

**COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015**

**ASSET TRANSFER REQUEST FORM**

*BANKNOCK COMMUNITY HALL BANKNOCK*

*REV. 10/09/2024*

**IMPORTANT NOTES:**

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

**You should read the asset transfer guidance provided by the Scottish Government before making a request.**

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

**When completed, this form must be sent to Falkirk Council 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

Banknock Community Hall Management Committee (BCHMC)

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

Postal address:

c/o

Postcode:

Email:

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:

Postal address:

Postcode:

Email: bchmc@yahoo.com

Telephone:

☒ 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.

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

	Company, and its company number is .....	
X	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is .....	SC049567
	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:

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- 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?

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## Section 2: Information about the land and rights requested

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

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

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

Banknock Community Hall, Kilsyth Road, Banknock , Bonnybridge, FK4 1HY

E 278725 N 679247

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

Please see Falkirk Council's register of land assets for UPRN

UPRN:000136000704

### Section 3: Type of request, payment and conditions

3.1 Please tick what type of request is being made:

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

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

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

#### 3A – Request for ownership

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.

#### 3B – request for lease

What is the length of lease you are requesting?

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

Proposed rent: -

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



### 3C – request for other rights

What are the rights you are requesting?

Carpark & adjoining land to be included (as per map)

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.

We do not agree that land to the south of the building will require planning permission as it will be used as open space for children & hall users and local people. We consider there is no change of use and planning permission is not required.



## Section 4: Community Proposal

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

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

*The objective is to improve & upgrade the facility so that use is maximised & it becomes a well-used & valued community asset.*

*There is a need for the proposal because Falkirk Council has been trying to close the hall since 2016. There is no similar facility in the area.*

*There is a need for a community facility that can be used as a community hub & meeting place for functions such as parties, weddings, funerals, sports clubs, mental health clubs, community café, warm space, youth clubs, adult social functions, exercise classes & many other things for young & old alike.*

*The first steps have been to clean & decorate the hall and upgrade the kitchen & toilets - with funding secured from a Community Choices Grant.*

*Based upon feedback from the local community, future projects may include, 1) the creation of a small hall/meeting room by removal of walls in the former doctor's surgery to form a larger area, and 2) the provision of a community cafe.*

*Another, perhaps longer-term project may be the formation of a metal balcony access area along the south wall (rear) of the hall with some of the south windows of the hall converted to fold slide or patio doors. This will improve access for wheelchair users and persons who are less able and improve natural lighting and heat gain.*

*Funding will come from fundraisers such as bingo nights, race nights, ladies' nights, afternoon tea, live music, sports and games events, children's events and fun days etc. We will also be applying for grants from National Lottery, Screwfix & others we fit the criteria for.*

*Local business Direct Slating Supplies Ltd has provided funding for skip hire, paint & blinds for the hall (approx. £5000).*



## Benefits of the proposal

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

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

*Significant improvement by way of basic repairs, cleaning & redecoration in the short term.*

*Greater use of the facility with it being an asset for the local people.*

*The intention is to generate interest & community involvement to improve the hall & surrounding area.*

*It is intended that the increased use of the hall will provide benefits to the local community including a pre & after school club, toddler group, book swap, Autism friendly events, fun days, community café, warm space, youth club, exercise classes, music groups, sports clubs, suitable for young & older people & the retention of the long established Nifty 50's activities – indeed within the last 10 months the mother and toddler group, book swap, exercise classes and the community cafe elements have been established or well progressed. The benefits will include improved physical well-being for all age groups and tackling social isolation of the elderly.*

*A much greater level of use by "individual bookings" is planned & local feedback is that there is demand for such use.*

## Restrictions on use of the land

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

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

*We are not aware of any restrictions. The Planning status will not change as it will be used as public open space. We have obtained a Certificate from F C Planning that confirms the suitability of the existing use. If there is any proposal in the future for a change of use planning consent, and approval from Falkirk Council will be sought.*



## Negative consequences

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

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

*No public open space will be removed.*

## Capacity to deliver

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

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

*We have established the "Banknock Community Hall Management Committee" which is a properly constituted SCIO (SC049567). The hall will be operated by BCHMC based on the business plan which is attached. The financial viability will be secured by maximising use & income & by working to a prudent budget in terms of expenditure.*

