to make an Asset Transfer request to Falkirk Council.**

**Any Community Body interested in making an Asset Transfer Request is advised to contact the Asset Team on** [**strategicpropertyreview@falkirk.gov.uk**](mailto:strategicpropertyreview@falkirk.gov.uk) **before making the request so that we can discuss your proposal.**

**Please complete the asset transfer request form if the property/land is owned/leased/managed by Falkirk Council.**

**It is essential that you read the** [**Asset Transfer guidance**](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2017/01/asset-transfer-under-community-empowerment-scotland-act-2015-guidance-community-9781786527509/documents/00513211-pdf/00513211-pdf/govscot%3Adocument/00513211.pdf) **provided by the Scottish Government before making a request.**

**When completed, this form should be emailed to** [**strategicpropertyreview@falkirk.gov.uk**](mailto:strategicpropertyreview@falkirk.gov.uk) **or sent to**

**The Asset Team**

**Falkirk Council**

**4 Stadium Way**

**Falkirk**

**FK2 9EE**

**Section 1: Information about the Community Transfer Body (CTB) making the request**

* 1. Name of the CTB making the asset transfer request

Airth community Centre

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

Postal address: 1 High Street, Airth, Falkirk

Postcode: FK2 8JL

* 1. Contact details. Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.

Contact name: REDACTED

Postal address:

Postcode:

Email:

Telephone:

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

*You can ask Falkirk Council to stop sending correspondence by email, or change the email address, by telling them at any time, as long as 5 working days’ notice is given.*

* 1. Please mark an “X” in the relevant box to confirm the type of CTB and its official number, if it has one.

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| --- | --- | --- |
|  | Company and its company number is …………. |  |
| x | Scottish Charitable Incorporated Organisation (SCIO) and its charity number is ……………….. | SC026048 we are awaiting our SCIO number from OSCR |
|  | 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.**

Please note that under The Community Empowerment (Scotland) Act 2015, where a CTB is seeking ownership rather than a lease, the organisation must have at least 20 members. See the Scottish Government’s [Guidance for Community Transfer Bodies.](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2017/01/asset-transfer-under-community-empowerment-scotland-act-2015-guidance-community-9781786527509/documents/00513211-pdf/00513211-pdf/govscot%3Adocument/00513211.pdf)

* 1. Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

**No ☐x**

**Yes ☐**

Please give the title and date of the designation order:

* 1. Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?

**No ☐**

**Yes ☐x**

If yes what class of bodies does it fall within?

A registered charity who is in the process of changing to a SCIO

1. **Information about the land and rights requested**
   1. Please identify the property/land to which this asset transfer request relates.

You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority’s register of land, please enter the details listed there.

*It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must attach a map and 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.*

Details of Property: Airth Community Centre

Address: 1 High Street, Airth, Falkirk

Postcode: FK2 8JL

* 1. Please provide the UPRN (Unique Property Reference Number), if known.

UPRN: 136035552

1. **Type of request, payment and conditions**
   1. Please tick what type of request is being made:

for ownership (under section 79(2)(a)) - go to section 3A

x

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

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

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3B – Request for Lease

What is the length of lease you are requesting?

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| 25 years but we can purchase any time inbetween the lease |

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

Proposed rent: £ 1 per month

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.

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| The £1 lease rent has already been confirmed by the strategic property team as in email I have attached |

3C – Request for other Rights

What are the rights you are requesting?

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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?

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| Proposed payment: £ per |

Please set out any other terms and conditions you wish to apply to the request.

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1. **Community Proposal** 
   1. Please set out the reasons for making the request and how the land or building will be used.

