

FALKIRK COUNCIL

Place Services

Falkirk Stadium, 4 Stadium Way, Falkirk, FK2 9EE

Scale: 1:750

Date: 15.8.2025



Subject

Polmont Sports Centre, Salmon Inn Road

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CONSTITUTION OF

Polmont Sports Centre Community Group

20th April 2025

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Charities and Trustee Investment (Scotland) Act 2005

**Constitution
of
Polmont Sports Centre Community Group**

In this constitution, the following definitions apply throughout:

- **“2005 Act”** means the Charities and Trustee Investment (Scotland) Act 2005 and every statutory modification and re-enactment thereof for the time being in force.
- **“AGM”** means an Annual General Meeting.
- **“Board”** means the Board of Charity Trustees.
- **“Charity”** means a body entered in the Scottish Charity Register as defined under section 106 of Charities and Trustee Investment (Scotland) Act 2005.
- **“Charity Trustees”** means the persons having the general control and management of the Organisation.
- **“Clauses”** means any clause.
- **“Clear days”**, in relation to notice of a meeting, means a period excluding the day when notice is given and the day of the meeting.
- **“Community”** has the meaning given in clause 4.
- **“GM”** means a General Meeting.
- **“Group”** means those other organisations (incorporated or not) that are not this organisation .
- **“Individual”** means a human/person.
- **“Members”** means those individuals and groups who have joined this organisation.
- **“Organisation”** means the SCIO whose constitution this is.
- **“OSCR”** means the Office of the Scottish Charity Regulator”
- **“Property”** means any property, assets or rights, heritable or moveable, wherever situated in the world.
- **“SCIO”** means Scottish Charitable Incorporated Organisation.
- **“them”** and **“their”** refer to individuals or groups (either he, she or they).

Words in the singular include the plural and words in the plural include the singular.

These Clauses supersede any model clauses. Any words or expressions defined in the 2005 Act shall, if not inconsistent with the subject or context, bear the same meanings in the Clauses.

The Schedule to these Clauses is deemed to form an integral part of these Clauses.

	NAME
1	The name of the organisation is “Polmont Sports Centre Community Group” (“ the Organisation ”).
2	The Organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).
	REGISTERED OFFICE
3	The principal office of the organisation will be in Scotland (and must remain in Scotland).
	DEFINITION OF COMMUNITY AND PURPOSES
4	The Organisation has been formed to benefit the communities of Ward 8 and Ward 9 (Upper Braes and Lower Braes (the “Community”), with the following purposes (the “Purposes”):
4.1	The provision of recreational facilities or the organisation of recreational activities, with the object of improving the conditions of life for the person for whom the facilities or activities are primarily intended. 2. The advancement of public participation in sport.
	POWERS
5	The SCIO has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so. In particular, (but without limiting the range of powers available under the 2005 Act), the SCIO has power:
5.1	to encourage and develop a spirit of voluntary or other commitment by, or co-operation with, individuals, unincorporated associations, societies, federations, partnerships, corporate bodies, agencies, undertakings, local authorities, unions, co-operatives, trusts and others and any groups or groupings thereof willing to assist the Organisation to achieve the Purposes;
5.2	to promote and carry out research, surveys and investigations and to promote, develop and manage initiatives, projects and programmes;

5.3	to provide advice, consultancy, training, tuition, expertise and assistance;
5.4	to prepare, organise, promote and implement training courses, exhibitions, lectures, seminars, conferences, events and workshops, to collect, collate, disseminate and exchange information and to prepare, produce, edit, publish, exhibit and distribute clauses, pamphlets, books and other publications, tapes, motion and still pictures, music and drama and other materials, all in any medium;
5.5	to purchase, take on lease, hire, or otherwise acquire any property suitable for the organisation;
5.6	to construct, convert, improve, develop, conserve, maintain, alter and demolish any buildings or erections whether of a permanent or temporary nature, and manage and operate (or arrange for the professional or other appropriate management and operation of) the organisation's property;
5.7	to sell, let, hire, license, give in exchange and otherwise dispose of all or any part of the property of the organisation;
5.8	to establish and administer a building fund or funds or guarantee fund or funds or endowment fund or funds;
5.9	to employ, contract with, train and pay such staff (whether employed or self-employed) as are considered appropriate for the proper conduct of the activities of the organisation;
5.10	to take such steps as may be deemed appropriate for the purpose of raising funds for the activities of the organisation;
5.11	to accept subscriptions, grants, donations, gifts, legacies and endowments of all kinds, either absolutely, conditionally or in trust;
5.12	to borrow or raise money for the Purposes and to give security in support of any such borrowings by the organisation and/or in support of any obligations undertaken by the organisation;
5.13	to set aside funds not immediately required as a reserve or for specific purposes;
5.14	to invest any funds which are not immediately required for the activities of the organisation in such investments as may be considered appropriate, which may be held in the name of a nominee organisation under the instructions of the Board of Trustees, and to dispose of, and vary, such investments;

5.15	to make grants or loans of money and to give guarantees;
5.16	to establish, manage and/or support any other charity, and to make donations for any charitable purpose falling within the purposes;
5.17	to establish, operate and administer and/or otherwise acquire any separate trading organisation or association, whether charitable or not;
5.18	to enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the organisation and to enter into any arrangement for co-operation, mutual assistance, or sharing profit with any charitable organisation;
5.19	to enter into contracts to provide services to or on behalf of others;
5.20	to effect insurance of all kinds (which may include indemnity insurance in respect of Trustees and employees);
5.21	to oppose, or object to, any application or proceedings which may prejudice the interests of the organisation;
5.22	to pay the costs of forming the organisation and its subsequent development;
5.23	to carry out the Purposes as principal, agent, contractor, trustee or in any other capacity.
	GENERAL STRUCTURE OF THE ORGANISATION
6	The organisation is composed of:
6.1	Members
6.2	Associates
6.3	Charity Trustees (composed of Elected Charity Trustees, Appointed Charity Trustees; and Co-Opted Charity Trustees, following the first GM).
	MEMBERSHIP

7	The members of the organisation shall consist of those individuals who made the application for registration of the organisation and such other individuals and groups as are admitted to membership under the following clauses.
8	The organisation shall have not fewer than twenty members at any time; and
8.1	In the event that the number of members falls below twenty the Board may conduct only essential business other than taking steps to ensure the admission of sufficient Ordinary Members to achieve the minimum number.
9	Membership of the organisation is open to:
9.1	Individuals aged 16 or over who (and groups which) are members of the Community ("Ordinary Members");
9.2	If an Individual or group ceases to fulfil the criteria within clause 9.1, that Individual or group must inform the Organisation.
APPLICATION FOR MEMBERSHIP	
10	No Individual or Group may become a Member unless that Individual or Group has submitted a written application for membership in the form prescribed by the Charity Trustees and the Charity Trustees have approved the application. An application submitted by a Group must be signed on behalf of that Group.
10.1	The Charity Trustees shall consider applications for membership promptly. The Charity Trustees shall assess each application to determine whether the applicant meets the criteria for becoming an Ordinary Member.
11	Membership of the organisation may not be transferred by a member.
MEMBERSHIP SUBSCRIPTIONS	
12	No membership subscription will be payable.
RE-REGISTRATION OF MEMBERS	
13	The Board may, at any time, issue notices to the members requiring them to confirm that they wish to remain as members of the organisation, and allowing them a period of 28 days (running from the date of issue of the notice) to provide that confirmation to the Board.

13.1	If a member fails to provide confirmation to the Board (in writing or by e-mail) that they wish to remain as a member of the organisation before the expiry of the 28-day period referred to in clause 13, the Board may expel them from the membership.
13.2	A notice under clause 13 will not be valid unless it refers specifically to the consequences (under clause 13.1) of failing to provide confirmation within the 28-day period.
LIABILITY OF MEMBERS	
14	The members of the organisation have no liability to pay any sums to help to meet the debts (or other liabilities) of the organisation if it is wound up; accordingly, if the organisation is unable to meet its debts, the members will not be held responsible.
15	The members and Charity Trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 14 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.
CESSATION OF MEMBERSHIP	
16	A member shall cease to be a member if:
16.1	that Member sends a written notice of resignation to registered office of the Organisation; they will cease to be a member as from the time when the notice is received by the organisation;
16.2	that Member has failed to respond to any re-registration request under clause 13;
16.3	a resolution that that Member be expelled (where that Member's conduct, in their/its capacity as a Member, has been detrimental to the effective functioning of the Organisation) is passed by special resolution at a GM (notice of which shall state: (a) the full text of the resolution proposed; and (b) the grounds on which it is proposed) at which the Member is entitled to be heard;
16.4	in the case of an Individual, that Individual has died (membership of the Organisation not being transferable);
16.5	in the case of a group, that group goes into receivership or liquidation, or is dissolved or otherwise ceases to exist (membership of the Organisation not being transferable);

16.6	where the Member is a Charity Trustee of the Organisation, that Member has failed to comply with the code of conduct for Trustees in a manner which would result in them ceasing to be a Trustee and a member.
REGISTER OF MEMBERS	
17	The Board must keep a register of members, setting out for each current member: <ul style="list-style-type: none"> a) their full name; b) their address; and c) the date on which they were registered as a member of the organisation.
17.1	Where any member is not an individual, the register must also contain: <ul style="list-style-type: none"> a) any other name by which the member is known; b) the principal contact for the member; c) any number assigned to it in the Scottish Charity Register, if it is a charity; and d) any number with which it is registered as a company, if it is a company.
17.2	For each former member the register must set out, for at least six years from the date on they ceased to be a member: <ul style="list-style-type: none"> a) their name; and b) the date on which they ceased to be a member.
17.3	The Board must ensure that the register of members is updated within 28 days of receiving notice of any change.
17.4	If a member or Charity Trustee of the Organisation requests a copy of the register of members, the Board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable. If the request is made by a member (rather than a Charity Trustee), the Board may provide a copy which has the addresses blanked out.
ASSOCIATES	
18	Individuals and Groups wishing to support the Purposes who are not members of the Community may become associates of the Organisation (“Associates”). Associates may attend and speak at GMs but may not participate in such meetings for voting or quorum purposes.

18.1	No Individual or Group may become an Associate unless that Individual or Group has submitted a written application to become an Associate in the form prescribed by the Charity Trustees and the Charity Trustees have approved the application. An application submitted by a Group must be signed on behalf of that Group.
18.2	The Charity Trustees shall consider applications for associateship promptly. The Charity Trustees shall assess each application to determine whether the applicant meets the criteria for becoming an Associate.
19	<p>The Charity Trustees shall cause a register of associates to be maintained containing:</p> <ul style="list-style-type: none"> (a) the name and address of each Associate; (b) the date on which each Individual or Group was registered as an Associate; and (c) the date at which any Individual or Organisation ceased to be an Associate.
20	An Associate shall cease to be an Associate if:
20.1	that Associate sends a written notice of resignation to the Organisation;
20.2	that Associate becomes a member of the Community;
20.3	a resolution that that Associate be expelled from being an Associate (where that Associate's conduct, in their capacity as Associate, has been detrimental to the effective functioning of the Organisation) is passed by special resolution at a GM (notice of which shall state: (a) the full text of the resolution proposed; and (b) the grounds on which it is proposed) at which the Associate is entitled to be heard);
20.4	<p>in the case of an Individual:</p> <ul style="list-style-type: none"> (a) that Individual becomes insolvent or apparently insolvent or makes any arrangement with their creditors; or (b) that Individual has died; or
20.5	in the case of a Group, that Group goes into receivership or liquidation, or is dissolved or otherwise ceases to exist.
	GENERAL MEETINGS (Meetings of the Members)

21	The Board may call a GM at any time and must call a GM within 28 days of a valid requisition. To be valid, such requisition must be signed by at least 5% of the Members, must clearly state the purposes of the meeting, and must be delivered to the registered office of the Organisation. The requisition may consist of several documents in like form each signed by one or more of the Members.
Annual General Meeting	
22	The Board shall convene one GM a year as an AGM. An AGM need not be held during the calendar year during which the Organisation is incorporated, provided an AGM is held within 15 months of the date of incorporation. Thereafter, not more than 15 months shall elapse between one AGM and the next.
22.1	The business of each AGM shall include: <ul style="list-style-type: none"> (a) a report by the Chairperson on the activities of the Organisation; (b) the election of Elected Charity Trustees; (c) the fixing of annual subscriptions if applicable; (d) consideration of the accounts of the Organisation; (e) a report of the auditor if applicable; and (f) the appointment of the auditor if applicable.
Notice of General Meetings	
23	Subject to the terms of clause 67, notice of a GM shall be given as follows:
23.1	At least 14 Clear Days' notice must be given of any GM.
23.2	The notice must specify the place, date and time of the GM, the general nature of business to be dealt with at the meeting; and <ul style="list-style-type: none"> (a) in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); and (b) in the case of any special resolution (as defined in clause 30) must set out the exact terms of the resolution.
23.3	Notice of every members' meeting must be given to all the members of the organisation, and to all the Charity Trustees; but the accidental omission to give notice to one or more members will not invalidate the proceedings at the meeting.
CHAIRPERSON OF GENERAL MEETINGS	

24	<p>(a) The Chairperson of the organisation shall act as Chairperson of each GM.</p> <p>(b) If the Chairperson is not present or willing to do so the Vice-Chairperson (if applicable) of the organisation shall act as Chairperson of the GM.</p> <p>(c) If neither the Chairperson nor the Vice-Chairperson is present or willing to act as Chairperson of the GM within 15 minutes after the time at which it was due to start, the Charity Trustees present shall elect from among themselves one of the Elected Charity Trustees who will act as Chairperson of that GM.</p>
QUORUM AT GENERAL MEETINGS	
25	<p>The quorum for a GM shall be the greater of:</p> <p>(a) eleven Members; or</p> <p>(b) 10% of the Members,</p> <p>present either in person or by proxy.</p> <p>No business shall be dealt with at any GM unless a quorum is present.</p>
25.1	<p>If a quorum is not present within 15 minutes after the time at which the GM was due to start (or if, during a GM, a quorum ceases to be present) the GM shall be adjourned until such time, date and place as may be fixed by the Chairperson of the GM.</p>
25.2	<p>The Board may make arrangements in advance of a GM to allow members (or their proxies) to fully participate remotely, so long as all those participating in the meeting can communicate with each other; and all Members (or their proxies) may vote during the meeting. A Member or proxy participating remotely by such means shall be deemed to be present in person at the GM.</p>
VOTING AT GENERAL MEETINGS	
26	<p>The Chairperson of the meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote.</p>
26.1	<p>Each Member shall have one vote, to be exercised in person or by proxy, by a show of hands</p>
26.2	<p>A secret ballot may be demanded by:</p> <p>(a) the chairperson of the GM; or</p> <p>(b) at least two Members present at the GM,</p> <p>before a show of hands and must be taken immediately and in such manner as the chairperson of the GM directs. The result of a secret ballot shall be declared at that GM.</p>

27	In the event of an equal number of votes for and against any resolution, the Chairperson of the meeting shall have a vote in their capacity as a member of the organisation.
	Resolutions
28	At any GM an Ordinary Resolution put to the vote of the meeting may be passed by a simple majority of the Members voting (in person or by proxy).
29	<p>Certain resolutions must be passed as Special Resolutions, including resolutions:</p> <ul style="list-style-type: none"> a) to alter the name of the Organisation; or b) to amend the Purposes; or c) to amend these Clauses; or d) to wind up the Organisation in terms of clause 72. <p>At any GM a Special Resolution put to the vote of the meeting may be passed by not less than two thirds of the Members voting (in person or by proxy).</p>
30	Ordinary and Special Resolutions may be passed in writing, rather than at a General Meeting, and shall have effect as if they had been passed at a GM, provided the terms of this Clause are followed.
30.1	An Ordinary Resolution may be passed in writing if signed by a simple majority of all the Members.
30.2	A Special Resolution to wind up the Organisation may be passed in writing if signed by all the Members.
30.3	Any other Special Resolution may be passed in writing if signed by not less than two thirds of all the Members.
30.4	Written resolutions must be sent to all Members at the same time (the "Circulation Date") in hard copy (posted or hand-delivered) or electronic form (faxed or e-mailed), or by means of a website.

30.5	<p>Written resolutions must be accompanied by a statement informing the Member:</p> <ul style="list-style-type: none"> (a) how to signify agreement to the resolution; (b) how to return the signed resolution to the Organisation (in hard copy (posted or hand-delivered) or electronic form (faxed or e-mailed)); (c) the date by which the resolution must be passed if it is not to lapse (that is, the date which is 28 days after the Circulation Date); and (d) that they will not be deemed to have agreed to the resolution if they fail to reply.
30.6	A written resolution may consist of several documents in the same form, each signed by or on behalf of one or more Members.
30.7	Once a Member has signed and returned a written resolution in agreement thereto, that Members' agreement is irrevocable.
30.8	The Members may require the Organisation to circulate a written resolution.
30.8.1	The resolution must be requested by at least 5% of the Members. Requests must be in hard copy (posted or hand-delivered) or electronic form (faxed or e-mailed), must identify the resolution and may be accompanied by a statement not exceeding 1,000 words which the Organisation will also be required to circulate.
30.8.2	The Board may reject the resolution but must provide reasons for doing so to the members requesting the resolution.
30.8.3	If accepted, the Organisation must circulate the resolution and any accompanying statement within 21 days, and may require the requesting Members to cover the expenses it incurs circulating the resolution.
	MEETING ADJOURNMENT
31	The Chairperson of the GM may, with the consent of a majority of the Members voting (in person or by proxy), adjourn the General Meeting to such time, date and place as the Chairperson may determine.
	ORGANISATION MANAGEMENT

32	The affairs, property and funds of the organisation shall be directed and managed by a Board of Charity Trustees. The Board:
32.1	shall set the strategy and policy of the Organisation;
32.2	shall, where no employees or managers are appointed, be responsible for the day-to-day management of the Organisation;
32.3	shall hold regular meetings between each AGM, meeting as often as necessary to despatch all business of the Organisation;
32.4	shall monitor the financial position of the Organisation;
32.5	shall direct and manage the affairs and Property of the Organisation;
32.6	shall generally control and supervise the activities of the Organisation;
32.7	may, on behalf of the Organisation, do all acts which may be performed by the Organisation (other than those required to be performed by the Members at a GM);
32.8	may exercise the powers of the Organisation; and
32.9	may not also be paid employees of the Organisation.
	INTERIM BOARD
33	Upon incorporation of the organisation, the individuals who signed the Charity Trustee declaration forms which accompanied the application for incorporation of the organisation shall be deemed to have been appointed by the members as Charity Trustees with effect from the date of incorporation of the Organisation.
33.1	The Interim Board shall retire at the first GM, which shall be held as soon as practicable following incorporation, but shall remain eligible for re-election (the period of office between the date of incorporation and the date of the first GM not being regarded as a "term of office" for the purposes of clause 36.5).
	COMPOSITION OF THE BOARD OF CHARITY TRUSTEES
34	The number of Charity Trustees shall be not less than three and the total number of Charity Trustees shall not be more than five.

APPOINTMENT OF CHARITY TRUSTEES	
35	From and after the first General Meeting of the organisation, the Board shall comprise the following individual persons (a majority of whom shall always be Elected Charity Trustees):
35.1	up to five individual persons elected as Charity Trustees by the Members in accordance with clause 36 (“the Elected Charity Trustees”), who must themselves be Ordinary Members; and
35.2	up to three individual persons co-opted in accordance with clause 37 (“the Co-opted Charity Trustees”), so as to ensure a spread of skills and experience within the Board.
35.3	Employees of the organisation may not be nominated as or become Charity Trustees.
ELECTED CHARITY TRUSTEES	
36	At the first General Meeting of the Organisation, the Members shall elect up to five individual Ordinary Members as Elected Charity Trustees.
36.1	Elected Charity Trustees must be nominated in writing by at least two Members. Such nominations must contain confirmation from the nominee that they are willing to act as an Elected Charity Trustee and must be delivered to the registered office of the Organisation at least seven days before the GM.
36.2	Each Member has one vote for each vacancy in the Elected Charity Trustees on the Board.
36.3	Provided the first GM is not also the first AGM, there shall be no changes in the Charity Trustees at the first AGM (except to fill any vacancies left following the first GM or caused by retirements since the first GM).
36.4	At the second and subsequent AGMs, one-third of the Elected Charity Trustees (rounding upwards if this is not a whole number) shall retire from office at the close or adjournment of that meeting.
36.5	A retiring Charity Trustee shall be eligible for re-election after one term of office. A retiring Charity Trustee shall not be eligible for re-election after two consecutive terms of office until a period of one year in which they have not been a Charity Trustee has passed.