*Improvements to the facility will come through external funding/applications to a range of funders e.g National Lottery (and several other funding sources). Local business Direct Slating Supplies is providing funding for skips, paint & blinds (approx. £5000) The improvements will be capital funding.*

*Community fundraising activities will be undertaken to "match fund"/or part fund projects as necessary & to build up revenue funds – as necessary.*

*The BCHMC has a wide range of members with professional & technical skills who have volunteered their help. They include electricians, joiners, builders, painter & decorators along with a qualified solicitor who runs his own practice, qualified chartered building surveyors, directors of SME's with many years of experience running profitable & successful businesses & persons who have retired, one of whom has lengthy experience of working in local government at the highest level.*

*In the last 10 months or so that BCHMC have managed the hall the local community and management team have engaged with each other to secure new regular hall user groups to deliver extensive hall improvements, and to significantly increase the number of occasional bookings-thus increasing income.*



## **Section 5: Level and nature of support**

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

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

*BCHMC (and previously the local community council) has held numerous meetings regarding Banknock Community Hall & there is very substantial local support.*

*More than 50 members have signed up to BCHMC membership & are recorded in the register. There are many more local people who have committed to helping "in kind" with tasks such as cleaning, decoration etc. & to assist in delivering the objectives agreed at meetings.*

*Social media including BCHMC Facebook page & "Banknock Banter" Facebook page have been used to consult the local community re:*

*Why the hall is not being used?*

*What action can be taken to improve it & maximise use?*

*The response has been positive with numerous suggestions however the answers to the two questions were that:*

*A) The hall has been neglected & needs to be cleaned up, decorated & improved to let. Kitchen, toilets, decoration & difficulty trying to book were the issues raised the most.*

*B) The main suggestions for improvement were regarding the toilets & kitchen decoration & external appearance which was described as "neglected looking".*

*Existing regular hall users repeated the points raised by the public & advised they would welcome improvements. New potential hirers include a Pre & After School Club provider who is very supportive of upgrading the hall to the standards required by the Care Commission.*

*The Impact of the foregoing is that we have retained existing groups and attracted new groups that will contribute to improvement in social well-being and public health for all age groups-and help to tackle social inequalities.*



## Section 6: Funding

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

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

*We do not propose any payment other than the £1.*

*A business plan & budget has been completed which is based on maximising income by maximising use – so that income at least matched the running costs.*

*Recent experience and feedback from the local community is that the ability to provide food and drink at BCHMC social fund-raising events and at lets to third parties can generate significant income and an application to Falkirk Council Licensing Board is being progressed.*

*Capital spend will be found through external funding sources with funding for toilet & kitchen refurb already secured (£63,000) from Community Choices Grant. An application for a CAT small grant has also been approved. An application to Scottish Power was not successful. More applications will be made to potential funding sources such as The National Lottery, The Robertson Trust, Screwfix Foundation, Asda Foundation etc.*

*Monies will be sought from the FC Enabling Fund for Roof repairs/renewal; replacement of the boiler and heating system repairs; and repair/replacement of the main hall ceiling. Costings/quotes from 3 sources are being sought and will be provided.*

*Also local business Direct Slating Supplies Ltd has provided funding for skips, paint and window blinds (approx. £5000).*



## 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]

Date 2<sup>nd</sup> August 2023 Revised 10/09/2024

Position Chairperson

Signature [REDACTED]

Name [REDACTED]

Address [REDACTED]

Date 2<sup>nd</sup> August 2023 Revised 10/09/2024

Position Secretary

Signature [REDACTED]



## **Checklist of accompanying documents**

To check that nothing is missed, please list any documents which you are submitting to accompany this form.

### **Section 1 – you must attach your organisation's constitution, articles of association or registered rules**

Title of document attached:

Constitution

### **Section 2 – any maps, drawings or description of the land requested.**

Documents attached: Plan of Banknock Hall building & land.

### **Section 3 – note of any terms and conditions that are to apply to the request**

Documents attached: List of repairs requested.

### **Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation's capacity to deliver.**

Documents attached: Business plan.

### **Section 5 – evidence of community support**

Documents attached: Community Council minutes, Facebook consultation, Letters of support.

### **Section 6 – funding**

Documents attached: Business Plan, Community Choices award confirmation.