This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities

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| The association’s objects are:   * the advancement of education through groups in centre. * the advancement of the arts, heritage, culture, or science * the advancement of citizenship or community development * The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.   In furtherance of these purposes the organisation will:  Our objectives are:   * To improve health and wellbeing of the local community * Provide increased social benefits * Empower our community and families * Reduce poverty in the area by providing essential services to help the wellbeing of the community |
| 4.1.2 Why there is a need for your Project?   * The Community Centre is the only hall in this rural village that is available to the villagers and surrounding areas to use. The facilities are used to help villagers socialise with each other in a safe environment, which in turn helps with social inclusion and promotes healthy wellbeing. The centre also promotes lifestyle changes with the exercise groups held there. It is also the registered place for evacuation in case of an emergency for the residents and Airthery care home. * It is also the central hub for other community organisations to use for their events for example the annual village Christmas lights switch on event, Airth Highland Games committee and is also used on the day of the games for the pipe band and chieftain parade. * The hall is also hired out for parties * The local council representatives use the hall for their local surgeries on a weekly basis. * The hall is used for national and local elections |
| 4.1.3 Will any Development/changes/modifications to the asset be required?  Not at present but if any changes to the facility will be for the reason of upgrading the centre for the purpose of the villagers and community. |
| 4.1.4 What activities will take place?  The following activities are going to be taking place paracise, Zumba, senior citizens group, youth club, yoga, circuit training, highland dancing group, pipe band lessons, councillor surgeries. Hall is also hired for parties. |
| 4.1.5. If the asset is to be used by the public, please provide details of lettings policy and opening times.  The hall has a key box which is giving out to the people who will be using it and they sign a waiver which has rules and regulations attached to it.  The hall is available to anyone from 7am – 12pm 7 days a week, 365 days a year. |
| 4.1.6 What provision will be provided for people with disabilities?  The hall has disabled access with a ramp at the front and rear of the property and as the facilities are all on the ground floor all rooms are readily accessible for people with disabilities. |
| 4.1.7 Any other relevant information?  The committee who are volunteers and stay in the village have managed the property from Falkirk council from 1997 and is the only centre in the growing village that has the facilities for the villagers to use it. |

Benefits of the proposal

* 1. Please set out the benefits that you consider will arise if the request is agreed to.

Local Authorities are permitted to dispose of property at less than market value where there are wider public benefits to be gained. This is set out in the Disposal of Land by Local Authorities (Scotland) Regulations 2010. These public benefits are listed below.

In this section, please explain how the project will benefit your community, and others. Please refer to the Scottish Government [guidance](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2017/01/asset-transfer-under-community-empowerment-scotland-act-2015-guidance-community-9781786527509/documents/00513211-pdf/00513211-pdf/govscot%3Adocument/00513211.pdf) on how the Council will consider the benefits of a request.