36.6	The Elected Charity Trustee(s) to retire at an AGM shall be those who have been longest in office since their election/re-election (unless other Elected Charity Trustee(s) have agreed to retire at that AGM). As between Individuals who were appointed as Elected Charity Trustees on the same date, the Elected Charity Trustee(s) to retire shall be agreed between the Individuals appointed on the same date or determined by lot.
CO-OPTED CHARITY TRUSTEES	
37	Subject to clause 35, the Charity Trustees may appoint Individuals as Charity Trustees to ensure a spread of skills and experience within the Board (“Co-opted Charity Trustees”) and may remove a Co-opted Charity Trustee at any time.
37.1	A Co-opted Charity Trustee shall retire at the AGM following their appointment unless re-appointed by the Charity Trustees.
37.2	A Co-opted Charity Trustee can be removed from office at any time by a simple majority of the Board.
37.3	For the avoidance of doubt, a Co-opted Charity Trustee may participate fully in at all Board meetings which they attend, and is eligible to vote at them.
VACANCY	
38	The Board may from time to time fill any casual vacancy arising as a result of the retiral (or deemed retiral for any reason) of any Elected Charity Trustee from or after the date of such retiral or deemed retiral until the next AGM.
CHARITY TRUSTEES – GENERAL DUTIES	
39	Each of the Charity Trustees has a duty, in exercising functions as a Charity Trustee, to act in the interests of the organisation; and, in particular, must:
39.1	seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
39.2	act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;

39.3	in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party, put the interests of the organisation before that of the other party; where any other duty prevents them from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other Charity Trustees with regard to the matter in question;
39.4	ensure that the organisation complies with any direction, requirement, notice or duty imposed under or by virtue of the Charities and Trustee Investment (Scotland) Act 2005.
40	In addition to the duties outlined in clause 39, all of the Charity Trustees must take such steps as are reasonably practicable for the purpose of ensuring:
40.1	that any breach of any of those duties by a Charity Trustee is corrected by the Charity Trustee concerned and not repeated; and
40.2	that any Charity Trustee who has been in serious and persistent breach of those duties is removed as a Charity Trustee.
41	Provided they have declared their interest - and have not voted on the question of whether or not the organisation should enter into the arrangement - a Charity Trustee will not be debarred from entering into an arrangement with the group in which they have a personal interest; and (subject to clause 61 and to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005), they may retain any personal benefit which arises from that arrangement.
42	No Charity Trustee may serve as an employee (full time or part time) of the organisation; and no Charity Trustee may be given any remuneration by the organisation for carrying out their duties as a Charity Trustee.
43	The Charity Trustees may be paid all travelling and other expenses reasonably incurred by them in connection with carrying out their duties; this may include expenses relating to their attendance at meetings.
CODE OF CONDUCT FOR CHARITY TRUSTEES	
44	Each of the Charity Trustees shall comply with the code of conduct (incorporating detailed rules on conflict of interest) prescribed by the Board from time to time.
44.1	The code of conduct shall be supplemental to the provisions relating to the conduct of Charity Trustees contained in this constitution and the duties imposed on Charity Trustees under the Charities and Trustee Investment (Scotland) Act 2005; and all relevant provisions of this constitution shall be

	interpreted and applied in accordance with the provisions of the code of conduct in force from time to time.
	REGISTER OF CHARITY TRUSTEES
45	<p>The Board must keep a register of Charity Trustees, setting out for each current Charity Trustee:</p> <ul style="list-style-type: none"> a) the name of the Charity Trustee; b) the address of the Charity Trustee; c) the date on which they were appointed as a Charity Trustee; and d) any office held by them in the organisation.
45.1	<p>Where a Charity Trustee is not an individual the register must also contain:</p> <ul style="list-style-type: none"> a) Any other name by which the Charity Trustee is known; b) the principal contact for the Charity Trustee; c) any number assigned to it in the Scottish Charity Register (if it is a charity); and d) any number with which it is registered as a company, if it is a company.
45.2	Where the Charity Trustee is appointed by OSCR under section 70A of the 2005 Act it must be recorded in the register.
45.3	<p>For each former Charity Trustee the register must set out, for at least 6 years from the date on which they ceased to be a Charity Trustee:</p> <ul style="list-style-type: none"> a) the name of the Charity Trustee; b) any office held by the Charity Trustee in the Organisation; and c) the date on which they ceased to be a Charity Trustee.
45.4	The Board must ensure that the register of Charity Trustees is updated within 28 days of receiving notice of any change.
45.5	<p>If any person requests a copy of the register of Charity Trustees, the Board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable; if the request is made by a person who is not a Charity Trustee of the Organisation, the Board may provide a copy which has the name and address of any of the Charity Trustees blanked out. The name of a Charity Trustee may only be blanked out if the Organisation is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.</p>

	TERMINATION OF CHARITY TRUSTEES OFFICE
46	A Charity Trustee will automatically cease to hold office if: -
46.1	they give the Organisation a notice of resignation, signed by them;
46.2	they become an employee of the Organisation;
46.3	in the case of a Charity Trustee elected under clause 36 they cease to be a member of the Organisation;
46.4	in the case of a Charity Trustee co-opted under clause 37 the Board under clause 37.2 vote to end the appointment;
46.5	they become disqualified from being a Charity Trustee under the Charities and Trustee Investment (Scotland) Act 2005;
46.6	they are absent (without good reason, in the opinion of the Board) from more than three consecutive meetings of the Board - but only if the Board resolves to remove them from office;
46.7	they become incapable for medical reasons of carrying out their duties as a Charity Trustee - but only if that has continued (or is expected to continue) for a period of more than six months;
46.8	they are removed from office by resolution of the Board on the grounds that they are considered to have committed a material breach of the code of conduct for Charity Trustees (as referred to in clauses 44);
46.9	they are removed from office by resolution of the Board on the grounds that they are considered to have been in serious or persistent breach of their duties under section 66(1) or (2) of the 2005 Act;
46.10	they become prohibited from being a Charity Trustee by virtue of section 69(2) of the 2005 Act
46.11	they commit any offence under section 53 of the 2005 Act.
47	Clauses 46.9 and 46.10 apply only if the following conditions are met:

47.1	the Charity Trustee who is subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for removal is to be proposed;
47.2	the Charity Trustee concerned is given the opportunity to address the meeting at which the resolution is proposed prior to the resolution being put to a vote; and
47.3	at least two thirds of the Charity Trustees then in office vote in favour of the resolution.
CHAIRPERSON AND VICE-CHAIRPERSON	
48	The Board shall meet as soon as practicable meeting immediately after each AGM or following the resignation of the existing Chairperson/Vice-Chairperson to appoint: (a) an Elected Charity Trustee to chair Board meetings and GMs (the "Chairperson"), and (b) an Elected Charity Trustee to chair Board meetings and GMs in the event that the Chairperson is not present and willing to do so (the "Vice Chairperson").
48.1	In the event that: (a) the Chairperson is not present and willing to act within 15 minutes of the time at which the GM/Board meeting is due to start, or no Chairperson is currently appointed; and (b) the Vice-Chairperson is not present and willing to act within 15 minutes of the time at which the GM/Board meeting is due to start, or no Vice-Chairperson is currently appointed, the Charity Trustees present must appoint an Elected Charity Trustee to chair the GM/Board meeting.
BOARD MEETINGS	
49	The quorum for Board meetings shall be not less than 50% of all the Trustees, a majority of whom are Elected Charity Trustees. No business shall be dealt with at a Board meeting unless such a quorum is present.
49.1	A Charity Trustee shall not be counted in the quorum at a meeting (or at least the relevant part thereof) in relation to a resolution on which, whether because of personal interest or otherwise, they are not entitled to vote.

49.2	The Board may make any arrangements in advance of any Board meeting to allow members to fully participate in such meetings so long as all those participating in the meeting can clearly comprehend each other; a member participating in any such means other than in person shall be deemed to be present in person at the Board meeting.
50	7 Clear Days' notice in writing shall be given of any meeting of the Board at which a decision in relation to any of the matters referred to in clause 30 is to be made, which notice shall be accompanied by an agenda and any papers relevant to the matter to be decided.
50.1	All other Board meetings shall require not less than 7 days' prior notice, unless all Charity Trustees agree unanimously in writing to dispense with such notice on any specific occasion.
50.2	On the request of a Charity Trustee the Chairperson shall summon a meeting of the Board by notice served upon all Charity Trustees, to take place at a reasonably convenient time and date.
51	No alteration of the Clauses and no direction given by Special Resolution shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had not been given.
52	The Board may act notwithstanding any vacancy in it, but where the number of Charity Trustees falls below the minimum number specified in clause 34, it may not conduct any business other than to appoint sufficient Charity Trustees to match or exceed that minimum.
53	The Board may invite or allow any person to attend and speak, but not to vote, at any meeting of the Board or of its sub-committees.
54	The Board may from time to time promulgate, review and amend any Ancillary Regulations, Guidelines and/or Policies, subordinate at all times to these Clauses, as it deems necessary and appropriate to provide additional explanation, guidance and governance to members/Charity Trustees.
VOTING AT BOARD MEETINGS	
55	The Chairperson of the Board meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote,
55.1	Each Charity Trustee present (and who is eligible to vote) has one vote. In the event of an equal number of votes for and against any resolution at a Board

	meeting, the Chairperson of the meeting shall have a casting vote as well as a deliberative vote.
55.2	A resolution in writing shall be as valid and effectual as if it had been passed at a meeting of the Board or of a sub-committee. A resolution may consist of one or several documents in the same form each signed by one or more Charity Trustees or members of any relative sub-committee as appropriate.
	SUB-COMMITTEES
56	The Board may delegate any of its powers to sub-committees, each consisting of not less than one Charity Trustee and such other person or persons as it thinks fit or which it delegates to the committee to appoint.
56.1	Any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any remit and regulations imposed on it by the Board. The meetings and proceedings of any such sub-committee shall be governed by the provisions of these Clauses for regulating the meetings and proceedings of the Board so far as applicable and so far as they are not superseded by any regulations made by the Board.
56.2	Each sub-committee shall ensure the regular and prompt circulation of, the minutes of its meetings to all Charity Trustees.
	CONSTRAINTS ON PAYMENTS/BENEFITS TO MEMBERS AND CHARITY TRUSTEES
57	The income and property of the Organisation shall be applied solely towards promoting the Purposes and do not belong to the members. Any surplus income or assets of the Organisation are to be applied for the benefit of the Community.
58	No part of the income or property of the Organisation shall be paid or transferred (directly or indirectly) to the members of the Organisation, or to any other individual, whether by way of dividend, bonus or otherwise, except in the circumstances provided for in clause 59.
59	No benefit (whether in money or in kind) shall be given by the Organisation to any member or Charity Trustee except the possibility of:
59.1	repayment of out-of-pocket expenses (subject to prior agreement by the Board);

59.2	reasonable remuneration in return for specific services actually rendered to the Organisation (in the case of a Charity Trustee such services must not be of a management nature normally carried out by a Trustee of an Organisation);
59.3	payment of interest at a rate not exceeding the commercial rate on money lent to the Organisation;
59.4	payment of rent at a rate not exceeding the open market rent for property let to the Organisation;
59.5	the purchase of property from any member or Charity Trustee provided that such purchase is at or below market value;
59.6	the sale of property to any member or Charity Trustee provided that such sale is at or above market value; or
59.7	payment by way of any indemnity, where appropriate in accordance with clause 67.
60	Where any payment is made under clause 59, the terms of clause 61 must be observed.
PERSONAL INTERESTS & CONFLICTS OF INTEREST	
61	Whenever a Charity Trustee finds that there is a personal interest, as defined in sub-clauses 61.3 and 61.4, they have a duty to declare this to the Board meeting in question.
61.1	A Charity trustee must not vote at a Board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which they has a personal interest or duty which conflicts (or may conflict) with the interests of the SCIO.

61.2	<p>It will be up to the Chairperson of the meeting in question to determine:</p> <ul style="list-style-type: none"> (a) whether the potential or real conflict simply be noted in the Minutes of any relevant meeting, or (b) whether the Charity Trustee in question, whilst being permitted to remain in the meeting in question, must not partake in discussions or decisions relating to such matter, or (c) whether the Charity Trustee in question should be required to be absent during that particular element of the meeting. Where a Charity Trustee leaves, or is required to leave, the meeting they no longer form part of the quorum for that meeting.
61.3	<p>An interest held by an individual who is “connected” with the Charity trustee under section 68(2) of the Charities and Trustee Investment (Scotland) Act 2005 (husband/wife, partner, child, parent, brother/sister etc) shall be deemed to be held by that Charity trustee;</p>
61.4	<p>A Charity trustee will be deemed to have a personal interest in relation to a particular matter if a body in relation to which they are an employee, director, member of the management committee, officer or elected representative has an interest in that matter.</p>
61.5	<p>The Board shall determine from time to time what interests shall be relevant interests and shall ensure that a Register of Notices of Relevant Interests is maintained, which shall be open for inspection by both the Board and members of the Organisation and, with the express prior written approval of the Charity Trustee or employee concerned, by members of the public.</p>
FINANCES & ACCOUNTS	
62	<p>The Board shall determine:</p>
62.1	<p>which banks or building societies the bank accounts of the Organisation shall be opened with;</p>
62.2	<p>how bank accounts shall be maintained and operated; and</p>

62.3	how cheques and other negotiable instruments, and receipts for monies paid to the Organisation, shall be signed, drawn, accepted, endorsed or otherwise executed.
63	The Board shall cause accounting records to be kept for the Organisation in accordance with the requirements of the 2005 Act and other relevant legislation.
63.1	The accounting records shall be maintained by the Treasurer (if there is one) and overseen by the Principal Officer (if there is one), or otherwise by, or as determined by, the Board. Such records shall be kept at such place or places as the Board thinks fit and shall always be open to the inspection of the Trustees.
63.2	The Board must prepare annual accounts, complying with all relevant statutory requirements, and must ensure the accounts are examined or audited, as appropriate, by a qualified examiner or auditor.
63.3	At each AGM, the Board shall provide the members with a copy of the accounts for the period since the last preceding accounting reference date (or, in the case of the first account, since the incorporation of the Organisation). The accounts shall be accompanied by proper reports of the Board.
63.4	Copies of such accounts shall, not less than 21 clear days before the date of the General Meeting, be delivered or sent to all members, Charity Trustees, the Office Bearers and the auditor, or otherwise be available for inspection on the website or other location of the Organisation (with all members, Charity Trustees, the Organisation Secretary and the auditor being made aware that they are so available for inspection there).
NOTICES	
64	The Organisation may serve a notice on a Member in hard copy (addressed to the address given for that Member in the register of members, and posted or hand-delivered) or electronic form (faxed or e-mailed). A notice is deemed to have been served on the day following the day on which it is hand-delivered, posted faxed or e-mailed.

65	The Organisation may communicate with a Member by electronic means (including fax and e-mail) unless the Member has requested that communications from the Organisation be sent in hard copy. The Organisation may publish notifications by means of a website provided the Organisation has advised Members of this and taken reasonable steps to notify Members who have informed the Organisation that they do not have internet access.
	RECORDS OF MEETINGS
66	The Board shall cause minutes to be made of all appointments of officers made by it and of the proceedings of all General Meetings and of all Board meetings and of sub-committees, including the names of those present, and all business transacted at such meetings and any such minutes of any meeting, if purporting to be signed after approval, either by the Chairperson of such meeting, or by the Chairperson of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.
	INDEMNITY
67	Subject to the terms of the 2005 Act and without prejudice to any other indemnity, the Charity Trustees, or member of any sub-committee, the Organisation Office Bearers and all employees of the Organisation may be indemnified out of the funds of the Organisation against any loss or liability (including the costs of defending successfully any court proceedings) which he, she or they may incur or sustain, in connection with or on behalf of the Organisation.
	ALTERATION TO THE CLAUSES
68	Subject to the terms of this clause, this constitution may be altered by a Special Resolution of the members passed in accordance with clause 29 or 30.3
68.1	Any changes to the purposes set out in clause 4 are subject to written consent being obtained from OSCR (and its successors) in terms of section 16 of the Charities and Trustee Investment (Scotland) Act 2005
68.2	The Board must notify OSCR (and its successors) of any changes to the constitution not relating to the purposes, in terms of section 17 of The Charities and Trustee Investment (Scotland) Act 2005
	DISSOLUTION
69	The Organisation may be wound up or dissolved only on the passing of a Special Resolution for that purpose in accordance with clauses 29 and 30.4, and subject to written consent being obtained from OSCR.

69.1	<p>If, on the winding-up of the Organisation, any property or assets remains after satisfaction of all its debts and liabilities, such property shall be given or transferred to such other community body or bodies or charitable group, which has purposes which resemble closely the purposes of the Organisation, as may be:</p> <ul style="list-style-type: none"><li data-bbox="548 346 1523 447">(a) determined by not less than two thirds of the Ordinary Members of the Organisation voting (in person or by proxy) at a General Meeting called specifically (but not necessarily exclusively) for the purpose; and<li data-bbox="548 464 1133 499">(b) approved by OSCR (and its successors).
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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 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](#) provided by the Scottish Government before making a request.

When completed, this form should be emailed to 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

Polmont Sports Centre Community Group

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

Postal address: Polmont Sports Centre

Salmon Inn Road, Polmont

Postcode: FK2 0XF

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: Polmont Sports Centre

Salmon Inn Road, Polmont

Postcode: FK2 0XF

Email: polmontsportscentre@gmail.com

Telephone: **REDACTED**

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

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.

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	SC054374
	Community Benefit Society (BenCom) and its registered number is	
	Unincorporated organisation (no number)	

5.
5.
5.

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](#).

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:

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?

SCIO

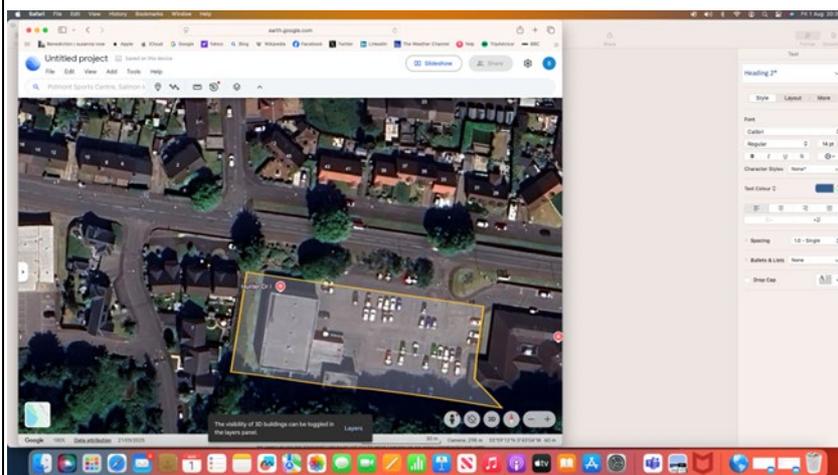
2. Information about the land and rights requested

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

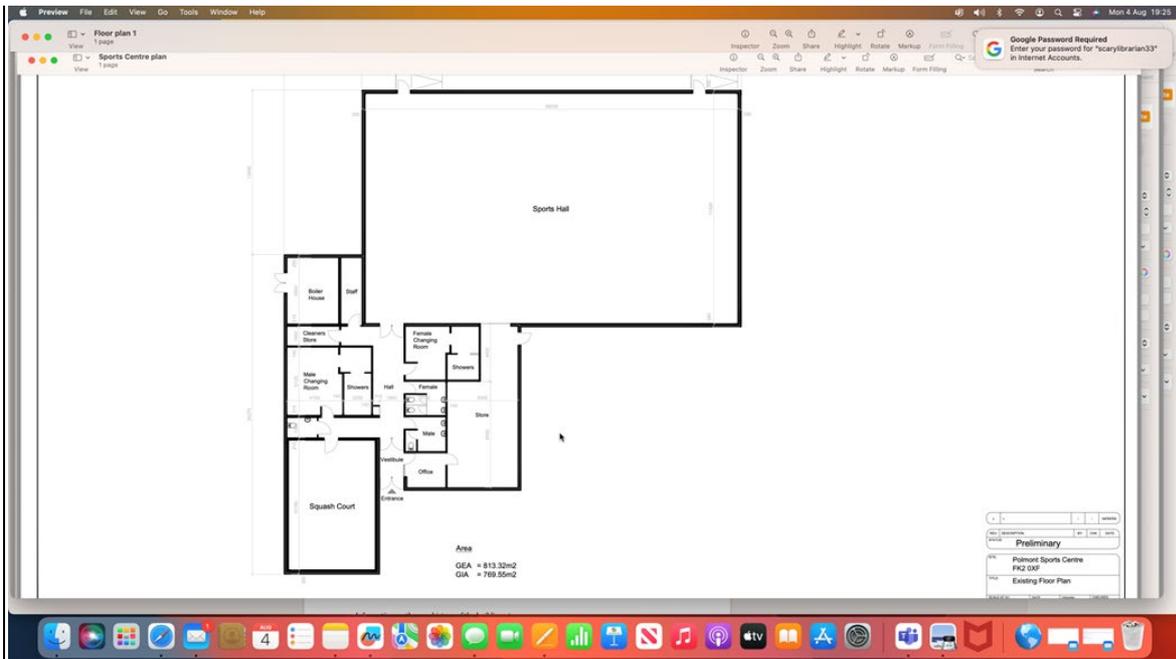
You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.

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:



Aerial View of Polmont Sports Centre



Floor plan of Polmont Sports Centre



Polmont Sports Centre 2025



Construction of Polmont Sports Centre 1988



Inside Main Gym

History of Polmont Sports Centre

Polmont Sports Centre was opened in April 1988 and was originally called Meadowbank Sports Centre and was first talked about in the Polmont Local Plan Policies, Proposals and Choices Report, 1980 by WF Frame (Director of Planning). Page 53 of the report under Recreation stated “Strong support for the need for a leisure centre in the village. Village Hall has been a temporary measure for 13-14 years. Situation exacerbated by the considerable population growth of recent years” The Polmont Local Plan Review in 1981 stated “Public comment has revealed the subject of leisure and recreation to be the single most significant issue within the Local Plan area.” P45 4.9 Need.

However the report goes on to say “A strong case has been made for leisure centre facilities to serve the Polmont and district area. Proposals to implement this are not viable in view of restricted expenditure available, at least for the period 1980-1985” P26

This meant a sizeable delay in getting the capital spending for the total cost of the £425,000 Meadowbank Sports Centre. The funding was spread over 5 years. (Appendix 3 Local Plan Review July 1986)

1986/87	1987/88	1988/89	1989/90	1990
150,000	10,000	100,00	285,000	15,000

The building was eventually opened in April 1988, much to the benefit of the local community.

General Construction of building

Floors are concrete, timber with modern vinyl and carpet, walls are brick, block and profile steel and the ceilings are modern suspended tiles and plasterboard. The externals are brick, block and profile steel walls and the roof is profile steel and felt.

Areas within Polmont Sports Centre

Polmont Sports Centre consists of :

- a large sports hall (27m x19m approx) which is used for multi-sports including badminton, pickle ball , tennis, football, table-tennis and basketball. It will also be hosting mini gyms for the under 5's, walking football for the over 50's , chair yoga for the less able and disabled and additional support needs events. Community events and elections, both national, Scottish and local are anticipated to be held in the sports centre main hall.
- Squash court (10mx6.5m) will be used for squash until we refurbish it for a health and wellbeing room offering relaxation, mindfulness sessions and alternate therapies. It can also be used for exercise and smaller yoga classes.
- Three sets of toilets - one for gents, one for ladies and a disabled toilet with baby changing facilities. We hope to get a Changing places toilet and funding to put it in with facilities for carers to change adults with disabilities.
- Two changing rooms (6mx5.5m) with lockers (which will be removed) and showers which we will remove from the ladies room as part of the refurbishment of the building as they are little used. This will be made into a Meeting Room where men and women can meet and have a chat and a cup of tea and coffee after activities.
- Room with exercise equipment and weights (5.3mx 8m) - never used since COVID - This will be redecorated and ventilated with new exercise equipment when grant funding is obtained.
- Main storeroom (8mx5m) which will remain as equipment storage
- Cleaner's cupboard (1.4 x 4m)
- Boiler room (5.5mx4m)
- Office (3.5m x 3.5m)

We have the large car park in our boundary map and we will pursue some sort of charging scheme for those using the car park all day e.g. Meadowbank Health Centre employees (not patients) and Polmont Railway Station users. We will white line an area for Polmont Sports Centre users use only.

Address: Polmont Sports Centre, Salmon Inn Road, Polmont

Postcode: FK2 0XF

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

UPRN: **136040441**

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

– Request for Ownership

at 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.

We own the car park but allow medical centre use at our discretion.

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.

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

3C – Request for other Rights

What are the rights you are requesting?

Do you propose to make any payment for these rights?

Yes

No

If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day?

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

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.

4.1.1 Objectives of Project

The group have been working together to form a plan of action, which has covered a variety of improvements to support the community:

- * Better access and activities for disabled and Additional Support groups

- *Inclusion of activities for our community with limited mobility

- *Group sessions for the under 3's and over 50's age group

Our current and future aims are:

- * To run a full programme of wheelchair-based sports

- * To refurbish the squash court

- * To introduce men and women football groups for the over 50's

- * To have a meeting room facility to allow men/women to chat about what's bothering them (one of the changing rooms)

- * To have a sensory garden

- * To introduce chair yoga and reintroduce mini gyms for the under 3's

- * To provide activities for our communities' children during holiday periods

- *To have the Centre at the heart of the community with community events like ceilidhs ,social skating, birthday parties etc.

