

# **COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015**

## **ASSET TRANSFER REQUEST FORM**

### **IMPORTANT NOTES:**

**This is a standard asset transfer request form which can be used to make a request to any relevant authority. Relevant authorities may also provide their own forms in their own style.**

**You do not need to use this form or a relevant authority's form to make an asset transfer request, but using a form will help you to make sure you include all the required information.**

**You should read the asset transfer guidance provided by the Scottish Government before making a request. Relevant authorities may also provide additional guidance on their schemes.**

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

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

**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

**Croy Community Hub**

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

Postal address: **4 Mcsparran Road, Croy**

Postcode: **G65 9HN**

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: [REDACTED]

Postal address: [REDACTED]

[REDACTED]

Postcode: [REDACTED]

Email: **croycommunityhub@gmail.com**

Telephone: [REDACTED]

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

*You can ask the relevant authority to stop sending correspondence by email, or*

*change the email address, by telling them at any time, as long as 5 working days' notice is given.*

1.4 Please mark an "X" in the relevant box to confirm the type of CTB and its official number, if it has one.

<b>x</b>	Company, and its company number is .....	<b>SC671174</b>
	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.**

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?

## Information about the land and rights requested

1.7 Please identify the land to which this asset transfer request relates.

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

*It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must give a full description of the boundaries of the area to which your request relates. If you are requesting part of a building, please make clear what area you require. A drawing may be helpful.*

**Croy Clinic  
Mcsparan Road  
Croy  
Glasgow  
G65 9HN**

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

*If the property has a UPRN you will find it in the relevant authority's register of land.*

UPRN:

## Section 2: Type of request, payment and conditions

2.1 Please tick what type of request is being made:

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

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

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

### 3A – Request for ownership

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

Proposed price: £50,000

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?

2 years

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

Proposed rent: £1 per year in year 1 rising to £2000 in Year 2, taking a phased approach to ownership in line with the availability of SLF funding.

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.

### Rights attached



### 3C – request for other rights

What are the rights you are requesting?

Full list attached. Seeking to establish a Schedule of Condition with an accepted valuation at the start of this lease (the baseline value). To have a new short term lease under the Croy Community Hub (application for charitable status is with OSCR), with the Croy Credit Union as anchor tenant. To have break clauses annually to review ownership, which is the aim of CCH and NHS Lanarkshire.

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 3: Community Proposal

3.1 Please set out the reasons for making the request and how the land or building will be used.

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

*The building known as "Croy Clinic" deemed surplus to requirements and now vacated by the NHS, to be secured through ownership, under the Community Empowerment (Scotland) Act 2015 to be used as a community hub for the village of Croy. To promote the benefit of the inhabitants of Croy village and its environs by associating the local statutory authorities, voluntary organisations and inhabitants in a common effort to provide facilities and/or to assist in the provision of facilities in the interest of social welfare for recreation and other leisure time occupation so their conditions of life may be improved. As well as the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage*

### Benefits of the proposal

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

*This section should explain how the project will benefit your community, and others. Please refer to the guidance on how the relevant authority will consider the benefits of a request.*

*The benefits of this proposal to the community within the village of Croy will be vast and will allow the creation and the ability to set up a community hub for the wider community benefit regardless of age, sex or background, through the creation of local infrastructure with a strong community benefit and support, promoting an environmental change to the area where a positive and meaningful asset can be build up and managed by and for the community. A key asset, within many other communities and not currently available within the village of Croy, after the loss of the former community centre. Thus, allowing again access to available space within the village itself for the development of community groups run by and for the benefit of the local and wider community alike and improving the landscape of the village by refurbishing the centre, currently vacant. The proposal would also provide benefits including;*

**Economic:** *Through the creation of training opportunities, and in time, jobs for those within the area to help manage the hub day to day. Initially roles will continue to be filled by volunteers (keyholders, cleaning, meet and greet). In the long term, there is potential for clerical, janitorial and management roles being created, as well as helping bring funds to the village, within a deprived area.*

*The Croy CU have had a trusted keyholder status in the building for 30+ years. The Croy CU signed a License to Occupy with NHS Lanarkshire that had a payment holiday for 3 months (June- September 2020), reverting to full market value lease of £10300 per annum*



thereafter. The surplus for Croy CU was £800 in 2019 and paying market rent would result in the immediate closure of the CU. This would be a travesty in an area of multiple deprivation and following on from Covid, where we have seen a demand for CU membership. The CU are in discussion with local voluntary and statutory organisations (NLC, CAB, job centre plus) to submit a grant for a Covid recovery project, encouraging local people to join the CU to avoid high charge short-term loans. The Croy CU is an essential service for local people.

**Social Wellbeing:** through the availability of space for the community to come together to regenerate community connections post-Covid. Allowing a reduction in social isolation and an ability to increase community capacity. As well as providing space for the community to support each other to promote positive mental health, with groups such as Alcoholics Anonymous interested in taking up space within the building long term. CCH is keen to work with local elderly care project CACE. There is an unmet demand for a mens shed and a hens shed to bring this at-risk group out of social isolation following Covid. We have space within the hub that would be suitable for this, as well as the provision of a simple lunch and natter club. We would like to submit funding with CACE to develop the surrounding garden grounds into a community growing space, with a poly tunnel and shed that the mens and hens can use, alongside the more limited indoor space when social distancing is required.

We have a small hall that would be useful for starting the youth club and for other hobby and interest groups, none of which can afford to pay high rents.

**Regeneration:** Through the continued investment in the building by the community. As currently the building is not used and without investment, if continued to be left unoccupied, it becomes an opportunity to encourage anti-social behaviour and so this proposal allows the building to be put back into the community's hands to realise its full potential for community benefit, as well as encouraging the community to continue to look after the building and surrounding landscape and reducing the likely hood of anti-social behaviour.