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| Please explain how the project will benefit your community by detailing how your project will promote or improve:-  4.2.1. Economic development/income generation  Due to the asset transfer the hall will benefit the local community with creating volunteering opportunities through joining the committee, upkeep of the hall ie cleaning, gardening, arranging community events, fundraising for the hall. The youth club uses local youngsters as volunteers giving them the opportunity to obtain relevant qualifications to help with the advancement of their career. The committee encourage the local community to use the centre by inviting them to fun days, fundraising nights and open days and public meeting regarding the centre through notices on community boards, social media posts on local community page |
| * + 1. Regeneration   We have proposed from committee meetings that through time we will regenerate the garden area into a sustainable community garden by growing fruit and vegetable that the community can use. This will be done by volunteers that stay in the village which will in turn contribute to the community but also help regenerate the physical look of the area.  We have also proposed to set up a gym area within the building that can be used by local residents that cannot use facilities elsewhere outwith the village either due to physical health, financial circumstances or social stressors. This will be facilitated by local volunteers. |
| * + 1. Public Health   The proposal will improve the health of everyone that uses it either physically or mentally. Airth is an ever-growing rural community with little public transport or amenities. The Community centre is the only hall in the village that can be used for social events at any time of the week. Although the village is great to stay in it can be very isolating as we have a lack of amenities and the era, we life in, getting delivers to the door is much more easier than having to go out but with this it caused isolation which leads to poor mental health. How the centre helps with improving this is the Committee is set up with volunteers that reside in the village, this gives them a purpose of helping the community thrive which in turn helps with their mental health in feeling proud of what they are doing for the community of Airth. In respects to the use of the hall we have various low-cost exercise classes that are available to all villagers at any level of physical needs to help with their mental and physical health. The youth club is ran by local volunteers and is attended by no less than 40 children per week, who use the facility as it is a safe space for children to explore and learn new skills either physically or mentally. As above with the youth club, the senior citizen group hold their weekly club at the centre. This weekly group for some is the only time they see another person and it is enabling healthy mental wellbeing by socialising and decreasing isolation. |
| * + 1. Social Wellbeing   The community centre will improve social wellbeing as it is the focal point for delivering various services in the local community. We offer a range of healthcare and social support groups, we aim to meet the needs of individuals at different life stages, promoting health and social inclusion. Social inclusion is really important for mental and emotional wellbeing. We provide the space for social activities for all age groups. The activities range from youth club, exercise classes, yoga, paracise, circuit training, senior citizen group. The schedule for the community centre groups being held are promoted on our social media page, community board located on in the village and is also on the window of the community centre. |
| * + 1. Environmental Wellbeing / Environmental Benefits   We have proposed that after we have obtained the asset transfer that we will apply for funding for sourcing sustainable energy for the hall. This will help the environment and climate change  As stated, before we have proposed that we will make part of the rear garden a sustainable growing plot, where the community will be able to grow fresh fruit and vegetables that they can use. This helping financially to the villagers of Airth but also help teach and learn the villagers about sustainable growing |
| * + 1. Does your project contribute to the reduction of inequalities?   The proposal will allow the community and community groups to use the hall for activities at a reduced rate. We are already the lowest cost per hour community center of the surrounding villages. The nearest community hall is 4.5 miles away, which for 85% of the villagers is the only hall accessible to them, reducing health and social inequality. As a committee we have sent correspondence to local businesses stating why the centre is needed and how we would like them to cooperate with us to make sure the hall is available to all villagers in our community. |
| 4.2.7 Will local people be engaged in the use and management of the Asset?  The committee has held 2 public meetings regarding the asset transfer, through this we received 23 new members for the community, who are all local villagers. Our social media page is always updated and shared with events that are going ahead on the local community page and we also detail upcoming meetings on the social media page too.  We have also had letters of recommendations stating how the community centre is an asset to the community. These are published in the business plan. |
| 4.2.8 How will you monitor whether the Asset Transfer is benefiting the community?  We are going to do a social media survey every 3 months on our social media page asking for feeback or any proposals villagers may have for the centre. The committee are also going to have feedback forms for all hirers and groups using the hall asking for feedback and that is where we will compare our baseline on how it is benefiting the community. |
| 4.2.9 Any other relevant information?  A more detailed explanation of why and how the hall will be used is in our business plan. Also letters of recommendation from local constituents are attached in the plan as well. |

Restrictions on use of the land

* 1. If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.

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| --- |
| Not that the committee are aware of |

Negative consequences

* 1. Are there any negative consequences that will affect *other groups or individuals* if your request is agreed to? How you propose to minimise / reduce these?

For example, increased traffic etc. Please consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.

|  |
| --- |
| no |

Capacity to deliver

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

This could include the skills and experience of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc.

4.5.1 Has your organisation or any of its members managed projects or owned / leased property/land prior to this?

Yes ☐x

No ☐

Please provide details of:

4.5.2 Skills and experience of the members of the organisation

The members of the committee have a range of experience and skills, we have the chairman of the community council, secretary of airth highland games, banking manager, civil servants, electricians, building and maintenance engineers, mental health and wellbeing practitioner, business owners. With the wide range of skills due to the occupations of the members we are experienced enough to be able to manage the community centre for the villagers and surrounding area. The existing committee members who helped manage the community centre from the council know the day to day skills required to manage the centre plus.