4.1.2 Why there is a need for your Project?

Our sports centre has lacked any programme to develop and drive usage. We believe that we have the necessary skills to manage our building and get the best for our community.

We are determined to create a healthier and more resilient community through activities aimed to improve mental health and fitness and societal cohesion of all age groups.

4.1.3 Will any Development/changes/modifications to the asset be required?

We plan to get rid of the lockers in both men and women's changing areas and to remove most of the showers to remove most of the threat of legionella. The showers are rarely used and are outdated, being communal showers. While not a universal legal requirement for all sports centres in Scotland, showers are typically required in changing facilities within sports centres that include swimming pools or other wet areas. Ours does not and therefore, we would like to reduce and refurbish some of them to comply with current cubicle standards.

We would like to turn the women's changing area into a Meeting Place for men and women with unisex facilities for changing plus an area where they can relax and have a cup of tea, coffee or soft drink.

We plan to refurbish the squash court as we are the only one functioning in the area with the closure of other facilities e.g. Mariner Centre squash court.

We plan to redesign our fitness room into a gym for rehabilitation and workouts for our community who dislike using communal gyms in large spaces. This would entail putting in a suitable ventilation system and PAT testing all equipment with the ultimate aim of replacing some of the older equipment. We hope to work in partnership with NHS services to offer this and some of our other services to NHS patients.

We are looking for funding for a Changing Places toilet facility as this would very much fit in with our ethos of being an activity space for all our community. This would probably be in the current disabled toilet plus a part of the men's changing rooms.

4.1.4 What activities will take place?

We currently have lets from local community groups such as Falkirk Wheelers, Second to None Futsal Academy, Family Martial Arts, Falkirk Fury Basketball and Falkirk Pickle ball as well as Boys Brigade events. We also have block bookings on, Monday, Tuesday, Wednesday and Thursday evenings for badminton, pickle ball and basketball. We anticipate further bookings as we will be open Fridays and Saturdays: days which were previously closed when owned by Falkirk Council.

We have secured block bookings with a martial arts group, chair yoga practitioner, mini gyms practitioners and RollerBeats who will host a family roller disco every month and potentially every two weeks. We have a monthly car boot sale, and this will move indoors from October.

We work with the community, for the community. We will continue to develop partnerships with local organisations, service providers and community groups.

Our vision is to provide a community led space that helps deliver long-term, social, economic, sustainable and environmental benefits to the local community. This vision also includes our centre becoming a signposting service for Falkirk Foodbank services, the Carer's Centre in Falkirk, Citizens Advice, Scottish Families and agencies which deal with addictions (gambling, drugs and alcohol)

We hope to be able to operate free services, dependent on funding, for one parent families, families on benefits, the disabled and provide a space and services for children and young adults facing poverty once we get established. We would also like to encourage participation by refugees in our area for activity sessions and we are investigating links with Friends of Scottish Settlers. We will be applying for funding from the Robertson Trust to help us with this.

4.1.5. If the asset is to be used by the public, please provide details of lettings policy and opening times.

We will launch our own booking system with HallBooking online.

We plan to open the Sports Centre seven days a week and from 9.00am to 10pm with volunteers working a rota and clubs being responsible for their own sessions (most have 3 hour sessions).

We have at this point in time (01/09/25) twelve volunteers and three members of the committee who will be giving 58 hours of volunteering per week to run the centre and attend meetings.

4.1.6 What provision will be provided for people with disabilities?

We are **committed** to being a centre for all and have organised a free disability badminton session, hosted by Badminton Scotland, on 16th October for our community with disabilities and/or additional support needs. We are in contact with **REDACTED** Active Schools Co-ordinator with specialism in disabled sports, Forth Valley Disability Sports (**REDACTED**), **REDACTED** Badminton Scotland Disability), Scottish Disability Sports, the Sensory Centre in Camelon, Carers Centre, Falkirk and Sports Scotland Disability. We want to explore different activities with this group of our community and would like to introduce boccia for both able bodies and disabled groups and soft archery. This would be a great activity to allow our community to socialise together.

We also want to improve outcomes in mental health and fitness and these include Walking Football to combat social isolation with a Meeting Room (it is planned to be held in one of our reconfigured changing rooms) where men /women can come and chat with another about anything they want to in private and with a cup of tea or coffee. It will take time to organise new activities and is very much dependent on numbers of volunteers and mediators/instructors willing to lead classes/activities and funding.

We hope to get a Changing places toilet and funding to put it in with facilities for carers to change adults with disabilities.

4.1.7 Any other relevant information?

We are committed to giving our young volunteers access to employability skills courses via Falkirk Foundation who are SQA approved providers of such courses and all our volunteers training in manual handling and First Aid at work courses. I have compiled a list of free Open University courses for each volunteer dealing with customer care, success in the workplace, understanding your customers, the importance of interpersonal skills, effective communication in the workplace and communication and working relationships in sport and fitness. These courses all have free certificates of completion. I also have included How to handle issues in a professional & courteous manner and a Free Online Safeguarding Training Course with Certificate.

Benefits of the proposal

4.2. 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](#) on how the Council will consider the benefits of a request.

Economic development/income generation

The centre remaining open and in community ownership, will help develop the skills and experiences of our local community through volunteer places to build upon an individuals experience and skills capacity, thus supporting our communities future employability. The centre can support local businesses by providing a venue for markets and events. This can stimulate local commerce and provide additional income streams. The centre can improve the quality of life for residents, making Polmont and the Upper and Lower Braes are a more attractive place to live and work.

We are committed to giving our young volunteers access to employability skills courses via Falkirk Foundation who are SQA approved providers of such courses and all our volunteers training in manual handling and First Aid at work courses. I have compiled a list of free Open University courses for each volunteer dealing with customer care, success in the workplace, understanding your customers, the importance of interpersonal skills, effective communication in the workplace and communication and working relationships in sport and fitness. These courses all have free certificates of completion. I also have included How to handle issues in a professional & courteous manner and a Free Online Safeguarding Training Course with Certificate.

2. Regeneration

i.e. Please include details of whether your organisation will contribute to the **physical regeneration** of the area, and how your proposal will impact the regeneration of the area, in terms of volunteering or employment, giving examples.

The closure of a vital community building would be hugely damaging to the local area. We have plans to upgrade our space and garden area so that it can be enjoyed by our whole community. We will be upgrading our building through funders, including Falkirk Council , to make it fit for purpose and the 21st century encouraging regeneration in the local area as the community engages with a new vibrant and modernised sports centre. With over 65% of working age residents it is important to have a well maintained community space to support the wellbeing and productivity of the workforce.

3. Public Health

i.e. How likely is the proposal to improve the Public Health of the Community, in terms of **physical and mental health**, for example through volunteering, training, or taking part in activities, giving examples.

By improving the overall physical and mental health of our community by providing activities to improve their outcomes, we aim to take pressure off our public and social services. Our chair yoga, walking football, disability sports offerings and mini gyms aims to alleviate social isolation and loneliness and improve mental and physical health. Together with our core activities of badminton, football, basketball and pickle ball , our relaxation, mindfulness and meditation sessions , all activities will contribute to a happier and healthier community., thus alleviating the reliance on drugs and medication. Our proximity to Meadowbank Health Centre will allow us to participate in joint initiatives which will improve the quality of life for our community and increase participation in exercise.

4. Social Wellbeing

i.e. How will the proposal improve the Community's Social Well-Being and mental health, or how might it improve the **learning offer and activities** available in the area? Please give brief examples of these activities.

Our Sports Centre will provide a safe place for the community to engage with each other. Our monthly RollerBeats disco for families will improve family ties and allow children and parents to share meaningful time together. Birthday parties and other social events will encourage social cohesion and promote wellbeing. Our disability sports programme will help foster mutual understanding and respect in a multi-generational way and provide opportunities for training and mentorship.

5. Environmental Wellbeing / Environmental Benefits

i.e. Will the proposal bring green / environmental benefits and / or have an impact on the **local environment**? Will it help mitigate the effects of climate change? If so please give details.

We have engaged with Business Energy Scotland and spoken with our advisor and they are preparing an assessment of energy saving measures which we can adopt to improve energy efficiency to reduce our carbon footprint. We have also spoken to CARES and they have assessed us as being eligible to apply for funding which we will do when we receive our report from Business Energy Scotland.

Improvements could include an air source heat pump with zone heating controls, LED lighting with motion control in little used areas, thermal efficient doors, draught proofing and double glazing of glass in office space. Retro insulating our flat roof areas is another possible energy saving solution and ,if viable, sloped solar panels with battery storage.

We will have an effective recycling programme and only use sustainable and recyclable consumables in the centre. Our green spaces around the centre will be used to encourage our volunteers to learn gardening skills from our Polmont Planters partners and the sensory garden when finished will be a space for plants and insects to flourish.

6. Does your project contribute to the reduction of inequalities?

i.e. Will the proposal enable the community to access activities not otherwise available; will these activities be available at an affordable rate; how will your organisation work with other local providers to **reduce inequalities**?

One of our key objectives is to combat social inequality and social isolation in our community. By providing a local facility, the people in the area will benefit from services they have requested, otherwise they would have to travel further. This will make it far more accessible to the local community. We have a Junior Group Rate, which will ensure the centre is affordable for young people.

4.2.7 Will local people be engaged in the use and management of the Asset?

A “community of interest” may not represent the people living near to the asset. Please provide evidence of how **local people and communities** will be engaged in the use and management of the asset, and how they have been consulted.

The group operates as a 2-tier membership organisation managed by a board of trustees and a broader membership base. General membership is open to all individuals and groups residing or operating within Polmont and the surrounding areas. They may vote on matters to be decided at all Annual General Meetings.

As part of our Community Engagement, we asked local people what they would like to see at the community centre and we will continue to engage with the local community to ensure that local needs are met.

4.2.8 How will you monitor whether the Asset Transfer is benefiting the community?

ie. Will you survey the users / invite feedback / compare user numbers with a baseline etc

We will measure the usage of the hall on a monthly, quarterly and yearly basis, against our aims to increase usage by 40% for the first 2 years.

We will keep records of the number of people who attend our facility, the number of people engaging with us through our Facebook page , through our emails and personal contacts.

We will monitor our social impact by collecting information on the demographics of hall users, gathering feedback in terms of health and social benefits of users. We will keep records of feedback to measure the impact our services have on the local community.

We will continually invite our users for suggestions on other services they would like to see included in our community offering by engaging with them at events such as the Moving on Festival at Carrongrange School on the 27th of October

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.

No known restrictions

Negative consequences

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

We have considered potential negative consequences of the group taking over the building through Community Asset Transfer as:

- Costly repair work required for the building .
- Utility costs rising and we understand the risk of these increasing
- A risk of not being able to attract enough business to ensure the hall is able to continue.
- Loss of volunteers over time and the difficulty in securing new volunteers.
- Increase in the level of traffic due to increased usage of the hall
- Increase in the level of noise pollution due to the increase in usage of the hall
- Difficult conversations of car park usage. We must protect our users' interests versus the interests of the Meadowbank Health Centre and those using it as parking for Polmont Station.

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.

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

Yes

No

Please provide details of:

4.5.2 Skills and experience of the members of the organisation

REDACTED - Secretary, Polmont Sports Centre Community Group

REDACTED is a retired Chartered Engineer in the field of Road Safety, Accident Investigation and Transportation.

He was proficient in engineering design and construction on highway improvement schemes. He has project managed engineering schemes from inception through to construction.

He was also a workplace First Aider for the majority of his working career; however his certificate expired over three years ago.

He also had a Disclosure Approval whilst working with the Scottish Government, however this also expired in 2023.

He brings a vast experience in project management, engineering good practice and design, is computer literate in a wide range of software including all Microsoft packages.

He is also interested in many sports including football, squash, badminton, table tennis, etc.

REDACTED -Treasurer and Interim chairperson

REDACTED is a retired teacher and librarian in the Educational sector. She has worked in both primary and secondary school settings and is dedicated to giving people the opportunity to improve their life skills and to lifelong learning.

REDACTED has a teaching qualification from Callendar Park College of Education and also a BSc in Information and Library Science from The University of Wales. She has very good organisational skills, oral and written skills and management skills, including budgeting, fundraising and collating information.

She ran Duke of Edinburgh silver and bronze groups at Braes High School from 2009-2016 while running the Learning Resource Centre at the school and has a passion for outdoor learning.

She was a school First Aider for all her time in schools, but this has now lapsed.

She is Enhanced PVG checked for her school roles and has been PVG checked for her role with the Electoral Registration Office in Stirling, Invigilation duties at Braes High School(current)and Sunday school activities at Upper Braes Church Parish Church(current).

She is passionate about volunteering and is still volunteering at Falkirk Food bank (Trussel Trust) in Camelon one full day week (has been there for more than 4 years).

She has played badminton at Polmont Sports Centre for over 20 years.

REDACTED Committee member

REDACTED worked as a Purchasing Clerk in the maintenance department at the University of Stirling for 42 years, dealing with customers and suppliers.

He covered in the maintenance store, so he is quite methodical.

He is happy to take on most clerical, office duties and dealing with people by phone or face to face.

He is happy to help with most duties, including cleaning and keeping the building tidy.

He has always been keen on sports and participates in a few and is keen to keep Polmont Sports Centre open.

REDACTED Trustee

REDACTED is a serving Police Sergeant in Police Scotland and has 30 years' service. He has worked in various departments within the police but mainly within Community Policing. He has experience in dealing with conflict situations, problem solving and making good quick time decisions.

He works well with others and has been involved in project management, identifying funding streams for local community groups to provide better facilities for local members and especially for children for diversionary activities. He has college qualifications in sports and exercise science and has a sporting background. He has used the sports centre for some years for badminton and basketball and his partner uses the centre for roller skating.

REDACTED Trustee

REDACTED is counsellor and was elected in May 2022. He has had a career in retail, owning a craft shop in Linlithgow for some years, giving him experience. Of dealing with the public.

REDACTED worked as a service manager with a local weighing machine company overseeing engineers.

He was a Scout Leader for 12 years in Polmont and is well known in the local area.

He currently organises our car boot sales and volunteers at First Steps, an addiction service.

REDACTED – Trustee

REDACTED brings over 15 years of senior management experience in corporate responsibility, social value and Community Wealth Building (CWB) within the tier one construction sector. In her current role as Senior Responsible Business Manager, she manages a national team of community benefits / social value specialists delivering across employment, education, skills, procurement, and VCSE/third sector outcomes across the UK and Ireland. She also sits on the Tier One Community Wealth Building Steering Group, helping to shape national approaches to inclusive growth.

She is CIPD qualified in HR Management and Learning & Development and has extensive experience in employability and training programme design. Her track record includes developing multiple training centres and academies, securing funding of up to £1.2 million for employment pathways,

and overseeing programmes supporting more than 1,500 learners annually on projects valued up to £250m. She has also developed accredited qualifications on the Scottish Credit and Qualifications Framework (SCQF), ensuring robust and recognised pathways for learners. Previous roles in employability contract management provide further expertise in partnership working with Skills Development Scotland, Developing the Young Workforce Forth Valley and Forth Valley College.

She also has experience in personal development and wellbeing delivery as a qualified clinical hypnotherapist, meditation teacher and facilitator of holistic wellbeing programmes, running a private consultancy for corporate and private clients alike. This dual expertise in both corporate responsibility and individual wellbeing provides a unique perspective on community development.

REDACTED Trustee

REDACTED is a highly experienced senior leader in membership and nonprofit organisations, bringing over 15 years of expertise in governance, fundraising, strategic leadership, and organisational development. She has a proven track record of driving membership growth and engagement, and of shaping strategies rooted in the insights, needs, and aspirations of members. Her approach to organisational development is distinctly membership-led, ensuring that the voice of the membership informs strategic direction, service design, and long-term planning.

Her experience includes leading successful multi-year funding bids to major trusts and foundations, as well as overseeing complex organisational wide financial planning and budget management to support sustainable operations. She brings a deep understanding of effective financial management and governance, working closely with boards and committees to strengthen accountability, ensure compliance, and build organisational resilience. With a strong focus on measurable impact and inclusive growth, she is adept at delivering strategies that align mission, financial sustainability, and the priorities of a diverse stakeholder base.

REDACTED - Board Member

REDACTED brings over 15 years of frontline healthcare and specialist clinical experience, spanning hospital-based intensive care, community health coordination, and long-term support for individuals with complex needs.

A senior Cardiothoracic ICU nurse with 12 years of service in adult intensive care and transplant recovery, she has extensive clinical expertise in managing critical care pathways, including cardiac transplant aftercare, ventilator support, NG feeding systems, and other complex medical devices commonly used in both hospital and community settings. Her earlier nursing work includes a year in general intensive care and two years leading nurse-led wound clinics and preoperative assessment services, demonstrating advanced care planning, multidisciplinary collaboration, and leadership in risk assessment.

Prior to her nursing career, she spent over a decade supporting adults with complex disabilities, many of whom were non-verbal and neurodivergent. This work gave her deep practical knowledge of communication needs, safeguarding, sensory-aware environments, and trauma-informed care. She also holds formal training in autism awareness and neurodivergence, which she continues to build on through her personal role as a parent and carer of neurodivergent children.

She will lead the health and clinical safeguarding strand of the project, supporting the development of trauma-informed policies, risk planning, and safe practice across all therapeutic and community-based services offered within the hub. Her clinical governance input will ensure that all services operates with appropriate health-related assurance, particularly in services delivered to children, vulnerable adults, and people with additional needs.

4.5.3 Do you intend to use professional advisors? Please provide details.

We will carry out the necessary record keeping from home and employ an Accountant to complete our annual Return to OSCR.

4.5.4 Do you currently lease/manage a property from Falkirk Council? If yes, please provide details.

We will be managing the Polmont Sports Centre and will take on a short-term FRI license from the 1st of October 2025.

4.5.4 Please detail how you plan to manage the building?

For example, opening and closing the building / managing lets / will you have staff etc?

Our project will be totally staffed by volunteers and members of our committee and board.

We will not employ any staff.

All groups renting our spaces will provide trained staff with PVG/First Aid qualifications and Public Liability Insurance. We have a key safe and groups who are in for more than 2 hours will have instructions on locking up and using the key safe. We will monitor success of this.

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

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.

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 engaged with the community on multiple occasions through paper based, door to door, and online surveys and through personal interactions at our car boot sales. Our door-to-door surveys were Brightons (Battock Road, Ercall Road, Gardrum Place 27/7/25), Rumford (Pender Garden, Comely Park, Mountjoy Cottages 26/7/25, Maddiston (Kenny Drive, Ferguson

Garden, Palmer Row 26/7/25, Parkhall Drive, Windsor Crescent 28/7/25, Reddingmuirhead (Cricket Place, Union Place, Harlow Avenue 1/8/25), Shieldhill (Belmont Avenue, Mavisbank Avenue up to no.50), 4/08/25.

Redding: Lochside Cottages, Lochside Crescent, Main Road, School Road, Woodburn Avenue 2/08/25. We surveyed 503 households door to door and gained valuable insight into what our community thinks and wants.

Methodology

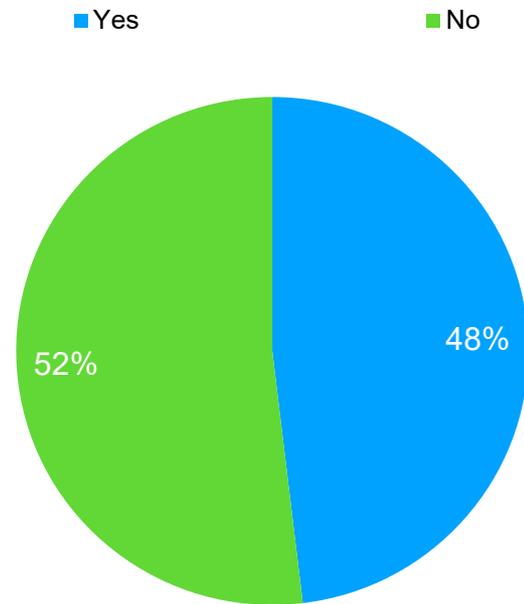
We sought to survey these streets because they had varied age groups, some new builds and longer standing communities. Some areas were bought properties, while others were rented, predominantly from Falkirk Council. It was clear from the survey that those in new builds were predominantly from outside the Falkirk area and some didn't know that the Sports Centre existed.

We had 578 responses to our surveys in total with 503 coming from our door-to-door community engagement which was invaluable.

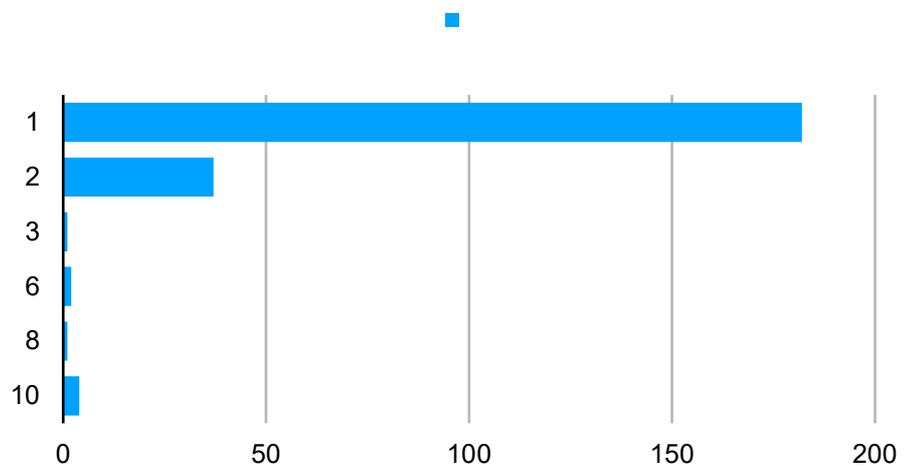
General Survey results

Question 1 Do you currently use or have you ever used Polmont Sports Centre?

278 Yes. No 300

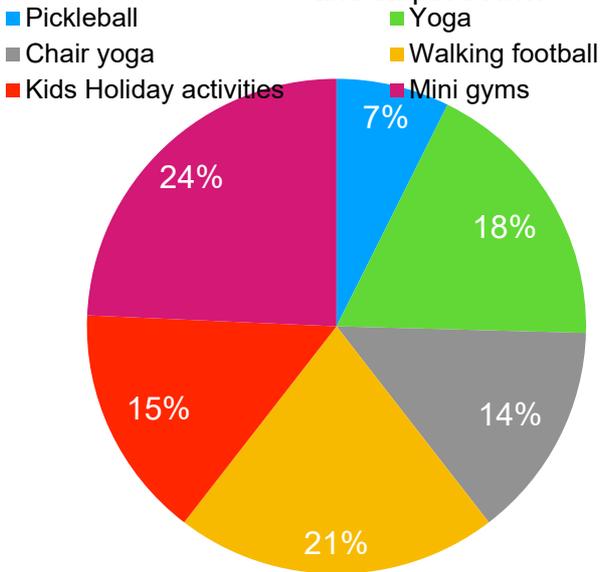


Question 2 How many times a week did /do you use it?