## **Restrictions on use of the land**

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

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

*We are not currently aware of any restriction to the land which would impact on the proposal being made.*

## Negative consequences

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

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

*The Antontine Hub managed by Culture NL is not far away. The focus is on sports and the spaces (when open) are heavily over-subscribed. This asset favours residents in the 'new part' of Croy and those in the more deprived older part of the village are excluded where they do not have the financial means to take part. This Hub is also not easily wheelchair accessible whereas the Croy Health Clinic building has a ramp and CCH are awaiting a visit from Building Control, NLC to confirm immediate repairs and upgrades needed to safely open the upper floor of the building for disabled and wider public access.*

*We intend through the trustees and the committee to manage the asset for community benefit and these people will then manage any negative consequences not foreseen, if required and will assess and mitigate where possible anything that arises.*

## Capacity to deliver

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

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

*The proposal benefited initially through the support of the overseeing steering group put in place, utilising those within the village interested in the local community and the creation of the hub, from there and through further discussion a community group was formed to manage the ongoing requirements and to work along with external agencies to deliver the required completed application as well as form the charity itself, "Croy Community Hub" which is submitting this asset transfer.*

*Once secured the proposal will also then benefit through the skills of the trustees and management committee. An able bodied collection of people made up of people from different backgrounds with a common interest to provide this facility to the local people within the village, with many years of experience of running and managing various organisations and also include people from within the wider community from varying backgrounds and with the required skill set to negotiate, manage and control*

*the day to day management, business tasks and requirements of the building and it's ownership for the continued success of the proposal and its planned objectives.*

*\*see appendix for list of founding Board members and their skills and background.*

*We also have good links with local councillors and the local council itself and other established community groups within neighbouring communities and will benefit from their practical support and experience. As well as formed good relationships with various external agencies, such as DTAS (COSS service for support with CAT and DTAS members for ideas and advice), VANL (advice on charitable status and now helping to pull together the grant funding spreadsheet for the next year) and CACE(as partners for post Covid project delivery). Relationships which have proved to be invaluable sources of support and ideas thus far for our proposal.*

#### **Section 4: Level and nature of support**

4.1 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.*

*The proposal has support from the local community and after a meeting was held to gauge interest in the proposal overall, a steering group was formed, from there and through further discussion a community group was formed to manage the ongoing requirements of the asset transfer and to work along with external agencies to deliver the required completed application as well as to set up and form the charity itself, "Croy Community Hub" (now a CLG and with charitable status applied for)*

*A community consultation and action plan was compiled in 2017 by Croy Regeneration Forum and this is still a live document (2017-2022) where residents identified the need for a community hub. We have a live survey out to update this to make sure that what we are proposing has community support.*

*We also did a membership drive and have 143 signed up members from the immediate area.*

## Section 5: Funding

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

*You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations. If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants*

*Having originally intended for the Croy CU to take on this asset, this was not possible and a new charitable company, Croy Community Hub, has been created to maximise grant income and minimise statutory charges (charity reductions in water rates, non-domestic rates etc). We have only had from June – September in the current LTO with NHS Lanarkshire to try to raise funds. We are now eligible to use Part 5 of the CEAct to request an asset transfer, initially of a peppercorn rent for a year, rising to £2000 in year 2 as we work towards taking on ownership.*

*We have had positive discussions with our SLF Advisor and been advised that we are coming to this fund when it is closing. There is no other route to raise the purchase price of £50K that we are proposing. We have attached an Appendix with all the costs for phase 1, 2 and 3 renovations that we know are needed. The valuation of the asset by DMHall is £70K in it's current condition and we wish to establish this as the price, seeking a £20K discount in recognition of the poor state of the building.*

*With a more secure lease position, we would be eligible for SLF Stage 1 funding to pay for further community engagement, capacity building support, fuller business plan, fundraising plan and financial forecast and an architect and engineers report.*

*Stage 1 approval is needed to progress to stage 2. The SLF is likely to re-open for Stage 2 applicants in Autumn 2021. We are led to belief that if we build up a track record now of community projects, we would have a strong chance of securing the £50K to purchase this asset.*

### Income 6-12 months 2020-2021:

<i>Croy CU</i>	<i>£1000</i>
<i>Community lets</i>	<i>£2400</i>
<i>Grant funds - co-op community fund</i>	<i>£5000</i>

*Resilience Recovery projects funding £10000*

*Crowdfund 1 £1000*

*Total £19,400*

*Expenditure 2020-2021*

*Insurances £1200*

*Facilities management costs £1500*

*(fire safety, legionella, gas, PAT*

*Fuel bills £4000*

*Costs of charitable activities £10000*

*Total £16,700*

*Surplus £2,700 (used towards the building renovations)*

*Volunteers in-kind contributions are running at 60hrs/week and are currently covered by the CU volunteers (see appendix for photos of our welcoming areas and planters) alongside CCH Board members. We are unable to recruit for further volunteers due to Covid restrictions but when this is possible we expect to be running projects with 150hrs of volunteer time/week, with an in-kind contribution of £1500/week (£10/hr) x 50 weeks = £75,000.*

*Many local tradespeople have offered to help with painting, decorating and some joinery and plumbing repairs. We would still need to go ahead with programmed specialist repairs under Phases 1-3.*

*We have sought support from our local TSI, VANL, to help us to secure the Covid recovery grant funding.*

## Signature

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

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

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

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

Name [REDACTED]

Address [REDACTED]

[REDACTED]

Date 31/08/2020

Position Director

Signature [REDACTED]

Name [REDACTED]

Address [REDACTED]

[REDACTED]

Date 31/08/2020

Position Director

Signature [REDACTED]