4.5.3 Do you intend to use professional advisors? Please provide details. We have a lawyer to help with the asset transfer process. The committee has a range of professional advisors from fully qualified electrician, mental health and wellbeing practitioner, maintenance engineer, Banking manager, civil servant, hall manager, chairman of the community council and legal secretary.

4.5.4 Do you currently lease/manage a property from Falkirk Council? If yes, please provide details. At the moment we manage the building from Falkirk council

We manage the property of Airth community centre from the council at the moment and have done since 1997.

4.5.4 Please detail how you plan to manage the building?

The hall manager oversees managing the lets this includes, taking bookings, showing the hall to prospective hires, going over waivers and what is included and checking the hall after use.

The long-term hirers have keys to the hall and open and close the building themselves.

One off hirer one of the committees are there to open the hall and close it for them.

Members of the community that want to use the hall are able to obtain the key from the key box situated outside the building.

Volunteers are available for the upkeep of the building ie cleaning, gardening and maintenance.

There is no paid staff, the hall is and will be run by the members of the committee on a volunteer basis.

4.5.5 Please provide any other information you think may be relevant.

The committee also works with all other community committees in Airth and surrounding areas, we donate equipment for use of their events, donate use of the hall at no cost to other charitable organisations in the area.

1. **Level and nature of support**
   1. Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.

5.1.1. What community engagement has taken place to help develop your business plan? Please provide evidence, for example any completed surveys, questionnaires, letters of support, minutes of public meetings etc.

We have had several public consultation meetings which have been available for all residents to attend, allowing the committee and trustees to ascertain appetite to have the facility remain open and available for community use. These consultation meetings also allowed us to gauge interest and commitment from 20 individuals, all local residents, to meet the required minimum number of committee members to move forward with our asset transfer application.

In addition to this, these meetings validated the need for the continued use of the facility for existing hires and also identified areas of demand that the community would support.

Since these initial consultation meetings, we have successfully introduced yoga classes and circuit strength training classes to our regular hires. We have agreed a further term lease to the village Youth Club and are in active conversations with local childminders regarding the use of the facility for a pre-school breakfast club.

5.1.2 Have you consulted with other local stakeholder groups or agencies? Please provide evidence.

5.1.4 Have you been in contact with any other communities or community groups

that may be affected? Please give details.

Competition will come from the one other similar business within Airth, a licenced premise, The

Venue, which is open to the public and available to hire for private functions.

We have thoroughly researched the facilities offered by The Venue and believe that we offer a

recreational and community space different to this and therefore not in direct competition.

Our key differentiator is the size of our facility, in particular the main hall and it’s usability for a number of recreational activities (dancing, fitness, yoga, group meetings etc) We also have the

ability to make the facilities available during the day, 7 days a week, as well as into the evening. We would also promote the hire of the space for private functions, but focus more on functions during the day such as childrens birthday parties, again not in direct competition with The Venue. Although, we want to make sure our facility rentals are commercially viable, we also want to be

inclusive to other community groups and our prices will reflect this.

5.1.5 Please provide any other information you think may be relevant.

We have increased our presence on social media, primarily through our dedicated Facebook page

and using other community run pages to advertise both our availability and what’s available for people to participate in and attend.

We intend on building out a more structured communication and engagement plan, a steady drumbeat of “what’s on” and “availability” as well as periodic advertising of one off events that will be organised by the group as a means of additional income generation.

As part of this communication and engagement plan we would also intend on including seasonal promotions such as Christmas Fayres to attract new customer and advertise discounted hire rates for other community/volunteer organisations. As part of this promotion we would include customer feedback and testimonials that can be used as campaign assets on our social media channels.