Question 3 What activities would you like to see there?

Other activities mentioned were archery, parties, weights, line dancing, rollerskating, martial arts, exercise classes, family friendly events, tai-chi, children's dancing classes, indoor hockey and carpet bowls.



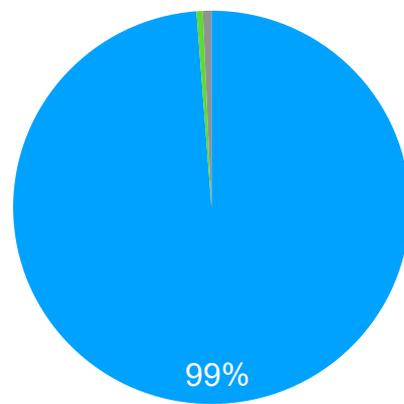
Question 4 Do you think it's worthwhile saving the centre?

571 Yes.

3 No.

4 Don't know

■ Yes ■ No ■ Don't know



Question 5 Would you be willing to volunteer at the centre for between 1 and 4 hours a week?

38 Yes.

528 No

12 unsure/pos

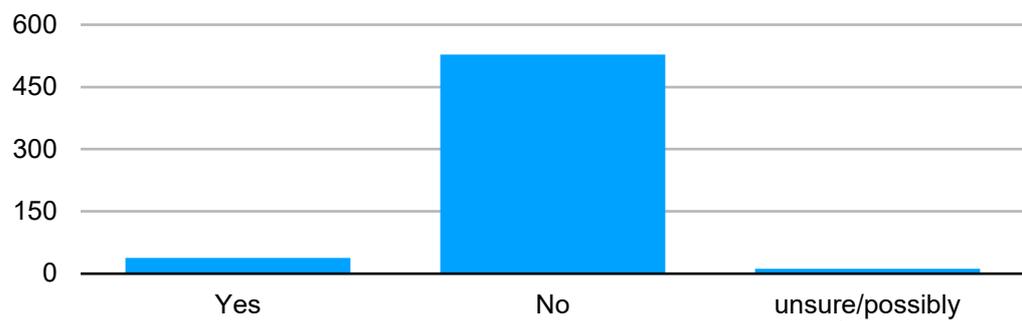
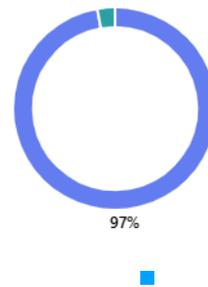
Volunteer interests admin, marketing,
gardening
being on committee, putting on classes and
helping with classes, cleaning.

Mini gyms consultation

1. Would you attend Mini Gym for children if the classes were to be restarted at Polmont Sports Centre?

[More detail](#)

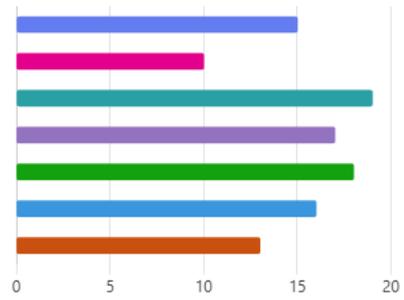
● Yes	35
● No	0
● Maybe	1



2. What days of the week would you prefer the sessions to be on? (You can select multiple options)

[More details](#)

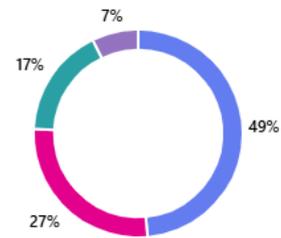
Monday	15
Tuesday	10
Wednesday	19
Thursday	17
Friday	18
Saturday	16
Sunday	13



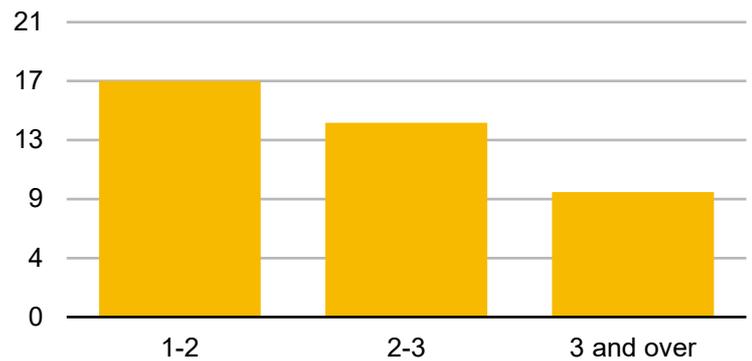
3. What time of day would suit best? (You can select multiple options)

[More details](#)

Early morning (e.g. 9-11am)	34
Early afternoon (e.g. 11-2pm)	19
Late afternoon (2-5pm)	12
Evening (5pm onwards)	5

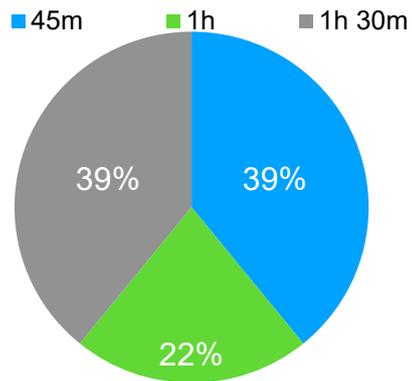
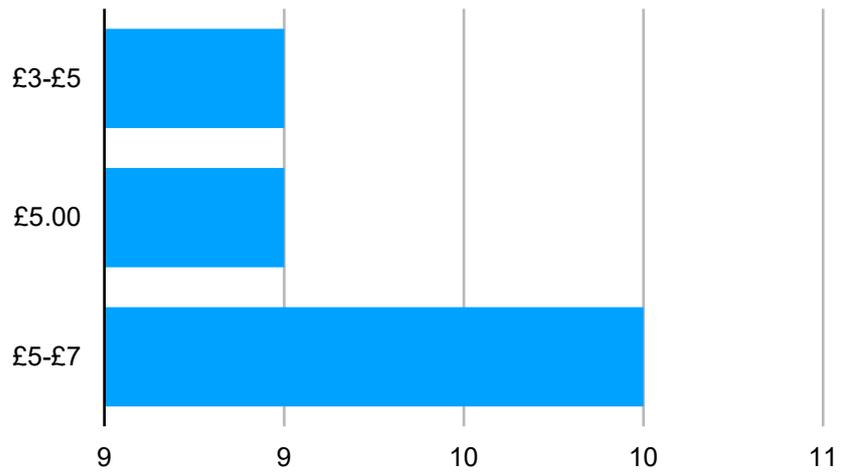


4. What age are your children?



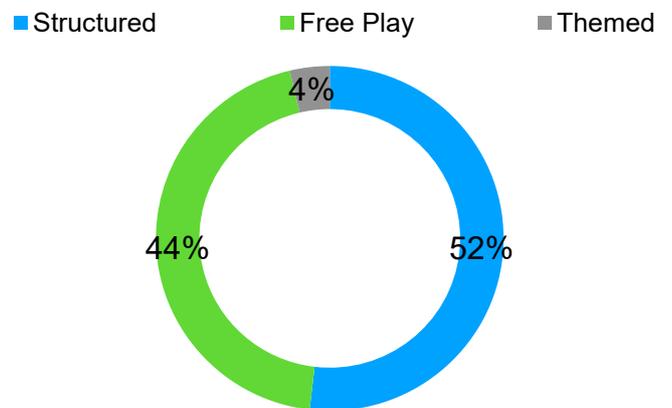
5 What would you consider paying for a Mini gyms ses

6. How long should a session be?



7. How should a session be run?

These consultations show that the Sports Centre is currently used for badminton, basketball, football, squash, pickle ball, and birthday parties and shows an overwhelming 99% support for the



Sports Centre staying open.

New activities which have been highlighted as attractive to our community include mini gyms for young children and children with Additional Support Needs, walking football for over 50's men and women, 5 a side football, dance and fitness classes for the over 50's, gymnastics and wheelchair badminton and table tennis, archery, chair yoga and other exercise classes and roller skating. We are currently in talks with Badminton Scotland who are hosting a free event for us on 16th October for disabled and additional support needs members of our community. We are also in talks with Walking Football Scotland, Forth Valley Disability Sports, Falkirk Company of Archers and specialist providers of yoga and exercise classes.

The feedback from our door-to-door survey showed that new parents were particularly interested in mini gyms for their under 3's. It was a very popular activity and was sorely missed when Falkirk Council withdrew the provision at Polmont Sports Centre.

We have applied for grant funding from the Mental Health and Wellbeing Fund for free participation in mini gyms for lone parent families or those reliant on benefits.

Social activities include birthday parties and ceilidhs, and social skating are on our calendar of activities and chair boccia and soft archery are activities we would like to introduce for our disabled and ASN community members.

Our community engagement shows there is a need, genuine desire, and support, for the community asset transfer

Feedback from mini gyms survey!

It would be great to see the mini gym up and running again- good luck!

The centre is such a good space that it would be great for it to become the heart of the community and used more often

Really pleased that the sports centre is remaining open and well done for everyone's hard work!

What an amazing job you are doing taking on this commitment.

Polmont sports centre is a great place and as a family we would like to use it more. Mostly with our son for classes etc.

Qualitative Feedback

I wanted to get in touch, as we are keen to try and support the Polmont Sports Centre through Lathalla Grange's Community Pledge. It sounds like you have a great facility, and the upgrades you have proposed would provide a more inclusive space for all. (CALA homes)

I just wanted to say it's really fab news about the sports centre. We stay with our young children in Polmont and have used the sports centre for clubs, parties etc and it would have been so sad to see it go. (By email)

I am the pharmacist at Meadowbank Health Centre Pharmacy. I have recently become aware of your campaign to save the sports centre, and I would be interested in helping with your campaign in helping save this valuable community asset. Let me know if there is anything I can assist with.

The centre and any classes and hiring facilities needs to be promoted and shared more within the local community. Ask people what they want from the centre and how they would use it.

Our Ref: pcc/sports

Date : 29th July 2025

*Polmont Sports Centre Community Group,
Salmon Inn Road,
Polmont,
Falkirk,
FK2 0XF*

Dear Committee,

POLMONT SPORTS CENTRE – COMMUNITY ASSET TRANSFER – LETTER OF SUPPORT

Polmont Community Council hereby wish to express their full support on the transition of Polmont Sports Centre into Community Ownership as part of Falkirk Council Community Asset Transfer. Polmont Community Council has supported Polmont Sports Centre Community Group from its inception, assisting in any way possible, all to allow this valuable and essential local asset to be retained and to flourish.

Polmont Sports Centre Community Group has worked tirelessly to ensure that the transfer is a success and they have now obtained full Charity Status (OSCR SCIO SC054374)

Polmont Sports Centre is currently well used, however should closure occur, this would be a heavy blow to the local & wider community especially once the new large scale housing development of around 500 homes, underway at Gilston, comes fully on-stream.

These new properties along with existing housing provision undoubtedly require local leisure services to use, of which Polmont Sports Centre will play a key part in delivering.

Polmont Community Council strongly believe that Polmont Sports Centre Community Group and their vision for this Centre is very worthy of support and we will continue to assist them now and into the future for many years to come.

Yours faithfully,

REDACTED (Convener & Secretary)for Polmont Community Council

I've come across your Facebook page to save the sports centre.

Id like to help out and come to the committee meetings. I've never joined a committee before so would be good to get an idea of what roles there are, what kind of help is needed, what happens at the meetings etc

Do you also have a schedule of meetings coming up?

I have a young son and would be so disappointed if he doesn't have the centre on our doorstep as he grows up, and for myself who plays badminton in the hall.

Many thanks

REDACTED

Resident of Tiree Crescent, Polmont

Polmont Sports Centre users impact comments

Absolutely tragic if Sports Centre were to go. Young people and children need fun places to go, exercise, make friends and learn to play sports. (Polmont Centre user)

It would be such a loss to the Polmont area. I have used the centre since the 90's. (Polmont Centre user)

The impact of losing the centre would be massive as the implications on local communities have always been nothing but negative when losing any type of sport or recreational facility (Polmont Centre user)

The impact would be detrimental for sport and to young children (Polmont Centre user)

Closure would have a major impact. Minimal classes are available elsewhere already. (Polmont Centre user)

The impact would be : travel further— lose interest in sport—get unhealthy. (Polmont Centre user)

Some Impact statements from online survey

No other available sports facilities in Polmont

Large impact as only facility for clubs to use for sports

Huge, it's the only sports centre in the area therefore it would be a big loss

I believe it would be detrimental socially, physically and mentally for all ages!

It will impact on the social element it offers. Reduce people's opportunities to be active, losing a space for other activities if suitable

Massive impact on local area sport provision

It's a missed opportunity. The facility could be developed to provide sports and activities for the people of Polmont, a youth club, strength and balance for older people, a hub for the community to support health and wellbeing.

I think it is a great resource. Would be sorely missed by local kids.

Disastrous as used by many different sports

School uses the centre I believe . The village is about to have a huge increase in population with the addition of new homes. My family used the centre a lot during the past, 5 a side, squash, badminton, kids parties, mini gyms for more than 30 years. Travelling around is getting so expensive... to close the centre would be a travesty

A valuable local resource will be lost

It will reduce the options for access to physical activity and health and wellbeing for community members

Terrible impact, centre very well used

I think a lot of people wouldn't have a local place for keeping fit and healthy. The prices are so reasonable and people are able to socialise with friends while keeping fit.

Deprive local community of a useful asset

I think if it were kept open it could be a real valuable resource - I've lived here for years and never visited as I never knew there was anything on there or what it was used for. I've never seen it advertised anywhere.

Reduced opportunity to keep fit physically and mentally increase isolation reduced opportunities for all age groups to experience activities within their community.

Devastating - it's a place for adults and children to build a community, confidence and skills for life

Will affect everyone in the local area. Doesn't align with the councils 20 minute neighbourhood ambitions.

Lots !We need as many locations as possible for the community to meet as possible for all reasons

It's so convenient for the local community to be able to play a recreational sport without having to travel or compete with the rest of Falkirk to try and use the other facilities. I think not having it would lead to people not bothering to participate going forward as travel or not being able to book courts would put them off

Impact Statements and letters of support from businesses/charities/organisations

I write to support the work being undertaken by the group seeing a Community Asset Transfer of Polmont Sports Centre. As part of the community, including my own family, we have many members who have benefitted from the provision of this facility, with few places nearby having either timetable capacity nor the same facilities as the Polmont Sports Centre. If this resource was to be lost it would be detrimental to the range of activities available within the community and thus have a knock-on effect to the well-being of community members, across all ages and strata. I fully support the asset transfer and look forward to the centre being retained and further made available for the benefit of all.

Yours sincerely,

REDACTED

Minister of Upper Braes Parish Church

Scottish Charity No SC001385

Dear Sir/Madam,

Following discussions with **REDACTED**, I was delighted to hear about the plans for a Community Asset Transfer. While the centre itself does not lie within the Braes High School catchment, its proximity to areas where large percentages of our young people live means that it has been a valuable asset for our pupils over many years. Providing an indoor sports area, allowing young people to participate in a range

of activities is obviously supportive of their wellbeing, both physically and emotionally. This in turn enables pupils to be better prepared for their education and to develop a lifelong interest in sport and maintaining healthy lifestyles. I would therefore commend the activities of the group working towards this Community Asset Transfer and wish them all the best in this endeavour.

Yours sincerely,

REDACTED

Headmaster, Braes High School

Our Ref: pcc/sports impact

Date : 29th July 2025

Polmont Sports Centre Community Group,
Salmon Inn Road,
Polmont,
Falkirk,
FK2 0XF

To Whom it may Concern,

POLMONT SPORTS CENTRE – COMMUNITY ASSET TRANSFER – IMPACT STATEMENT

The proposed closure of Polmont Sports Centre as part of Falkirk Council Strategic Property Review will have a significant and far-reaching impact on the Community of Polmont and wider afield, affecting public health, social inclusion, youth engagement, and local economic activity.

For many residents, Polmont Sports Centre has been more than just a recreational facility—it is a vital community asset. It serves many users each month, providing affordable access to fitness classes, indoor courts, and multi-purpose spaces. It supports physical and mental wellbeing across all age groups, from school children and young athletes to older adults and those with mobility or health challenges.

Sports Clubs who rely on the facility for training and competition will face disruption or dissolution, potentially leading to reduced youth engagement and increased antisocial behaviour.

In economic terms, the centre supports local jobs and attracts foot traffic that benefits the nearby businesses and community. Its closure will lead to job losses and a decline in ancillary spending in Ward 8/9 and also in the wider community. The proposed closure also disproportionately affects those with limited access to transportation, who may be unable to travel to more distant alternative facilities. This raises serious concerns about equity and accessibility.

Polmont Sports Centre is currently well used, however should closure occur, this would be a heavy blow to the local and wider community, especially once the new large scale housing development of around 500 homes, underway at Gilston, comes fully on-stream.

These new properties along with existing housing provision undoubtedly require local leisure services to use, of which Polmont Sports Centre will play a key part in delivering.

We urge decision-makers to support Polmont Sports Centre Community Group going forward, all to ensure the continuation of this essential community asset.

Yours faithfully,

REDACTED (Convener & Secretary)
for Polmont Community Council -

Polmont Community Council, Greenpark Centre, Greenpark Drive, Polmont, FK2 0PZ e –
polmontcommunitycouncil@gmail.com

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

We have worked closely with CVS Falkirk & District. They have supported the group with drafting the business plan, finances, governance support and more.

We are in close contact with all our user groups.

We regularly are in contact with other groups who are going through Community Asset Transfer in the Falkirk & District Area.

We have received several letters of support that can be found in our application.

5.1.4 Have you been in contact with any other communities or community groups that may be affected? Please give details.

We regularly attend the Community Ownership Group meetings facilitated by CVS Falkirk & District and are in regular contact with other local community groups who are taking on similar buildings through Community Asset Transfer.

We have engaged extensively with the community, our current users and potential future users of the centre. Evidence of this engagement can be found in our application.

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

The feedback gauged will inform our plans to introduce new activities aligned to community wishes. We will gradually introduce new offerings for our community, starting off with mini gyms in the mornings as this has been identified as a priority. Walking football will also be a priority and will be introduced within two weeks of our FRI licence being issued. **REDACTED** from Walking Football Scotland, who lives in **REDACTED** is helping us with this. We are hosting a free Walking Football session on 19th October and have had a good response to our flyers and Facebook pages announcing this. We are committed to being a centre for all and have organised a free disability badminton session, hosted by Badminton Scotland, on 16th October for our community with disabilities and/or additional support needs. We are in contact with **REDACTED**, Active Schools Co-ordinator with specialism in disabled sports, Forth Valley Disability Sports (**REDACTED**), **REDACTED** (Badminton Scotland Disability), Scottish Disability Sports, the Sensory Centre in Camelon, Carers Centre, Falkirk and Sports Scotland Disability. We want to explore different activities

with this group of our community and would like to introduce boccia for both able bodies and disabled groups and soft archery. This would be a great activity to allow our community to socialise together.

We also want to improve outcomes in mental health and fitness and these include Walking Football to combat social isolation with a Meeting Room (it is planned to be held in one of our our reconfigured changing rooms) where men /women can come and chat with another about anything they want to in private and with a cup of tea or coffee. It will take time to organise new activities and is very much dependant on numbers of volunteers and mediators/instructors willing to lead classes/activities and funding..

We plan to open the Sports Centre seven days a week and from 9.00am to 10pm with volunteers working a rota and clubs being responsible for their own sessions (most have 3 hour sessions).

We have at this point in time (01/09/25) twelve volunteers and three members of the committee who will be giving 58 hours of volunteering per week to run the centre and attend meetings.

6. 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.

6.1 Please outline the Policies and Procedures your organisation has in place to govern the group's finances

We will follow OSCR's [Guidance and Good Practice for Charity Trustees \(oscr.org.uk\)](https://www.oscr.org.uk) to ensure we manage our finances correctly.

The rates for each of our spaces have been set for the coming year, and these will be reviewed yearly at our AGM.

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7. Funding

7.1. 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.

Please see our Cash Flow for all our planned start up, ongoing, maintenance and planned redevelopment costs. Our Cash Flow also shows all proposed income and investment.

We have fundraisers on a frequent basis to help generate income for the group.

All proceeds from lets will be used to continue or charitable purposes.

We recognise we will require a solicitor to review and negotiate the terms of our agreement.

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

We have secured a £2,000 start -up grant and have secured a National Lottery Awards for All for £2,213 for new mini gyms equipment.

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.

We have also applied for Volunteer Scotland Fund to attract volunteers from disadvantaged backgrounds and have applied for The Mental Health and Wellbeing Fund from CVS. We have completed initial checks with the Scottish Land Fund (we will apply for their Stage 1 funding) Business Energy Scotland and CARES funding stream and are awaiting further consultations.

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

We plan to build our reserves while taking on the FRI license from Falkirk Council. We have a monthly car boot sale to raise funds for the group.

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

We recognise that there is a need to continually update and upgrade our facilities, and we keep up to date with the various funding opportunities available to us, thanks to our local third sector interface, CVS Falkirk & District.

We will be applying for funding from the Robertson Trust.

We are looking for funding for a Changing Places toilet facility as this would very much fit in with our ethos of being an activity space for all our community. This would probably be in the current disabled toilet plus a part of the mens' changing rooms.

8. 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 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.

Enablement Fund request for larger capital renewals which support the viability of the CAT

Boilers	£69,877
Controls	£15,400
Solar Panels	£55,000
Roof (Section 1)	£92,248
TOTAL	£232,525

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

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

Section 7 – Funding – Copy of Business Case etc

xSection 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 **REDACTED**

Address **REDACTED**

Date 10/10/25

Position Treasurer

Signature

Name **REDACTED**

Address **REDACTED**

Date

Position

Signature

Mini Gym @ Polmont Sports Centre

37 Responses 03:11 Average time to complete **Active** Status

1. Would you attend Mini Gym for children if the classes were to be restarted at Polmont Sports Centre?



2. What days of the week would you prefer the sessions to be on? (You can select multiple options)



to complete this questionnaire:

6

Responses

Latest Responses

"Polmont sports centre is a great place and as a famil..

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Customer Feedback Survey

Please help us save Polmont Sports Centre

Do you use Polmont Sports Centre?

YES (FOR OVER 20 years)

If so what sports do you play there?

SELF -> Badminton, (GRANDCHILDREN USE: Badminton Tennis Mini Gym)

What other activities would you like to see at Polmont Sports Centre?

LADIES KEEP FIT CLASSES ETC. - wife unable to get over 50's class

Would you recommend Polmont Sports Centre to a friend or colleague?

YES.

What impact do you think closing the Sports Centre would have on the local community?

DETRIMENTAL - for sport and to young children classes.

Do you think saving Polmont Sports Centre for the community is a good thing to do?

Very important.

Would you be willing to join a committee to save Polmont Sports Centre?

Due to family commitments unable to do so at this time. - v

Thank you for completing this survey

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or go to our Facebook page polmontsportscentre@facebook.com.

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Please help us save Polmont Sports Centre

Do you use Polmont Sports Centre?

Yes

If so what sports do you play there?

Badminton

What other activities would you like to see at Polmont Sports Centre?

Skating

Would you recommend Polmont Sports Centre to a friend or colleague?

Yes

What impact do you think closing the Sports Centre would have on the local community?

Terrible - its really needed.

Do you think saving Polmont Sports Centre for the community is a good thing to do?

Yes

Would you be willing to join a committee to save Polmont Sports Centre?

Yes

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Please help us save Polmont Sports Centre

Do you use Polmont Sports Centre? **YES**

If so what sports do you play there? **Badminton**

What other activities would you like to see at Polmont Sports Centre?
Table tennis & Gym facilities

Would you recommend Polmont Sports Centre to a friend or colleague?

Most Definitely (Also to councillor who don't use)

What impact do you think closing the Sports Centre would have on the local community?

Very unwise & affecting the community's populations mental & physical health in the longer term

Do you think saving Polmont Sports Centre for the community is a good thing to do?

Most certainly, particularly as it shares a carpark with a huge Doctors Surgery Area.

EVER

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I would be willing to help (Also to vote the existing Council out of office for

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being so negligent in their duty --- Health & Wellbeing is a key thing in life.

Customer Feedback Survey

Please help us save Polmont Sports Centre

Do you use Polmont Sports Centre?

Yes

If so what sports do you play there?

Table Tennis

What other activities would you like to see at Polmont Sports Centre?

Would you recommend Polmont Sports Centre to a friend or colleague?

Yes.

What impact do you think closing the Sports Centre would have on the local community?

Huge loss - great facility, very accessible
fairly priced.

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Definitely.

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Apologies for the scruffiness of
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It was quicker to do a tick
exercise and jot down suggestions

Janet Brothwater
Treasurer

Polmont Sports Centre Community Group
SC054374

Polmont Gardens ^{20/7/25} Greenly Park, Montyroy ^{20/7/25}
both days

i) Do you use or have used Polmont Sports Centre?

No

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2) If used what for?

mini gyms ✓✓✓ kids parties
✓✓ badminton ✓✓✓ ✓✓✓ 5 a side ✓
squash ✓✓✓ csgm gym ✓
tennis ✓✓ yds
aerobics football ✓✓✓
basketball ✓ party ✓

3) What activities / spots / events would you like to see offered?

✓ walking football ✓✓✓ fitness classes ✓
✓✓ chair yoga / pilates boccia
tai-chi archery ✓
boccia mummy and babies
organise walking groups party parties -
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yoga ✓ (dumela) weekends
perhaps boccia ✓✓ (weekends)
family friendly events
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gym ✓ classes (afternoon)

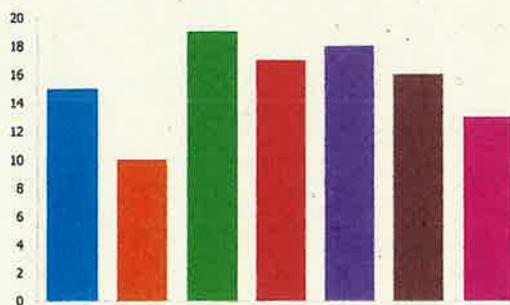
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pickle-ball ✓✓✓
yoga ✓ (dumehy) weekends
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family friendly events
tennis ✓
basketball (weekend)
gym ✓ classes (afternoon)



Business Plan for CAT
application for Polmont Sports
Centre Community Group

SC054374

20th July 2025

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The closure of a vital community building would be hugely damaging to the local area. We have plans to upgrade our space and garden area so that it can be enjoyed by our whole community. We will be upgrading our building through funders, including Falkirk Council , to make it fit for purpose and the 21st century encouraging regeneration in the local area as the community engages with a new vibrant and modernised sports centre. With over 65% of working age residents it is important to have a well maintained community space to support the wellbeing and productivity of the workforce.	30
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Polmont Sports Centre Community Group Business Plan



1. Introduction/Executive Summary

1.1. History of the Area

Old Polmont was situated on a raised beach overlooking the Firth of Forth and the Ochils. There were two Roman temporary marching camps, one on either side of what is now Grangemouth Golf Course: on the western side was Little Kerse, and on the eastern side was Polmont Hill. The Antonine Wall ran through Polmont from Mumrills, the largest fort on the wall, west of Polmont. Remains of the wall can best be seen in Polmont Woods, accessed by a footpath next to the M9 motorway bridge.

The first mention of Polmont was in 1498, relating to the Chapel of the Blessed Virgin Mary. Old Polmont has changed little but, in 1968, the first section of the M9 motorway cut through farm land between Old and New Polmont. Polmont was originally included within the parish of Falkirk, but was severed under the authority of the Court of Teinds (*teind* is the Scots word for tithe), and made an independent parish, in 1724.

Polmont, located in the Falkirk council area, is a village with a history tied to farming, coal mining, and the Union Canal. Originally a small farming settlement, it grew significantly in the 18th and 19th centuries with the rise of coal mining and the canal's construction. Later, it became a commuter town, particularly in the 1970s, and now has a population of around 5,223. The name "Polmont" is thought to derive from the Gaelic "Poll-Mhonadh", meaning "pool of the hill".

New Polmont was built along the Great North Road (A9), south of Old Polmont, and was originally called Bennetstown or Bennestone (named after the Laird of Whyteside, Mr Bennet, on whose land it was built. Apart from housing, agricultural workshops and stores, it also had three public houses: The Crown, The Red Lion and The Black Bull, but only The Black Bull remains and dates from before 1745. The village slowly expanded after World War II with housing being built on land of former estates of Millfield, Polmont Park, and Polmont House. From the mid-1970s, the population significantly expanded when housing was built on the Gilston Estate, whereupon the village was re-designated as a dormitory town.

The population of the surrounding villages of Maddison, Brightons, Rumford, Shieldhill, Redding, Reddingmuirhead and Westquarter who can access the Sports Centre, is 18,574 (data from 2020). This has increased dramatically during the last 5 years as there are a significant number of new builds in Maddiston, Shieldhill and Polmont and a new CALA development at Lathallan has planning permission for 500 new homes which will come up for sale in October 2025. Taylor Wimpey's proposal for a Polmont development includes 116 homes There will be a provision of 39 affordable homes within the development. It is part of a wider masterplan involving approximately 500 new homes. A proposal for 48 houses on greenbelt land near Polmont was narrowly approved by Falkirk councillors in February 2025, despite objections from the community council and residents.

All these new developments will impact on the numbers wishing to use Polmont Sports Centre and parking for the centre.

Upper Braes area, located south and east of Falkirk, is characterised by a mix of small villages that have expanded into a near continuous suburban environment. Historically part of Stirlingshire, the area's core offering included mining and quarrying communities. The **Redding pit disaster** was a coal mining disaster in September 1923 when water trapped 66 miners underground at a mine shaft, with 40 fatalities. Some of the Upper Braes areas, particularly around Reddingmuirhead and Wallacestone, have been developed over former coal mining sites.

Aspects of the Upper Braes demographics include a mix of housing types, income and employment deprivation, and a growing elderly population.

Polmont Sports Centre Community Group are located at Salmon Inn Road, Polmont, FK2 0XF. The group formed in April 2025.

Polmont Sports Centre has a history rooted in providing recreational facilities for the Polmont and surrounding communities. Initially managed by Falkirk Council, it faced potential closure before Polmont Sports Centre Community Group decided to take it over.

The centre offers facilities of a games hall, fitness room, and squash court. The centre offers a variety of sports and recreational activities, including 5-a-side football, badminton, basketball, and short tennis.

Polmont has a population of around 52.2 female with around 47.8 male (Census 2022)

The age demographic of the area shows that, although most are between the ages of 18-64 (56.1%), 29.1% are over the age of 65 and the remaining group of 14.8% are between the ages of 0-17 years (Census 2002).

The Scottish index of multiple deprivation shows Westquarter as being in the lowest 20% in Education, Income and Health (Decile 2 and Quintile 1)

The Scottish index of multiple deprivation shows Maddiston and Rumford as being in the most deprived 10% in Scotland for Education, Health, Employment and Income (Decile 1 and Quintile 1)

In 2022/23, 25.1% of children in Falkirk were living in relative poverty after housing costs, according to Falkirk Council.

Braes High School's "Braes Onwards & Upwards" program provides support for families struggling with the cost of school-related expenses. Polmont Sports Centre wishes to work towards achieving the same aims within our community struggling with the cost of living through our signposting service and eventually reduced or free pricing.

1.2 Aims

The group have been working together to form a plan of action, which has covered a variety of improvements to support the community:

- * Better access and activities for disabled and Additional Support groups
- * Inclusion of activities for our community with limited mobility
- * Group sessions for the under 3's and over 50's age group

Our current and future aims are:

- * To run a full programme of wheelchair based sports
- * To refurbish the squash court
- * To introduce men and women football groups for the over 50's
- * To have a meeting room facility to allow men/women to chat about what's bothering them (one of the changing rooms)
- * To have a sensory garden
- * To introduce chair yoga and reintroduce mini gyms for the under 3's
- * To provide activities for our communities children during holiday periods
- * To have the Centre at the heart of the community with community events like ceilidhs ,social skating, birthday parties etc.

1.3 Proposal for Community Ownership

Our community centre has lacked any programme to develop and drive usage. We believe that we have the necessary skills to manage our building and get the best for our community.

We are determined to create a healthier and more resilient community through activities aimed to improve mental health and fitness and societal cohesion of all age groups.

We want to Community Asset Transfer the following Falkirk Council Property:

Polmont Sports Centre

UPRN (Unique Property Reference Number):**136040441**

We are unaware of any other interested parties in a community asset transfer of the above property.

We are unaware of any restriction on the use of the asset, designation, or listing, that would prohibit Falkirk Council from disposing of the asset.

The proposed plan will keep the proposed asset in community usage, and we will strive to make it an ongoing success.

The current valuation of the building is £170000.

The current rental value of the building is £22000.

We propose to pay the value of £1 per month during our FRI licence period and we propose to pay the purchase price of £1 when our CAT application is approved.

2. The Group status

The charity is called Polmont Sports Centre Community Group and has the legal status of a Scottish charity

SCIO 2 tier

SCIO number SC054374

The hall will offer a full range of services including sports (wheelchair too), chair yoga, walking football for the over 50's, a meeting place facility for men to interact and mini gyms to be fully inclusive for our community. We intend to run holiday activities for the children of our community. There will also be a signposting service for advice on charities helping with cost of living crisis, mental health, healthy living and dementia/Alzheimer's services.

Initially it will be managed by volunteers from our membership group, however, we may in the future look at employing an individual to manage the building when /if funding is obtained for this.

We have Public Liability insurance for £5 million

We seek a purchase lease.

2.1. Exemptions

We will seek VAT exemption as a registered SCIO.

We will seek full rates relief.

We will seek exemption from water charges as a registered SCIO.

3. Community Engagement

Our project is community led and we have incorporated local feedback to reflect their needs. We seek to empower our community through feedback implementation to ensure our project's ongoing success.

We have been engaging with the community in a variety of ways.

By general paper based surveys at the Sports Centre and general online surveys on our Facebook page to assess usage and activities which our community would like to see implemented.

By extensive door to door surveys with questions asked

1. Do you or have you ever used Polmont Sports Centre?
2. How often per week do/did you use the centre?
3. What activities would you like to see introduced at the centre?
4. Do you think it's worthwhile saving the centre?
5. Would you be willing to be on our committee or volunteer for between 1 and 4 hours a week/fortnight?

By having a specific online consultation about walking football participation.

By a specific online survey for parents of under 3's to gauge interest and usage of a new mini gyms setup we wish to establish.

By hosting car boot sales every 4 weeks in the big car park to make our community aware of the fact that we are working to save Polmont Sports Centre and informally , gathering their views.

By engaging with Braes High School , Carrongrange High School, the Carer's Centre, Falkirk, The Sensory Centre,Camelon St. Margarets Primary School and the three medical practices at Meadowbank Health Centre to see what services we could offer to their users and gain impact statements on the possible closure of the Sports Centre.

By having informal discussions with Polmont Community Council.

Ways we carried out Community Engagement:

- Surveys and Questionnaires (Online, paper-based and door to door)
- Hosting Events (Car Boot sales every 4 weeks)
- Carrying out community engagement at Braes High, St Margaret's Primary School, Tesco's Reddingmuirhead ,Pets at Home, Falkirk and Upper Braes Parish Church and 503 properties in our communities.
- Informal Conversations with Carer's Centre, Sensory Centre , Disability Sports Scotland, Forth Valley Disability Sports, Sports Scotland Disability Badminton and N.H.S

3.1. Community Consultation

We have engaged with the community on multiple occasions through paper based , door to door, and online surveys and through personal interactions at our car boot sales. Our door to door surveys were Brightons (Battock Road, Ercall Road , Gardrum Place 27/7/25), Rumford (Pender Garden,Comely Park ,Mountjoy Cottages 26/7/25, Maddiston (Kenny Drive, Ferguson

Garden,PalmerRow 26/7/25 ,Parkhall Drive, Windsor Crescent 28/7/25, Reddingmuirhead (Cricket Place, Union Place, Harlow Avenue 1/8/25), Shieldhill (Belmont Avenue, Mavisbank Avenue up to no.50), 4/08/25.

Redding :Lochside Cottages, Lochside Crescent, Main Road, School Road, Woodburn Avenue 2/08/25.

Methodology

We sought to survey these streets because they had varied age groups, some new builds and longer standing communities. Some areas were bought properties, while others were rented , predominantly from Falkirk Council. It was clear from the survey that those in new builds were predominantly from outside the Falkirk area and some didn't know that the Sports Centre existed. We had 578 responses to our surveys in total with 503 coming from our door to door community engagement which was invaluable.

General Survey results

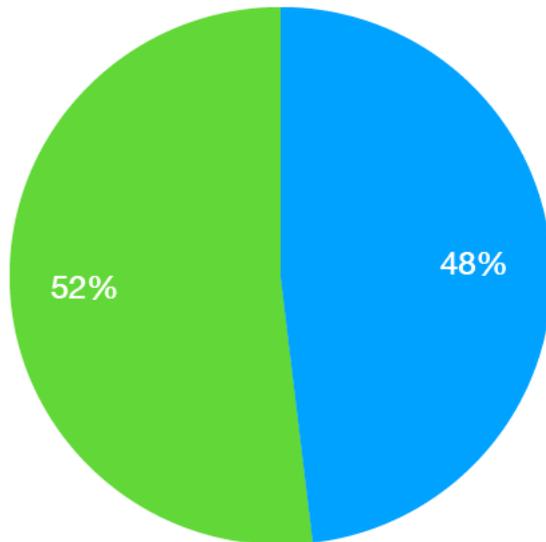
Question 1 Do you currently use or have you ever used Polmont Sports Centre?

278 Yes.

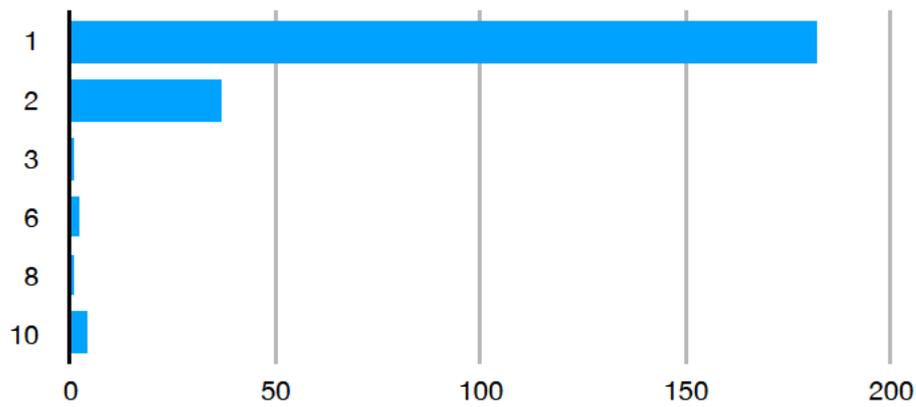
No 300

● Yes

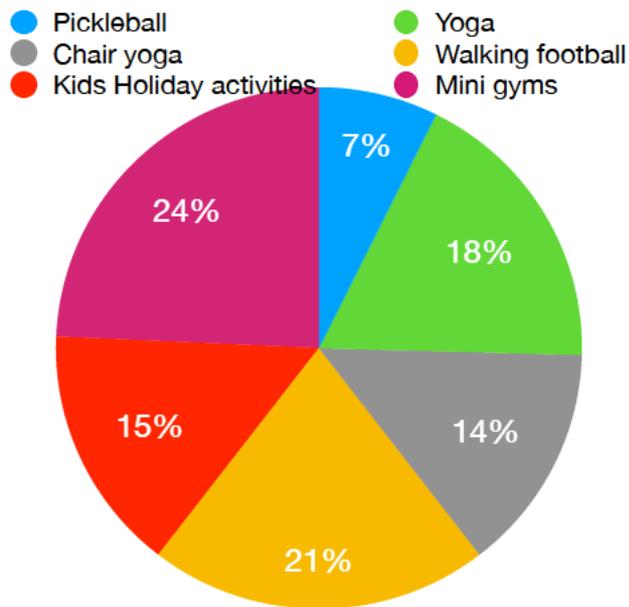
● No



Question 2 How many times a week did /do you use it?



Question 3 What activities would you like to see there?



Other activities mentioned were archery, parties, weights, line dancing, rollerskating, martial arts, exercise classes, family friendly events, tai-chi, children's dancing classes, indoor hockey and carpet bowls.

Question 4 Do you think it's worthwhile saving the centre?

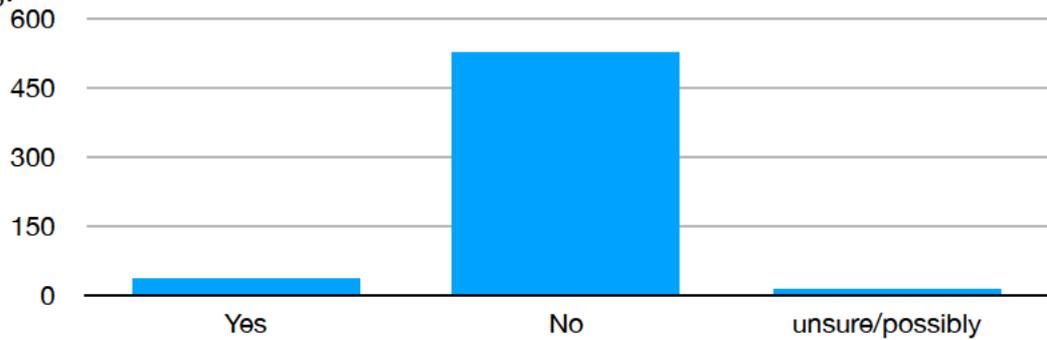
571 Yes. 3 No. 4 Don't know



Question 5 Would you be willing to volunteer at the centre for between 1 and 4 hours a week?

38 Yes. 528 No 12 unsure/pos

Volunteer interests admin, marketing, gardening
being on committee, putting on classes and helping with classes, cleaning.

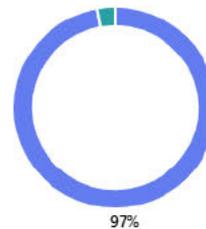


Mini gyms consultation

1. Would you attend Mini Gym for children if the classes were to be restarted at Polmont Sports Centre?

[More detail](#)

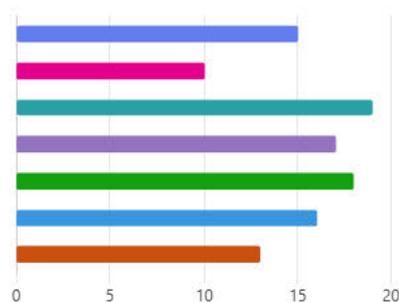
- Yes 35
- No 0
- Maybe 1



2. What days of the week would you prefer the sessions to be on? (You can select multiple options)

[More details](#)

- Monday 15
- Tuesday 10
- Wednesday 19
- Thursday 17
- Friday 18
- Saturday 16
- Sunday 13

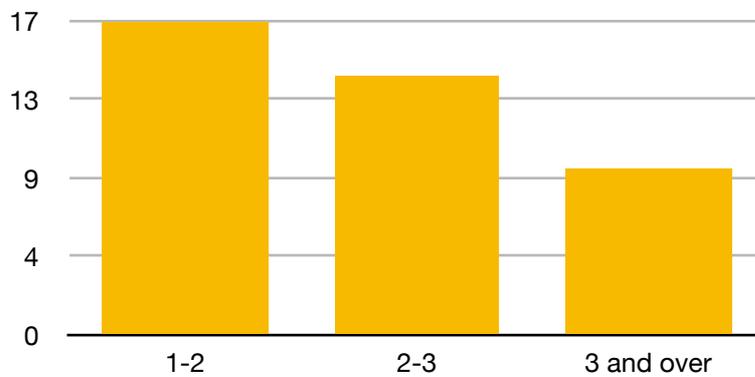


3. What time of day would suit best? (You can select multiple options)

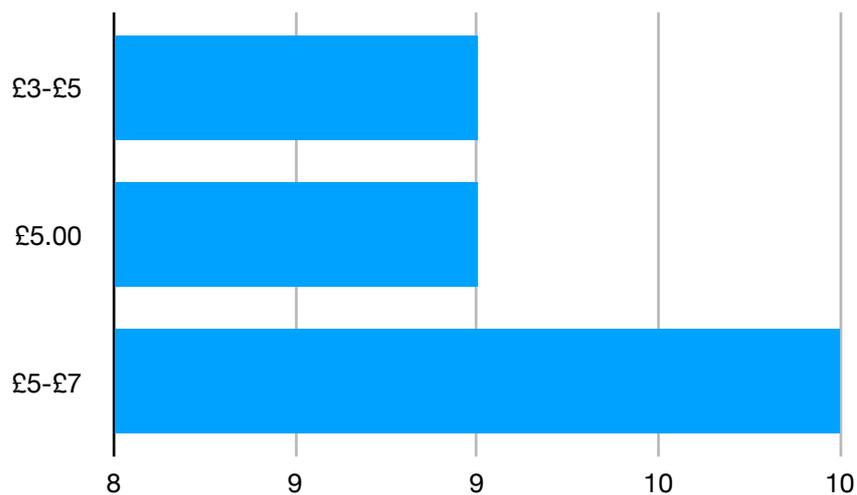
[More details](#)



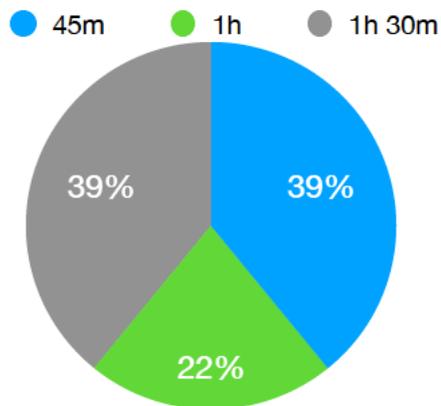
4. What age are your children?