In time, we also hope to introduce an online diary and booking tool to our Facebook page which will also have a link to make payment to secure the booking. We hope that by making it easier to contact us to confirm availability and then booking the preferred date will encourage more individuals and groups to book and use our facility.

These proposed activities above should help us establish a more robust regular customer base, including long term hires as well as attracting more frequent one off customers, increasing our income.

1. **Financial Viability of Project**

Your Business Plan should contain full information about the financial viability of the project, evidencing that the organisation will be able to sustain the project in the long term.

Please submit

* at least 1 year’s audited accounts to evidence your organisations financial stability (if available)
* where audited accounts are not available (for instance for new groups) please provide a bank statement.
* a projected 5 year income and expenditure account
* a cash flow forecast for the proposed asset transfer.

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| 6.1 Please outline the Policies and Procedures your organisation has in place to govern the group’s finances.  We have a treasurer who oversees all income and expenditure and gives monthly financial updates to all committee members at meetings. The books are audited by a financial advisor every year. We hold a yearly AGM with whom the whole of the community is invited to attend to go over the group finances. We as a committee follow the policy and procedures of OSCR charity exemption. |

1. **Funding**
   1. Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land.

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*.*

7.1.1 Please show your calculations of the costs associated with the transfer of the land or buildings 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.

In our business plan it states the financial benefit that the volunteers who will run the use of the hall will save Falkirk council and the community.

We have a surplus of over £9000 in our bank account at present which will help us run and maintain the hall along with the long term hall hires which will cover the costs associated with the running of Airth community Centre

7.1.2 Please supply details of what funding you have received so far, and of any conditions attached to it.

NONE

7.1.3 Please supply details of any funding you have applied for but have not yet received a response or decision. Please include timescales if known.

NONE

7.1.4 Details of any other funding you will have access to? i.e. voluntary contributions, borrowing etc.

We have access to a wide range of funding that CVS has been sending us. After the Lease has been agreed our next aim is to establish and plan any upgrades that need done and what funding can be applied for.

7.1.5 Please outline your funding strategy if you have one, as well as any other relevant information.

After the Community asset transfer is in place and accepted by the council we have a volunteer funding committee member who is going to oversee all funding for the centre.

1. **Enablement Fund**

Falkirk Council will hand the building over wind and watertight and compliant. However, this is quite light-touch and would involve (for example) patching of a leaky roof. For more significant building works, groups can apply to the Enablement Fund, to pay for capital improvements such as energy efficiency improvements or larger capital renewals which support the viability of the project going forward. **Only capital items are eligible**. Running repairs are revenue costs and are not eligible. You are strongly advised to email [strategicpropertyreview@falkirk.gov.uk](mailto:strategicpropertyreview@falkirk.gov.uk) to confirm eligibility criteria before you submit this application.

Requests to the Fund must be supported by estimates / quotations from professionals which should be provided as supporting documents.

**Please provide details of your request to the Enablement Fund, if applicable.**

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| **Enablement Fund request for larger capital renewals which support the viability of the CAT** | | |
| Item | Estimate Provided By | Amount not more than (including VAT) |
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| Total including VAT | |  |

**Checklist of accompanying documents**

To check that nothing is missed, please tick which additional documents are accompanying this form.

Section 1 – You must attach your organisation’s constitution, articles of association or registered rules

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

Section 3 – Note of any terms and conditions that are to apply to the request

Section 4 – Any additional evidence regarding your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation’s capacity to deliver.

Section 5 – Evidence of community support

Section 6 – Financial – Copies of accounts, forecasts, etc

Section 7 – Funding – Copy of Business Case etc

Section 8 – Enablement Fund – copies of estimates

**Declaration**

Two office-bearers (board members, charity trustees or committee members) of the community transfer body must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.

**We, the undersigned on behalf of the community transfer body as noted at Section 1, make an asset transfer request as specified in this form.**

**We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.**

Name

Address

Date

Position

Signature

Name

Address

Date

Position

Signature