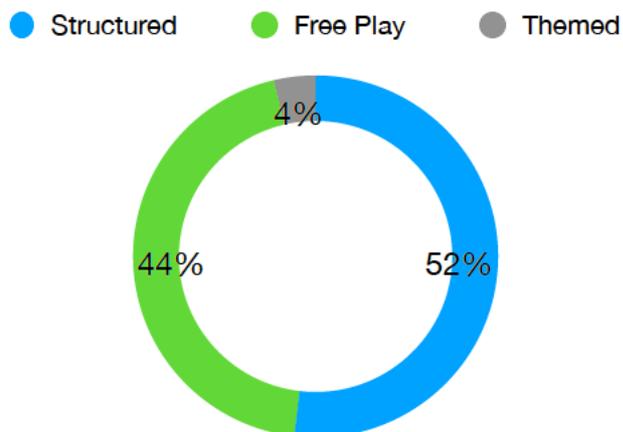
5 What would you consider paying for a Mini gym session



6. How long should a session be?



7. How should a session be run?



These consultations show that the Sports Centre is currently used for badminton, basketball, football, squash, pickle ball, and birthday parties and shows an overwhelming 99% support for the Sports Centre staying open.

New activities which have been highlighted as attractive to our community include mini gyms for young children and children with Additional Support Needs, walking football for over 50's men and women, 5 a side football, dance and fitness classes for the over 50's, gymnastics and wheelchair badminton and table tennis, archery, chair yoga and other exercise classes and roller skating. We are currently in talks with Badminton Scotland who are hosting a free event for us on 16th October for disabled and additional support needs members of our community. We are also in talks with Walking Football Scotland, Forth Valley Disability Sports, Falkirk Company of Archers and specialist providers of yoga and exercise classes.

The feedback from our door to door survey showed that new parents were particularly interested in mini gyms for their under 3's. It was a very popular activity and was sorely missed when Falkirk Council withdrew the provision at Polmont Sports Centre.

We have applied for grant funding from the Mental Health and Wellbeing Fund for free participation in mini gyms for lone parent families or those reliant on benefits.

Social activities include birthday parties and ceilidhs and social skating are on our calendar of activities and chair boccia and soft archery are activities we would like to introduce for our disabled and ASN community members.

Our community engagement shows there is a need, genuine desire, and support, for the community asset transfer

3.2. Community Support

Feedback from mini gyms survey

It would be great to see the mini gym up and running again- good luck!

The centre is such a good space that it would be great for it to become the heart of the community and used more often

Really pleased that the sports centre is remaining open and well done for everyone's hard work!

What an amazing job you are doing taking on this commitment.

Polmont sports centre is a great place and as a family we would like to use it more. Mostly with our son for classes etc.

Qualitative Feedback

I wanted to get in touch, as we are keen to try and support the Polmont Sports Centre through Lathalla Grange's Community Pledge. It sounds like you have a great facility, and the upgrades you have proposed would provide a more inclusive space for all. (CALA homes)

I just wanted to say it's really fab news about the sports centre. We stay with our young children in Polmont and have used the sports centre for clubs, parties etc and it would have been so sad to see it go. (By email)

I am the pharmacist at Meadowbank Health Centre Pharmacy. I have recently become aware of your campaign to save the sports centre, and I would be interested in helping with your campaign in helping save this valuable community asset. Let me know if there is anything I can assist with.

The centre and any classes and hiring facilities needs to be promoted and shared more within the local community. Ask people what they want from the centre and how they would use it.

Our Ref: pcc/sports
Date : 29th July 2025

Polmont Sports Centre Community Group,
Salmon Inn Road,
Polmont,
Falkirk,
FK2 0XF

Dear Committee,

POLMONT SPORTS CENTRE – COMMUNITY ASSET TRANSFER – LETTER OF SUPPORT

Polmont Community Council hereby wish to express their full support on the transition of Polmont Sports Centre into Community Ownership as part of Falkirk Council Community Asset Transfer. Polmont Community Council has supported Polmont Sports Centre Community Group from its inception, assisting in any way possible, all to allow this valuable and essential local asset to be retained and to flourish.

Polmont Sports Centre Community Group has worked tirelessly to ensure that the transfer is a success and they have now obtained full Charity Status (OSCR SCIO SC054374)
Polmont Sports Centre is currently well used, however should closure occur, this would be a heavy blow to the local & wider community especially once the new large scale housing development of around 500 homes, underway at Gilston, comes fully on-stream.

These new properties along with existing housing provision undoubtedly require local leisure services to use, of which Polmont Sports Centre will play a key part in delivering.
Polmont Community Council strongly believe that Polmont Sports Centre Community Group and their vision for this Centre is very worthy of support and we will continue to assist them now and into the future for many years to come.

Yours faithfully,
[REDACTED] (Convener & Secretary) for Polmont Community Council

I've come across your Facebook page to save the sports centre.

Id like to help out and come to the committee meetings. I've never joined a committee before so would be good to get an idea of what roles there are, what kind of help is needed, what happens at the meetings etc

Do you also have a schedule of meetings coming up?

I have a young son and would be so disappointed if he doesn't have the centre on our doorstep as he grows up, and for myself who plays badminton in the hall.

[REDACTED] thanks

To whom it may concern,

I am deeply saddened to read that our local Polmont Sports Centre is at threat of closure

As a member of this community and someone who has worked and continues to work with members of the public who attend various events within this centre, I find it outrageous that such plans are even being considered

Polmont Sports Centre is at the heart of our community. I have personally used the centre to host my children's Birthday Parties, attended activities to keep me fit and healthy (badminton etc) and my children's love of football began in this centre.

Current strategies and developments highlight the need to shift from statutory supports to community interventions. In order for these aspirations to become reality we need community spaces like Polmont Sports Centre.

I do hope you will re-evaluate your plans!

Kind regards



Resident of [REDACTED], Polmont

Polmont Sports Centre users impact comments

Absolutely tragic if Sports Centre were to go. Young people and children need fun places to go, exercise, make friends and learn to play sports. (Polmont Centre user)

It would be such a loss to the Polmont area. I have used the centre since the 90's. (Polmont Centre user)

The impact of losing the centre would be massive as the implications on local communities have always been nothing but negative when losing any type of sport or recreational facility (Polmont Centre user)

The impact would be detrimental for sport and to young children (Polmont Centre user)

Closure would have a major impact. Minimal classes are available elsewhere already. (Polmont Centre user)

The impact would be : travel further— lose interest in sport—get unhealthy. (Polmont Centre user)

Some Impact statements from online survey

No other available sports facilities in Polmont

Large impact as only facility for clubs to use for sports

Huge, it's the only sports centre in the area therefore it would be a big loss

I believe it would be detrimental socially, physically and mentally for all ages!

It will impact on the social element it offers. Reduce people's opportunities to be active, losing a space for other activities if suitable

Massive impact on local area sport provision

It's a missed opportunity. The facility could be developed to provide sports and activities for the people of Polmont, a youth club, strength and balance for older people, a hub for the community to support health and wellbeing.

I think it is a great resource. Would be sorely missed by local kids.

Disastrous as used by many different sports

School uses the centre I believe . The village is about to have a huge increase in population with the addition of new homes. My family used the centre a lot during the past, 5 a side, squash, badminton, kids parties, mini gyms for more than 30 years. Travelling around is getting so expensive... to close the centre would be a travesty

A valuable local resource will be lost

It will reduce the options for access to physical activity and health and wellbeing for community members

Terrible impact, centre very well used

I think a lot of people wouldn't have a local place for keeping fit and healthy. The prices are so reasonable and people are able to socialise with friends while keeping fit.

Deprive local community of a useful asset

I think if it were kept open it could be a real valuable resource - I've lived here for years and never visited as I never knew there was anything on there or what it was used for. I've never seen it advertised anywhere.

Reduced opportunity to keep fit physically and mentally increase isolation reduced opportunities for all age groups to experience activities within their community.

Devastating - it's a place for adults and children to build a community, confidence and skills for life

Will affect everyone in the local area. Doesn't align with the councils 20 minute neighbourhood ambitions.

Lots !We need as many locations as possible for the community to meet as possible for all reasons

It's so convenient for the local community to be able to play a recreational sport without having to travel or compete with the rest of Falkirk to try and use the other facilities. I think not having it would lead to people not bothering to participate going forward as travel or not being able to book courts would put them off

Impact Statements and letters of support from businesses/charities/organisations

I write to support the work being undertaken by the group seeing a Community Asset Transfer of Polmont Sports Centre. As part of the community, including my own family, we have many members who have benefitted from the provision of this facility, with few places nearby having either timetable capacity nor the same facilities as the Polmont Sports Centre. If this resource was to be lost it would be detrimental to the range of activities available within the community and thus have a knock-on effect to the well-being of community members, across all ages and strata. I fully support the asset transfer and look forward to the centre being retained and further made available for the benefit of all.

ely,

Minister of Upper Braes Parish Church
Scottish Charity No SC001385

Dear Sir/Madam,

Following discussions with [REDACTED], I was delighted to hear about the plans for a Community Asset Transfer. While the centre itself does not lie within the Braes High School catchment, its proximity to areas where large percentages of our young people live means that it has been a valuable asset for our pupils over many years. Providing an indoor sports area, allowing young people to participate in a range of activities is obviously supportive of their wellbeing, both physically and emotionally. This in turn enables pupils to be better prepared for their education and to develop a lifelong interest in sport and maintaining healthy lifestyles. I would therefore commend the activities of the group working towards this Community Asset Transfer and wish them all the best in this endeavour.

Yours sincerely,

[REDACTED]

Our Ref: pcc/sports impact

Date : 29th July 2025

Polmont Sports Centre Community Group,
Salmon Inn Road,
Polmont,
Falkirk,
FK2 0XF

To Whom it may Concern,

POLMONT SPORTS CENTRE – COMMUNITY ASSET TRANSFER – IMPACT STATEMENT

The proposed closure of Polmont Sports Centre as part of Falkirk Council Strategic Property Review will have a significant and far-reaching impact on the Community of Polmont and wider afield, affecting public health, social inclusion, youth engagement, and local economic activity.

For many residents, Polmont Sports Centre has been more than just a recreational facility—it is a vital community asset. It serves many users each month, providing affordable access to fitness classes, indoor courts, and multi-purpose spaces. It supports physical and mental wellbeing across all age groups, from school children and young athletes to older adults and those with mobility or health challenges.

Sports Clubs who rely on the facility for training and competition will face disruption or dissolution, potentially leading to reduced youth engagement and increased antisocial behaviour.

In economic terms, the centre supports local jobs and attracts foot traffic that benefits the nearby businesses and community. Its closure will lead to job losses and a decline in ancillary spending in Ward 8/9 and also in the wider community. The proposed closure also disproportionately affects those with limited access to transportation, who may be unable to travel to more distant alternative facilities. This raises serious concerns about equity and accessibility.

Polmont Sports Centre is currently well used, however should closure occur, this would be a heavy blow to the local and wider community, especially once the new large scale housing development of around 500 homes, underway at Gilston, comes fully on-stream.

These new properties along with existing housing provision undoubtedly require local leisure services to use, of which Polmont Sports Centre will play a key part in delivering.

We urge decision-makers to support Polmont Sports Centre Community Group going forward, all to ensure the continuation of this essential community asset.

Yours faithfully,

[REDACTED] (Convener & Secretary
Community Council - T: [REDACTED])

Polmont Community Council, Greenpark Centre, Greenpark Drive, Polmont, FK2 0PZ e –
polmontcommunitycouncil@gmail.com

3.3. How We Will Implement

The feedback gauged will inform our plans to introduce new activities aligned to community wishes. We will gradually introduce new offerings for our community, starting off with mini gyms in the mornings as this has been identified as a priority. Walking football will also be a priority and will be introduced within two weeks of our FRI licence being issued. [REDACTED] from Walking Football Scotland, who lives in Upper Braes is helping us with this. We are hosting a free Walking Football session on 19th October and have had a good response to our flyers and Facebook pages announcing this. We are **committed** to being a centre for all and have organised a free disability badminton

session, hosted by Badminton Scotland, on 16th October for our community with disabilities and/or additional support needs. We are in contact with [REDACTED], Active Schools Co-ordinator with specialism in disabled sports, Forth Valley Disability Sports ([REDACTED]), [REDACTED] (Badminton Scotland Disability), Scottish Disability Sports, the Sensory Centre in Camelon, Carers Centre, Falkirk and Sports Scotland Disability. We want to explore different activities with this group of our community and would like to introduce boccia for both able bodies and disabled groups and soft archery. This would be a great activity to allow our community to socialise together.

We also want to improve outcomes in mental health and fitness and these include Walking Football to combat social isolation with a Meeting Room (it is planned to be held in one of our our reconfigured changing rooms) where men /women can come and chat with another about anything they want to in private and with a cup of tea or coffee. It will take time to organise new activities and is very much dependant on numbers of volunteers and mediators/instructors willing to lead classes/ activities and funding..

We plan to open the Sports Centre seven days a week and from 9.00am to 10pm with volunteers working a rota and clubs being responsible for their own sessions (most have 3 hour sessions).

We have at this point in time (01/09/25) twelve volunteers and three members of the committee who will be giving 58 hours of volunteering per week to run the centre and attend meetings.

4. Community Ownership Plan

4.1. Objectives/Local Community Benefits

We currently have lets from local community groups such as Falkirk Wheelers, Second to None Futsal Academy, Family Martial Arts , Falkirk Fury Basketball and Falkirk Pickle ball as well as Boys Brigade events. We also have block bookings on , Monday, Tuesday, Wednesday and Thursday evenings for badminton, pickle ball and basketball. We anticipate further bookings as we will be open Fridays and Saturdays : days which were previously closed when owned by Falkirk Council.

We have secured block bookings with martial arts group, chair yoga practitioner, mini gyms practitioners and RollerBeats who will host a family roller disco every month and potentially every two weeks. We have a monthly car boot sale and this will move indoors from October.

We work with the community, for the community. We will continue to develop partnerships with local organisations, service providers and community groups.

Our vision is to provide a community led space that helps deliver long-term, social, economic, sustainable and environmental benefits to the local community. This vision also includes our centre becoming a signposting service for Falkirk Foodbank services, the Carer's Centre in Falkirk, Citizens Advice, Scottish Families and agencies which deal with addictions (gambling, drugs and alcohol)

We hope to be able to operate free services , dependant on funding, for one parent families, families on benefits, the disabled and provide a space and services for children and young adults facing poverty once we get established. We would also like to encourage participation by refugees in our area for activity sessions and we are investigating links with Friends of Scottish Settlers . We will be applying for funding from the Robertson Trust to help us with this.

Our values are based on:

- Working in an inclusive and respectful manner, not discriminating against anyone
- Being a not for profit organisation and investing any surplus in the advancement of facilities for the local community
- Being community led
- Intergenerational approach to serving all age ranges in the community
- Provide a space for mental health support services for the local community
- Innovative and proactive approach to local people's needs

Our key objectives are:

- To offer the communities of Upper and Lower Braes a quality service and to build a successful community base and giving it a financially security future.
- 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
- Provide a space for children to help alleviate child poverty in the area
- Form partnerships with the NHS , Falkirk Health and Social Care Partnership and other relevant agencies to help deliver our aims
- To combat social inequality and social isolation in our community

4.2. Correlation with Falkirk Council Objectives

The Group will carry out all its activities with the Falkirk Plan 2021 – 2030, at the forefront of our minds when our strategic priorities are agreed upon, wherever practicable, with reference to page 21, 'outcome 12: fewer people struggle with feeling socially isolated or lonely.'

4.2. Correlation with Falkirk Council Objectives

Policy/Plan:	Priorities:	Actions:	Outcome/ Indicator:	Our Contribution:
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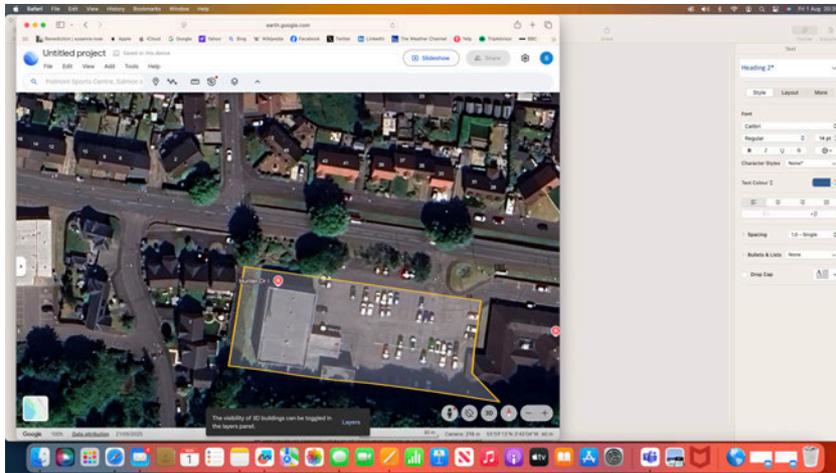
<p>The (Falkirk) Council Plan 2022-2027</p>	<p>Supporting stronger and healthier communities:</p> <p>Local communities will build on their energy, knowledge and expertise to shape and create neighbourhoods to be proud of and services that meet their needs.</p>	<p>Falkirk Council will Encourage and support local third sector organisations to increase and develop community owned assets through the management and operation of community halls, centres and other public assets available for community transfer;</p> <p>Provide support to community projects and partner agencies to help with transforming/ improving local areas and amenities for the benefit of local communities.</p>	<p>More communities taking control over the places they meet in (asset transfers);</p> <p>More anchor organisations established in communities.</p>	<p>Engaging with relevant organisations – Falkirk Council, CVS Falkirk, COSS etc – to take advantage of the support offered during this process and to ensure our planning for CAT is as robust and sustainable as possible and to build the capacity of our group for what the future holds;</p> <p>Through community ownership we are working towards becoming a local anchor organisation, rooted in serving the local community. We aim to offer both meeting space and ensure the services and activities that take place are available for our community for many years to come. We are building our knowledge and skills in finding and securing funding that can be brought to our community, for their</p>
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<p>Falkirk Health and Social Care Partnership Strategic Plan 2023-2026</p>	<p>Community-based services; Early intervention and prevention.</p>	<p>Enhance services to improve the 'flow' through hospital settings, prevent admission, and promote independent living; Minimise the harm of long-term health conditions, ill mental health, substance use or neglect through early action.</p>	<p>People have the opportunity and choice to access local services and supports, which will enable them to live well in the community. This will include a range of options, from informal community supports through to statutory services, designed and delivered through collaboration between health and social care professionals, third sector partners and communities. These services and supports will be person-centred, helping people to improve and maintain their health,</p>	<p>Early intervention and prevention will support many activities: including physical activity classes such as mini gyms, badminton, tennis and football and we are exploring joint working agreements with the NHS, the Falkirk Carers Centre and Scottish Families. Polmont Sports Centre will be a central hub for information for people in the community through easily accessible signposting information, leaflets, working with partners to bring information to people in a community space they feel safe in.</p>
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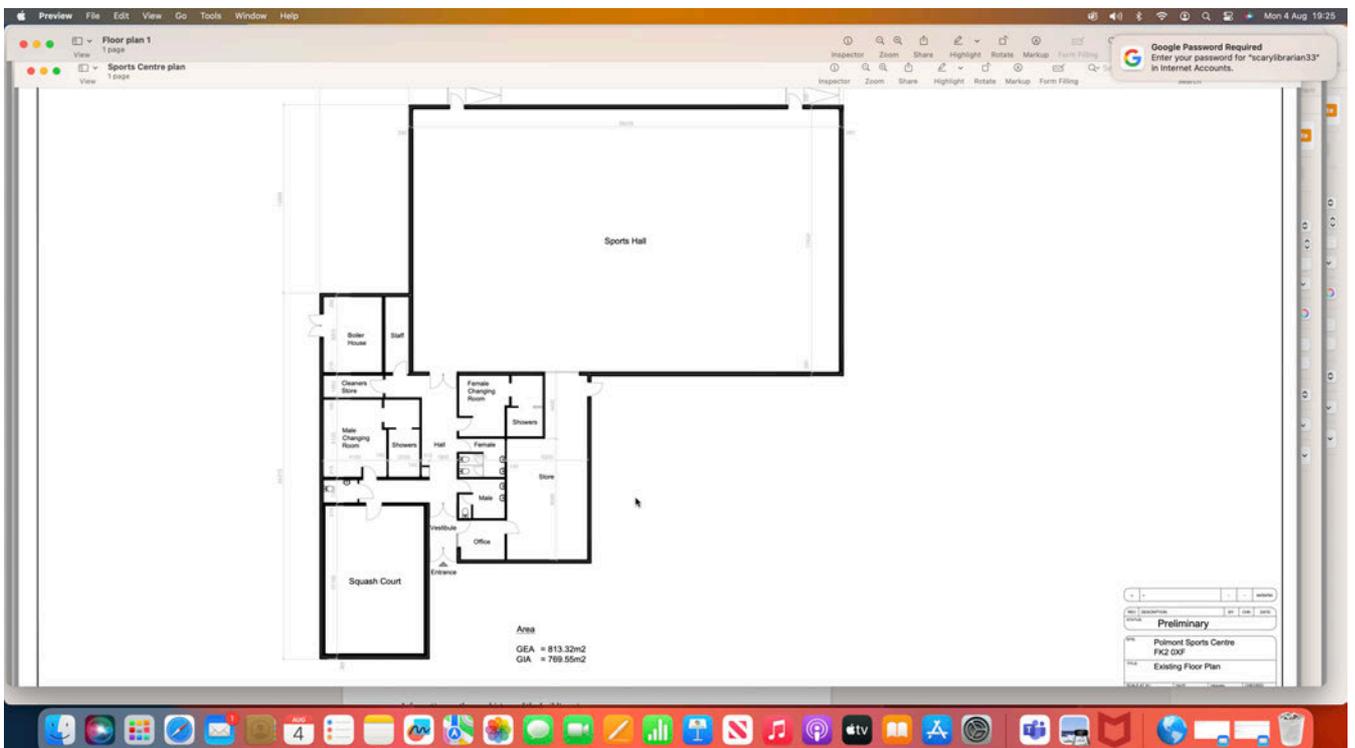
<p>The Falkirk Plan 2021-2030</p>	<p>Community-led organisations are stronger and more independent (T1/O2);</p> <p>More decisions are made together at local level (T1/O3);</p> <p>Social, community and economic planning focusses on place, and reflects the needs and aspirations of the people that live there (T1/O4);</p> <p>People of all ages have equal opportunity to access digital services and have the skills and confidence to safely participate online (T2/O5)</p> <p>Individuals and families affected by poverty have access to joined-up, multi-agency support services, and know how and where to</p>	<p>Work with local community bodies to widen opportunities to access funding, and help them apply for funding;</p> <p>Improve pathways for communities to access Community Asset Transfer and Participation Requests and promote these tools to community bodies;</p> <p>Support Anchor / Hubs/ community organisations to establish and /or develop across Falkirk;</p> <p>Improve digital inclusion amongst young people and families in the most deprived areas, and within priority groups;</p> <p>Work with the third sector to create mechanisms to identify people that may be experiencing poverty but aren't known to the system;</p> <p>Ensure people have access to affordable food, including emergency food provision;</p> <p>Improve support and activities targeted at groups at higher risk of feeling isolated or lonely, and increased awareness of support and opportunities available.</p>	<p>Funds invested in communities by partners;</p> <p>There will be successful completed Community Asset Transfers/ Number of Asset Transfers across Partners;</p> <p>Number of activities targeted at vulnerable groups.</p>	<p>We have strengthened our organisation by becoming a SCIO, engaging with support offered, getting the backing of our community through engagement and collaboration. The board plan to undertake training such as digital training, and health and safety training.</p> <p>We have a number of activities planned for disabled and ASN members of our community and are in partnership with Disability Sports Scotland, Forth Valley Disability Sports and Badminton Scotland disability.</p> <p>We will have chair based exercise classes for our frailer, older community members and a Meeting Room for men and women to gather to help with mental health and social isolation.</p> <p>By taking ownership of our community asset, we will have the ability to meet the needs of the community increase opportunities for local volunteering, participation and social cohesion.</p> <p>We will have Wi-Fi in our building which will improve digital inclusion and employability opportunities for the local community. We are currently looking at BT to supply this and can sign a contract once our FRI is in place.</p> <p>By providing a local facility, the people in the area will benefit from services they have requested.</p>
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4.3. About the Asset

We will operate from Salmon Inn Road, Polmont, FK2 0XF



Aerial View of Polmont Sports Centre



Floor plan of Polmont Sports Centre

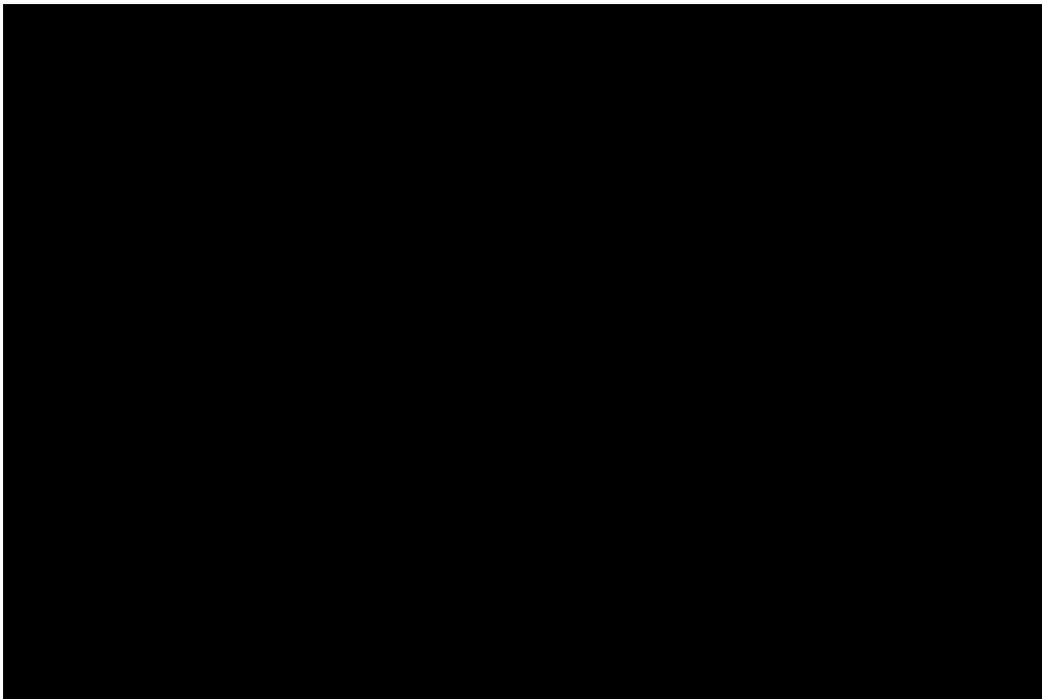


Polmont Sports Centre 2025.



Construction of Polmont Sports Centre 1988

Inside main gym



History of Polmont Sports Centre

Polmont Sports Centre was opened in April 1988 and was originally called Meadowbank Sports Centre and was first talked about in the Polmont Local Plan Policies, Proposals and Choices Report, 1980 by WF Frame (Director of Planning). Page 53 of the report under Recreation stated "Strong support for the need for a leisure centre in the village. Village Hall has been a temporary measure for 13-14 years. Situation exacerbated by the considerable population growth of recent years" The Polmont Local Plan Review in 1981 stated "Public comment has revealed the subject of leisure and recreation to be the single most significant issue within the Local Plan area." P45 4.9 **Need.**

However the report goes on to say " A strong case has been made for leisure centre facilities to serve the Polmont and district area. Proposals to implement this are not viable in view of restricted expenditure available, at least for the period 1980-1985" P26

This meant a sizeable delay in getting the capital spending for the total cost of the £425,000 Meadowbank Sports Centre. The funding was spread over 5 years. (Appendix 3 Local Plan Review July 1986)

1986/87	1987/88	1988/89	1989/90	1990
150,000	10,000	100,00	285,000	15,000

The building was eventually opened in April 1988, much to the benefit of the local community.

General Construction of building

Floors are concrete, timber with modern vinyl and carpet, walls are brick, block and profile steel and the ceilings are modern suspended tiles and plasterboard. The externals are brick, block and profile steel walls and the roof is profile steel and felt.

Areas within Polmont Sports Centre

Polmont Sports Centre consists of :

- a large sports hall (27m x19m approx) which is used for multi-sports including badminton, pickle ball , tennis, football, table-tennis and basketball. It will also be hosting mini gyms for the under 5's, walking football for the over 50's , chair yoga for the less able and disabled and additional support needs events. Community events and elections, both national, Scottish and local are anticipated to be held in the sports centre main hall.
- Squash court (10mx6.5m) will be used for squash until we refurbish it for a health and wellbeing room offering relaxation, mindfulness sessions and alternate therapies. It can also be used for exercise and smaller yoga classes.
- Three sets of toilets - one for gents, one for ladies and a disabled toilet with baby changing facilities. We hope to get a Changing places toilet and funding to put it in with facilities for carers to change adults with disabilities.
- Two changing rooms (6mx5.5m) with lockers (which will be removed) and showers which we will remove from the ladies room as part of the refurbishment of the building as they are little used. This will be made into a Meeting Room where men and women can meet and have a chat and a cup of tea and coffee after activities.

- Room with exercise equipment and weights (5.3mx 8m) - never used since COVID - This will be redecorated and ventilated with new exercise equipment when grant funding is obtained.
- Main storeroom (8mx5m) which will remain as equipment storage
- Cleaner's cupboard (1.4 x 4m)
- Boiler room (5.5mx4m)
- Office (3.5m x 3.5m)

We have the large car park in our boundary map and we will pursue some sort of charging scheme for those using the car park all day e.g Meadowbank Health Centre employees (not patients) and Polmont Railway Station users. We will white line an area for Polmont Sports Centre users use only.

4.4. Initial Development Plan

We plan to get rid of the lockers in both men and women's changing areas and to remove most of the showers to remove most of the threat of legionella. The showers are rarely used and are outdated being communal showers. While not a universal legal requirement for all sports centres in Scotland, showers are typically required in changing facilities within sports centres that include swimming pools or other wet areas. Ours does not and, therefore, we would like to reduce and refurbish some of them to comply with current cubicle standards.

We would like to turn the women's changing area into a Meeting Place for men and women with unisex facilities for changing plus an area where they can relax and have a cup of tea, coffee or soft drink.

We plan to refurbish the squash court as we are the only one functioning in the area with the closure of other facilities e.g Mariner Centre squash court.

We plan to redesign our fitness room into a gym for rehabilitation and workouts for our community who dislike using communal gyms in large spaces. This would entail putting in a suitable ventilation system and PAT testing all equipment with the ultimate aim of replacing some of the older equipment. We hope to work in partnership with NHS services to offer this and some of our other services to NHS patients.

We are looking for funding for a Changing Places toilet facility as this would very much fit in with our ethos of being an activity space for all our community. This would probably be in the current disabled toilet plus a part of the mens' changing rooms.

4.5. Prices and Margins

We have carried out extensive checks on the prices being charged by our main competitors and have based our prices on being competitive with them. The attached Financial Appendices show that this pricing structure will allow us to make sufficient income to successfully run the building.

Our forecasts are based on the following sample prices and costs for the most popular products and services:

Product / Service /Let Main Gym	Selling Price £
Group lets	£50 per hour
Badminton sessions x 4 courts	£50 per hour
Mini gyms 9mths to 5yrs old (half gym)	£25 per session (1 hour)

AND

Let Type	Full Gym	Half Gym	Squash court
Classes	£50 per hour	£25 per hour	£20 per hour
Social gatherings	£50 per hour	£25 per hour	£20 per hour
Meetings	£50 per hour	£25 per hour	£ 20 per hour
Children's parties	£30 per hour	£15 per hour	£15 per hour
All Day (9am to 9pm)	£540		
Elections(6am to 11pm) + 2 hours for setting up and taking down booths.	£855		
Junior group rate (under 14's)	£30 per hour	£15 per hour	£ 20 per hour

Our forecasts for 2025/2026 are based on the services that we provide, with a revised increase in the let price per year which will be agreed upon at our April AGM.

4.6. Measuring Performance

We will measure the usage of the hall on a monthly, quarterly and yearly basis, against our aims to increase usage by 40%% for the first 2 years.

We will keep records of the number of people who attend our facility, the number of people engaging with us through our Facebook page , through our emails and personal contacts.

We will monitor our social impact by collecting information on the demographics of hall users, gathering feedback in terms of health and social benefits of users. We will keep records of feedback to measure the impact our services have on the local community.

4.7. Potential Negative Consequences

We have considered potential negative consequences of the group taking over the building through Community Asset Transfer as:

- Costly repair work required for the building .
- Utility costs rising and we understand the risk of these increasing
- A risk of not being able to attract enough business to ensure the hall is able to continue.
- Loss of volunteers over time and the difficulty in securing new volunteers.
- Increase in the level of traffic due to increased usage of the hall
- Increase in the level of noise pollution due to the increase in usage of the hall
- Difficult conversations of car park usage . We must protect our users interests versus the interests of the Meadowbank Health Centre and those using it as parking for Polmont Station.

We foresee no external negative consequences for the wider community, as we are maintaining the Sports Centre as a going concern with no planned change of use, only additional services.

5. Community Benefit

The current valuation of the building is £170000; the current rental value of the building is £22,00. Essential repairs (as demonstrated in the Condition Survey Report – appendices) to the building are £7,500, which Falkirk Council will be required to undertake to ensure that the building is wind and watertight, and statutorily compliant. We expect to have to carry out additional repairs in the value of £237,935, according to the Condition Survey, over the next 5 years, to bring the building up to an acceptable standard and fit for purpose. We propose that the community benefit that we can provide is £916,380 over the next 5 years. We propose to pay the value of £1.

We will endeavour to put in place relevant permissions, funding, and partnerships during the asset transfer process

5.1. Volunteer Hours

Our proposal for Community Asset Transfer relies on the work and dedication of local volunteers. We have calculated the value our volunteers will bring to the first five years of the project. A rate of £40/ hour has been set for board duties which include attending meetings, writing funding applications, working on the CAT process and business plan. The Real Living Wage of £12.60/hour has been set for other volunteering duties such as opening/closing the building, cleaning, administration tasks etc.

(Calculation for Years 2-5 are using an inflationary increase of 3.5% per annum and rounded up or down to the nearest £).

Volunteer Hours	Hours	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Board of Trustees (£40/Hour)	1756	£70240	£72698	£75242	£77875	£80601	£376656
Volunteers (£12.60/Hour)	7988	£100648	£104171	£107817	£111591	£115497	£539724
Total	9744	£170889	£176869	£183059	£189466	£196098	£916380

Economic development/income generation

The centre remaining open and in community ownership, will help develop the skills and experiences of our local community through volunteer places to build upon an individuals experience and skills capacity, thus supporting our communities future employability. The centre can support local businesses by providing a venue for markets and events. This can stimulate local commerce and provide additional income streams. The centre can improve the quality of life for residents, making Polmont and the Upper and Lower Braes are a more attractive place to live and work.

Regeneration

The closure of a vital community building would be hugely damaging to the local area. We have plans to upgrade our space and garden area so that it can be enjoyed by our whole community. We will be upgrading our building through funders, including Falkirk Council , to make it fit for purpose and the 21st century encouraging regeneration in the local area as the community engages with a new vibrant and modernised sports centre. With over 65% of working age residents it is important to have a well maintained community space to support the wellbeing and productivity of the workforce.

Public Health

By improving the overall physical and mental health of our community by providing activities to improve their outcomes, we aim to take pressure off our public and social services. Our chair yoga, walking football, disability sports offerings and mini gyms aims to alleviate social isolation and loneliness and improve mental and physical health. Together with our core activities of badminton, football, basketball and pickle ball , our relaxation, mindfulness and meditation sessions , all activities will contribute to a happier and healthier community., thus alleviating the reliance on drugs and medication. Our proximity to Meadowbank Health Centre will allow us to participate in joint initiatives which will improve the quality of life for our community and increase participation in exercise.

Social Wellbeing

Our Sports Centre will provide a safe place for the community to engage with each other. Our monthly RollerBeats disco for families will improve family ties and allow children and parents to share meaningful time together. Birthday parties and other social events will encourage social cohesion and promote wellbeing. Our disability sports programme will help foster mutual understanding and

respect in a multi-generational way and provide opportunities for training and mentorship.

Environmental wellbeing/benefits

We have engaged with Business Energy Scotland and spoken with our advisor and they are preparing an assessment of energy saving measures which we can adopt to improve energy efficiency to reduce our carbon footprint. We have also spoken to CARES and they have assessed us as being eligible to apply for funding which we will do when we receive our report from Business Energy Scotland.

Improvements could include an air source heat pump with zone heating controls, LED lighting with motion control in little used areas, thermal efficient doors, draught proofing and double glazing of glass in office space. Retro insulating our flat roof areas is another possible energy saving solution and ,if viable, sloped solar panels with battery storage.

We will have an effective recycling programme and only use sustainable and recyclable consumables in the centre. Our green spaces around the centre will be used to encourage our volunteers to learn gardening skills from our Polmont Planters partners and the sensory garden when finished will be a space for plants and insects to flourish.

The table below highlights how our plans for community asset transfer will ensure savings of Falkirk Council. (Calculation for Years 2-5 are using an inflationary increase of 3.5% per annum to the nearest £).

5.3. Direct Council Savings

Direct Savings	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Utilities	28550	29549	31547	32651	34859	158146
Insurance	2196	2273	2353	2435	2520	11777
Maintenance Costs	4188	4335	4487	4644	4807	22461
Total	34934	36157	38469	39730	42186	191476

6. Market

6.1. Market Research

Our target market will be children, adults, both able-bodied and disabled , and sports clubs and they will be located in Wards 8 and 9 of Falkirk Council.

We plan to specifically target our disabled and additional support needs community members , men and women over 50 and children under 5.

The size of the market is estimated at 31,944 but this will increase considerably with all the new builds in the area.

Lower Braes

Total Population (2022).	15465	
Males	7472	48.3%
Females	7993	51.7%

Age	No.	%
0-4	782	5.1
5-11	1218	7.9
12-15	608	3.9
16-24	1431	9.3
25-44	4026	26
45-59	3305	21.4
60-64	955	6.2
65-74	1809	11.7
75-84	961	6.2
85+	370	2.4

The Scottish index of multiple deprivation shows Westquarter as being in the lowest 20% in Education, Income and Health (Decile2 and Quintile 1)

Upper Braes

Total population (2022)	16479	
Males	8041	48.8%
Females	8438	51.2%

Age	No.	%
0-4	812	4.9%
5-11	1472	8.9%
12-15	854	5.2%
16-24	1697	10.3%

25-44	3967	24.1%
45-59	3821	22.4%
60-64	1055	6.4%
65-74	1622	9.8%
75-84	914	5.5%
85+	264	1.6%

The Scottish index of multiple deprivation shows Maddiston and Rumford as being in the most deprived 10% in Scotland for Education, Health, Employment and Income (Decile1 and Quintile 1)

The Scottish index of multiple deprivation shows the Braes Villages including Shieldhill as being in the most deprived 20% in Scotland for Education, Health, Employment and Income (Decile 2 and Quintile 1)

Average Household Income: The average household income and gross weekly pay in the Falkirk area are below the comparative Scottish (£38315) and UK (£37000) averages. The median household earnings in Scotland were approximately £29,500 before the pandemic.

Income Deprivation: Within the Falkirk North Ward, which includes Westquarter part of Lower Braes, 37% of people are identified as income deprived.

30% of the population in the Upper Braes ward is income deprived.

20% of the population is employment deprived

Child Poverty: In 2022/23, 25.1% of children in the Falkirk Council area were living in relative poverty (after housing costs), slightly higher than the Scottish average of 23%.

6.2. Products and Services

The sports centre will offer the following range of services:

- Wide range of sports including badminton, football, rollerskating, pickle ball, basketball.
- Range of classes aimed at less mobile and older adults like chair yoga, walking football , chair boccia
- Range of activities for disabled and our community with Additional Support Needs like boccia, soft archery , disabled badminton
- Community events like birthday parties, ceilidhs, roller discos , social skates, car boot sales and all day events like Christmas markets etc.
- Elections

We will expand our services as and when time allows.

6.3. Competitor Analysis

Competition will come from other similar organisations including:

- The Grange Centre, Reddingmuirhead
- The Hub, Polmont
- Braes High School sports facilities utilised by the council

We have thoroughly researched the above and believe that our proposal is cost effective, generating sufficient income to build and maintain a viable facility.

We believe that we will differentiate from the above competitors by offering a full sports programme, (the Grange and The Hub do not have as large gym facilities), by offering disabled and ASN activities, walking football for over 50's men and women, mini gyms for under 5's, rollerskating activities including family skates and joint initiatives with Meadowbank Health Centre to improve balance and fitness . Our signposting service and sensory garden will also differentiate us. We aim to provide quality, long term services.

6.4 SWOT analysis

Strengths:

- central location, with good access to public transport links,
- large gym and smaller gym offering flexible use,
- large car park
- close proximity to Meadowbank Health Centre and St Margaret's School
- offers a wide range of sports and activities for everyone
- building only 37 years old and containing no asbestos
- dedicated committee and good group of volunteers

Weaknesses

- energy inefficient building with high energy and maintenance costs
- fabric of building needing upgrading to bring it up to current standards
- lack of car parking during the day (doctors surgery, people parking for Polmont Station)
- no disabled friendly access or power assisted doors.
- no previous committee running sports centre
- lack of experience of board in running a sports centre

Opportunities

- to make the sports centre accessible for the whole community
- to introduce community led initiatives
- to investigate joint working with NHS to improve the health and wellbeing of our community
- to improve the lives of disadvantaged groups, including families suffering poverty and our

community suffering social isolation and loneliness.

- to improve mental health within our community by offering a safe space to enjoy activities and talk to each other.
- to access funding streams to allow us to provide these initiatives.
- to train volunteers and give them access to employability training/courses/skills

Threats

- volunteer disengagement and difficulties recruiting new volunteers.
- under subscription to activities making them unviable.
- exposure to rising costs of maintaining and heating the sports centre.
- lack of funding opportunities to meet our vision for the sports centre
- lack of use of centre at quiet times (morning and afternoons)
- withdrawal of rates relief for building
- inability to attract new clubs/activities

6.5. Marketing Strategy

We will advertise on Sports Centre board, at the three doctors surgeries (we have permission), at Meadowbank Library, Polmont Community Notice board in Gray Buchanan Park, at St Margaret's School and with local businesses and also periodically in the Falkirk Herald. We already have a business presence on Facebook (Polmont Sports Centre page) and regularly share posts with Braes Blethers, Falkirk fitness community, Avonbridge news, and Falkirk Wheelers.

We will launch our own booking system with HallBooking online.

We will work in partnership with Polmont Planters, Sports Scotland Disability, Falkirk Foodbank and other organisations to share information and with the NHS for joint initiatives..

We have ordered a plentiful supply of leaflets and professionally produced business cards, which will be displayed in Polmont Sports Centre, Meadowbank surgeries, local businesses, Meadowbank Library, Falkirk Carers Centre, Camelon Sensory Centre and Polmont Community Council.

We aim will be to establish a regular clientele and benefit from word-of-mouth recommendations. We will also introduce the following promotional activities to market the services of the business:

- Seasonal and other promotions such as try for £1 (chair yoga), try free for walking football (Sunday 19th October) with established teams showing their skills, free disabled and ASN badminton (16th October). Our aim will be to establish a regular clientele and benefit from word-of-mouth recommendations. We will also introduce the following promotional activities to market the services of the business:
 - Discounts for juniors and junior clubs
 - When we are established and dependant on funding, free or discounted rates for families on benefits, disabled and ASN members of our community, refugees and over 70's.
 - Reduced prices for group starting up an activity until they have built up a viable business.
 - Free family fun days to let our community see what's on offer.

7. People

7.1. Board of Trustees

██████████ - Secretary, Polmont Sports Centre Community Group

██████████ is a retired Chartered Engineer in the field of Road Safety, Accident Investigation and Transportation.

██████████ was proficient in engineering design and construction on highway improvement schemes. He has project managed engineering schemes from inception through to construction.

██████████ was also a workplace First Aider for the majority of his working career; however his certificate expired over three years ago.

██████████ also had a Disclosure Approval whilst working with the Scottish Government, however this also expired in 2023.

██████████ brings a vast experience in project management, engineering good practice and design, is computer literate in a wide range of software including all Microsoft packages.

██████████ is also interested in many sports including football, squash, badminton, table tennis, etc

██████████ -Treasurer and Interim chairperson

██████████ is a retired teacher and librarian in the Educational sector. She has worked in both primary and secondary school settings and is dedicated to giving people the opportunity to improve their life skills and to lifelong learning.

██████████ has a teaching qualification from Callendar Park College of Education and also a BSc in Information and Library Science from The University of Wales. She has very good organisational skills, oral and written skills and management skills, including budgeting, fundraising and collating information.

██████████ ran Duke of Edinburgh silver and bronze groups at Braes High School from 2009-2016 while running the Learning Resource Centre at the school and has a passion for outdoor learning.

██████████ was a school First Aider for all her time in schools but this has now lapsed.

██████████ is Enhanced PVG checked for her school roles and has been PVG checked for her role with the Electoral Registration Office in Stirling, Invigilation duties at Braes High School(current)and Sunday school activities at Upper Braes Church Parish Church(current).

██████████ is passionate about volunteering and is still volunteering at Falkirk Food bank (Trussel Trust) in Camelon one full day week (has been there for more than 4 years).

██████████ has played badminton at Polmont Sports Centre for over 20 years.

██████████ Committee member

██████████ worked as a Purchasing Clerk in the maintenance department at the University of Stirling for ars, dealing with customers and suppliers.

He covered in the maintenance store, so he is quite methodical.

He is happy to take on most clerical, office duties and dealing with people by phone or face to face.

He is happy to help with most duties, including cleaning and keeping the building tidy.

He has always been keen on sports and participates in a few and is keen to keep Polmont Sports Centre open

██████████ Trustee

██████████ is a serving Police Sergeant in Police Scotland and has 30 years service. He has worked in various departments within the police but mainly within Community Policing. He has experience in dealing with conflict situations, problem solving and making good quick time decisions.

He works well with others and has been involved in project management, identifying funding streams for local community groups to provide better facilities for local members and especially for children for diversionary activities. He has college qualifications in sports and exercise science and has a sporting background. He has used the sports centre for some years for badminton, basketball and his partner uses the centre for roller skating.

██████████ Trustee

██████████ is a counsellor and was elected in May 2022. He has had a career in retail, owning a craft shop in Linlithgow for some years giving him experience. Of dealing with the public.

██████████ worked as a service manager with a local weighing machine company overseeing engineers.

██████████ was a Scout Leader for 12 years in Polmont and is well known in the local area.

██████████ currently organises our car boot sales and volunteers at First Steps, an addiction service.

██████████ – Trustee

██████████ brings over 15 years of senior management experience in corporate responsibility, social value and Community Wealth Building (CWB) within the tier one construction sector. In her current role as Senior Responsible Business Manager, ██████████ manages a national team of community benefits / social value specialists delivering across employment, education, skills, procurement, and VCSE/third sector outcomes across the UK and Ireland. She also sits on the Tier One Community Wealth Building Steering Group, helping to shape national approaches to inclusive growth.

██████████ is CIPD qualified in HR Management and Learning & Development and has extensive experience in employability and training programme design. Her track record includes developing multiple training centres and academies, securing funding of up to £1.2 million for employment pathways, and overseeing programmes supporting more than 1,500 learners annually on projects valued up to £250m. She has also developed accredited qualifications on the Scottish Credit and Qualifications Framework (SCQF), ensuring robust and recognised pathways for learners. Previous roles in employability contract management provide further expertise in partnership working with Skills Development Scotland, Developing the Young Workforce Forth Valley and Forth Valley College.

██████████ also has experience in personal development and wellbeing delivery as a qualified clinical hypnotherapist, meditation teacher and facilitator of holistic wellbeing programmes, running a private consultancy for corporate and private clients alike. This dual expertise in both corporate responsibility and individual wellbeing provides a unique perspective on community development.

██████████ - Trustee

██████████ is a highly experienced senior leader in membership and nonprofit organisations, bringing over 15 years of expertise in governance, fundraising, strategic leadership, and organisational development. They have a proven track record of driving membership growth and engagement, and of shaping strategies rooted in the insights, needs, and aspirations of members. Their approach to organisational development is distinctly membership-led, ensuring that the voice of the membership informs strategic direction, service design, and long-term planning.

Their experience includes leading successful multi-year funding bids to major trusts and foundations, as well as overseeing complex organisational wide financial planning and budget

management to support sustainable operations. They bring a deep understanding of effective financial management and governance, working closely with boards and committees to strengthen accountability, ensure compliance, and build organisational resilience. With a strong focus on measurable impact and inclusive growth, they are adept at delivering strategies that align mission, financial sustainability, and the priorities of a diverse stakeholder base.

[REDACTED] - Board Member

[REDACTED] brings over 15 years of frontline healthcare and specialist clinical experience, spanning hospital-based intensive care, community health coordination, and long-term support for individuals with complex needs.

A senior Cardiothoracic ICU nurse with 12 years of service in adult intensive care and transplant recovery, she has extensive clinical expertise in managing critical care pathways, including cardiac transplant aftercare, ventilator support, NG feeding systems, and other complex medical devices commonly used in both hospital and community settings. Her earlier nursing work includes a year in general intensive care and two years leading nurse-led wound clinics and preoperative assessment services, demonstrating advanced care planning, multidisciplinary collaboration, and leadership in risk assessment.

Prior to her nursing career, she spent over a decade supporting adults with complex disabilities, many of whom were non-verbal and neurodivergent. This work gave her deep practical knowledge of communication needs, safeguarding, sensory-aware environments, and trauma-informed care. She also holds formal training in autism awareness and neurodivergence, which she continues to build on through her personal role as a parent and carer of neurodivergent children.

She will lead the health and clinical safeguarding strand of the project, supporting the development of trauma-informed policies, risk planning, and safe practice across all therapeutic and community-based services offered within the hub. Her clinical governance input will ensure that all services operates with appropriate health-related assurance, particularly in services delivered to children, vulnerable adults, and people with additional needs.

We will carry out the necessary record keeping from home and employ an Accountant to complete our annual Return to OSCR.

7.2. Operational Management

Our project will be totally staffed by volunteers and members of our committee and board.

We will not employ any staff.

All groups renting our spaces will provide trained staff with PVG/First Aid qualifications and Public Liability Insurance.

8 Finance

8.1. Costs

We have identified our required start-up costs and ongoing running costs in the tables below.

Start-Up Costs

Item	Cost
Computer	£450
Wifi and phone (year)	£574
Cleaning equipment (buying 2nd hand scrubber/washer)	£2000
Key safe	55
Hall booking online	144
Stationery, leaflets, business cards	160
Square card machine (POS)per year	273.60

Running Costs

Item	Cost/Year
PAT Testing	£50
Fire Extinguishers	£54
Security	£600
Performance Rights	£0
Trade Waste	£371
Hall Cleaning	0
Accountant/Auditor	£100
Cleaning Materials/Cleaner	£200
Insurances	£2196
Sundries	£600
Phone/Internet	£476
Utilities	£28550

Rates	£0
Sanitary	£187.20

8.2. Reserve Levels

We estimate the need for reserves at £10,000 which we will maintain after our first year of operation

Bank account [REDACTED]

8.3. Cash Flow

A Monthly Cash Flow Forecast has been prepared for the first 5 years of trading and is detailed in the Financial Appendix.

8.4. Funding Strategy

We have secured a £2000 start -up grant and have secured a National Lottery Awards for All for £2213 for new mini gyms equipment. We have also applied for Volunteer Scotland Fund to attract volunteers from disadvantaged backgrounds and have applied for The Mental Health and Wellbeing Fund from CVS. We have completed initial checks with the Scottish Land Fund (we will apply for their Stage 1 funding)Business Energy Scotland and CARES funding stream and are awaiting further consultations.

8.5. Enablement Fund

We are applying for £. to carry out significant capital improvements to the property in terms of lighting, safety and energy use which will transform our energy efficiency and support the viability of the project going forward.

This represents the full cost as provided by professional contractors (quotes have been submitted or are awaited by us as part of our CAT application). The limited opening times of the building meant companies being unable to access the building during their working hours. We will submit quotes as soon as possible after taking over the centre.

However, we will continue to research and apply for 3rd-party match funding to go towards funding these works. If we are successful, this would reduce the amount of Enablement funding required and we would inform the Council promptly to allow funds to be reallocated in a timely manner.

Enablement Fund request for larger capital renewals which support the viability of the CAT

LED lights in main gym and throughout building except in Squash court and outside lights(Electrician did not think he could get a cherry picker in through the main door the squash court)	Estimate [REDACTED]	£11900
3 new A rated gas boilers	Awaiting quotes from [REDACTED] and [REDACTED]	
Smoke detectors	Awaiting quote from [REDACTED] [REDACTED]	
Repair cracking and expansion joints	Awaiting quote from [REDACTED]	
Reline car park	Awaiting quote from [REDACTED] [REDACTED]	
New panel radiators with TVR's	Awaiting quote from [REDACTED]	

Total including VAT

9. Summary

This document is the written request of Polmont Sports Centre Community Group who are making a formal asset transfer request, made under Part 5 of the Community Empowerment (Scotland) Act 2015 section 79(2)(b)(i).

The Charity offers Falkirk Council £1 per year to purchase Polmont Sports Centre The basis of this offer is:

- Market value has been assessed by Falkirk Council as £17000 and rental value as £2200
- The community benefit of the Charity's work over five years is estimated at £916,380

Essential repairs (as demonstrated in the Conditional Survey Report – appendices) to the building are £7500 which Falkirk Council will be required to undertake to ensure that the building is wind and watertight, and statutorily compliant. We expect to have to carry out additional repairs to the value of £245435 according to the survey, over the next 5 years, to bring the building up to an acceptable standard and fit for purpose.

Name of Community Group:
Polmont Sports Centre Community Group



COMMUNITY ASSET TRANSFER

ASSESSMENT PRO-FORMA

Name of property Polmont Sports Centre	Name of group Polmont Sports Centre Community Group	SCIO number or equivalent SC054374	Sale or lease Ownership	Length of lease N/A	Rental per annum (or outright cost) £1
			APPLICATION DETAILS		ADDITIONAL COMMENTS
BENEFITS (OUTCOMES)					
1. Objectives	Do project outcomes contribute to achieving the Council's priorities?	The project aligns with all of the Council's Strategic Plan priorities of supporting stronger and healthier communities; promoting opportunities and educational attainment and reducing inequalities; and supporting a thriving economy and a green transition.		Supporting stronger and healthier communities is at the heart of community ownership	Strong
2. Financial	Is there a financial saving on public sector costs?	An asset transfer of the property will generate an estimated annual revenue saving of £58,890 to the Council			Strong
	Is there an enhanced provision of public benefit through volunteering hours?	They estimate they generate 9,744 volunteer hours per annum Generating a financial equivalent of over £170,889 public benefit per annum (£916,380 over 5 years)			Strong
	Current market valuation of the property whether by sale or rent	£170,000 market value £22,000 per annum market rent			Strong
	Backlog maintenance figure from C&B report	£489,656			Strong
3. Non-financial benefits	What is the impact on:				
	(i) economy	A busy, thriving Centre will bring more people to the neighbourhood and contribute to increased footfall at businesses and amenities. The centre remaining open and in community ownership, will help develop the skills and experiences of the local community through volunteer places to build upon an individuals experience and skills capacity, thus supporting future potential employability of local people. The centre can support local businesses by providing a venue for markets and events, stimulating local commerce and provide additional income streams			Strong
	(ii) regeneration	Proposed upgrades to the building will have good regeneration outcomes including significantly reducing electricity costs to make the business more viable. The group have plans to upgrade their space and garden area to be enjoyed by their whole community. They plan to upgrade their building through funders, including Falkirk Council, to modernise it and make it fit for purpose, encouraging regeneration in the local area as the community engages with a new vibrant and modernised sports centre.			Strong
	(iii) public health	By their nature, all the classes and activities running in the Centre contribute towards good wellbeing of participants. The new timetable includes chair yoga, walking football, disability sports and mini gyms. All these activities combat social isolation and loneliness and improve mental and physical health. Together with their core activities of badminton, football, basketball and pickle ball as well as relaxation, mindfulness and meditation sessions, these offerings will contribute to a happier and healthier community, potentially alleviating reliance on drugs and medication.			Strong

		The Centre's proximity to Meadowbank Health Centre may afford opportunities for joint initiatives to improve the quality of life for the community and increase participation in exercise.		
	(iv) social wellbeing	<p>Engaging in health and fitness activities in a community setting helps participants feel more connected within their networks. Involvement in clubs and groups helps to combat social isolation for at-risk groups.</p> <p>The group state that the monthly Roller Beats disco for families will improve family ties and allow children and parents to share meaningful time together; birthday parties and other social events will encourage social cohesion and promote wellbeing; the disability sports programme will help foster mutual respect in a multi-generational way and provide opportunities for training and mentorship</p>		Strong
	(v) environment / climate change (including figures on carbon dioxide equivalent)	<p>The group are working with Business Energy Scotland and the Scottish Government's Community and Renewable Energy Scheme (CARES) to identify capital improvements to improve energy efficiency. These could include an air source heat pump with zone heating controls, LED lighting with motion control in little used areas, thermal efficient doors, draught proofing and double glazing of glass in office space.</p> <p>Retro insulating their flat roof area is another possible energy saving solution and, if viable, sloped solar panels with battery storage. The group aim to have an effective recycling programme and only use sustainable and recyclable consumables in the centre.</p> <p>The green spaces around the centre will be used to encourage our volunteers to learn gardening skills from our Polmont Planters partners and the sensory garden will be a space for plants and insects to flourish.</p> <p>41 tons of carbon dioxide equivalent</p>		Very strong
	(vi) other	<p>The Centre was opened in 1988; the policy background to the creation of the centre is highlighted in the Polmont Local Plan Policies, Proposals and Choices Report produced in 1980 by WF Frame (then Director of Planning) which identified</p> <p><i>"Strong support for the need for a leisure centre in the village. Village Hall has been a temporary measure for 13-14 years. Situation exacerbated by the considerable population growth of recent years"</i></p> <p>The Polmont Local Plan Review in 1981 stated <i>"Public comment has revealed the subject of leisure and recreation to be the single most significant issue within the Local Plan area."</i></p>		Strong
4. Equality	What evidence is there that the project:			
	(i) contributes to reducing inequalities (protected characteristics)	<p>People within the following protected groups make use of the Centre</p> <p>Age – (older people) Chair yoga and walking football combat social isolation and provide a safe and warm space to exercise and find friends.</p> <p>Age – (children and young people) Falkirk Fury Basketball – mostly under 16 years of age; Mini Gyms - designed for the under 5's and their parents</p>		Very strong

		<p>Sex - Womens and men’s walking football run together, as there are no barriers to who can play.</p> <p>Religion / Belief - Boys Brigade groups are having activity nights in the Centre. They are affiliated to Upper Braes Parish Church. They state they are open to hosting other congregations within the centre.</p>		
	(ii) Promotes equality	<p>Poverty – The group has close connections with Falkirk Foodbank and hope to provide free places for users of the service via social work referrals.</p> <p>The group have an aspiration to run a Disability Sports Programme and have organised a free disability badminton session hosted by Badminton Scotland to gauge support for this service. They have also consulted with the Carer’s Centre, Sensory Centre, Disability Sports Scotland, and Forth Valley Disability Sports to understand how best they can widen accessibility. They plan to introduce soft archery and Boccia for both able bodied and disabled participants.</p>		Strong
ABILITY TO DELIVER / SUSTAINABILITY				
5. Governance / Accountability	Are appropriate governance structures in place?	The group are a 2-tier SCIO registered with OSCR (Registered charity SC054374)		Strong
6. Availability of Resources / Business Plan	Has the group identified all the resources required, such as funding, staff and volunteer resources with the appropriate skills, and are they sufficient to deliver the project?	<p>Funding awarded:</p> <p>The group been granted £11,600 over two years from Volunteer Scotland to recruit volunteers from disadvantaged groups (for example disabled / refugee / ethnic minority / people with mental health problems / non binary people), using the funding for training and qualifications in Employability Skills, First Aid at Work, Manual Handling etc.,with the assistance of Falkirk Football Community Foundation.</p> <p>Funding applications have been submitted to:</p> <ul style="list-style-type: none"> - Thrive Community Buildings Fund for £4,500 to replace the hall lights with LEDs. - Robertson Trust for funding to support refugee integration activities - Community Choices for additional equipment for Forth Valley Disability Sports Group <p>Volunteer hours are estimated at 9,744 per annum.</p> <p>All the Trustees are users of the facility and bring personal motivation to wanting to save the Centre. They have a wide range of skills and career experience including</p> <ul style="list-style-type: none"> - Chartered engineer 		Moderate to Strong

		<ul style="list-style-type: none"> - Retired librarian / teacher / Duke of Edinburgh programme lead / Falkirk foodbank volunteer - Procurement professional from University of Stirling - Serving Police Sergeant (focusing on community policing) Scout leader and addiction service volunteer 		
7. Sustainability	Has it been demonstrated that the resources are sustainable over the lifetime of the project?	<p>Business Support colleagues judge that the business plan is comprehensive, covering all expected areas, with a realistic SWOT analysis.</p> <p>Market research has been thorough and there appears to be much support in the community for the facility to remain open with social media channels already in place to support marketing activities.</p> <p>The Board of Trustees have significant experience and skills to bring to the management and operation of the Centre.</p> <p>Financials – the plan shows a positive cash balance from an initial £1,200 increasing to £12k at the end of year 1. Income will be generated from hall hires , events and fundraising. The biggest expenditure is utilities, and this has been identified as a weakness in the SWOT – however they are looking at grants for heat pumps etc to improve energy efficiency.</p> <p>The Initial development plan outlines improvements to the building which will make better use of the facility. These have been costed, and it's anticipated grants can be secured to assist with this.</p> <p>Overall, a positive plan.</p>		Moderate to Strong
8. Performance Management	How does the group propose to monitor and report on the achievement of the desired outcomes?	<p>The Trustees meet regularly and keep in close contact with all groups and projects operating from the Centre</p> <p>They state that they will measure the usage of the hall on a monthly, quarterly and yearly basis, against their aims to increase usage by 40% for the first 2 years.</p> <p>They plan to keep records of the number of people who attend the facility, as well as the number of people engaging through their Facebook page and through emails and personal contacts.</p> <p>They plan to monitor their social impact by collecting information on the demographics of hall users, gathering feedback in terms of health and social benefits of users. They state they will keep records of feedback to measure the impact our services have on the local community.</p>	.	Strong
COMMUNITY SUPPORT				
9. Community Involvement	Has it been demonstrated that the community were involved in developing the proposal?	Yes. The proposal is entirely community-led.		Strong
10. Local Community Support	What evidence has been provided of local community support?	The group have provided compelling evidence of widespread community support including the results of 503 door-to-door surveys in Brightons, Rumford, Maddiston, Shieldhill, Redding, and Reddingmuirhead which are entirely supportive of the proposal to keep the facility open.		Very strong

COMMUNITY ASSET TRANSFER

ASSESSMENT PRO-FORMA

		They have provided letters of support from Pharmacist at Meadowbank Health Centre Polmont Community Council Rev. Scott Burton, minister of Upper Braes Parish Church Iain Livingston, Head Teacher at Braes High School		
OTHER				
Is the building currently staffed?		1. For buildings which were staffed (including with cleaners) No employees remain at the building being considered by this report. Having considered the options available to them, all employees chose to accept either voluntary severance or redeployment and therefore no TUPE considerations apply.		

CONCLUSION

COMMENTS		OVERALL ASSESSMENT (See Table below)
		Strong

Evidence	Overview
Very strong	Governance and financial arrangements are strong and sustainable. Best Value characteristics are evidenced and contained throughout the overall approach. Related projected benefits are very robust and demonstrate value for money: suitability, effectiveness, prudence, quality, value and the avoidance of error and other waste.
Strong	Governance and financial arrangements are sound and sustainable. Best Value characteristics are in evidence in the proposal. Related projected benefits are demonstrated well and represent value for money.
Moderate	Governance and financial arrangements are in place and acceptable. Best Value characteristics have been considered as part of the proposal. Related projected benefits are acceptable and could lead to value for money.
Weak	Governance and financial arrangements are weak. Best Value characteristics are not well demonstrated in the proposal. Related projected benefits are not based on robust information and demonstrates questionable value for money.
Poor	Governance and financial arrangements are poor. There is little evidence of Best Value characteristics in the proposal. Related projected benefits are ill defined and/or unrealistic and do not demonstrate value for money.

Equality & Poverty Impact Assessment 01174 (Version 1)

SECTION ONE: ESSENTIAL INFORMATION

Service & Division:	Place Services		
	Invest Falkirk		
		Tel:	██████████
Proposal:	Community Asset Transfer of Polmont Sports Centre	Reference No:	

What is the Proposal?	Budget & Other Financial Decision	Policy (New or Change)	HR Policy & Practice	Change to Service Delivery / Service Design
	Yes	No	No	Yes

Who does the Proposal affect?	Service Users	Members of the Public	Employees	Job Applicants
	Yes	No	No	No
	Children and young people	Significant impact?		
	No	No		
Other, please specify:				

Identify the main aims and projected outcome of this proposal (please add date of each update):

05/01/2026	Community Asset Transfer of Polmont Sports Centre

SECTION TWO: FINANCIAL INFORMATION

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:	£58,890	
Reduction to this service budget (£'0000s)	Per Annum:	£58,890	
Increase to this service budget (£'000s)	Per Annum:		
If this is a change to a charge or concession please complete.	Current Annual Income Total:		
	Expected Annual Income Total:		
If this is a budget decision, when will the saving be achieved?	Start Date:	01/10/2025	
	End Date (if any):		

SECTION THREE: EVIDENCE

Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups.)

A - Quantitative Evidence

This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

Approximately 450 regular users and 250 casual users

578 people offered comments in the survey

40 people participated in the public conversations

5 letters of support

16 different user groups comprising approx these numbers of participants:

Older people - 75

Young children - 25

Teenagers - 60

Ethnic minority - 24

Religious groups - 50

People on a low income - 40

B - Qualitative Evidence This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

Social - case studies; personal / group feedback / other

The impact of closure on the service users will be profound as there is no comparable facility close by.

The following is a selection of user statements from individuals asked to comment on the risk of the facility closing as part of the SPR.

"Terrible - it is really needed"

"Very unwise & affecting the community populations mental and physical health in the longer term...health and wellbeing is a key thing in life"

"It would be a huge loss. Great facility, very accessible, fairly priced"

Best Judgement:

Has best judgement been used in place of data/research/evidence?	No
Who provided the best judgement and what was this based on?	We did not use best judgement, we used information provided in the Business Plan and Community Asset Transfer application form
What gaps in data / information were identified?	N/A
Is further research necessary?	No
If NO, please state why.	The Business Plan and Community Asset Transfer application form were deemed sufficient.

SECTION FOUR: ENGAGEMENT

Engagement with individuals or organisations affected by the policy or proposal must take place

Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?	Yes	
If YES, please state who was engagement with.	Door-to-door paper-based survey (503 respondents) Online survey Public Event Regular and ad-hoc centre users	
If NO engagement has been conducted, please state why.		
How was the engagement carried out?	What were the results from the engagement? Please list...	
Focus Group	No	
Survey	Yes	99% of respondents backed the takeover The group have provided compelling evidence of widespread community support including the results of 503 door-to-door surveys in Brightons, Rumford, Maddiston, Shieldhill, Redding, and Reddingmuirhead which are entirely supportive of the proposal to keep the facility open. They have provided letters of support from Pharmacist at Meadowbank Health Centre Polmont Community Council Rev. Scott Burton, minister of Upper Braes Parish Church Iain Livingston, Head Teacher at Braes High School
Display / Exhibitions	No	

User Panels	No	
Public Event	Yes	Volunteers have been holding car boot sales twice a month and have been using the opportunity to have informal discussions with the public, receiving community views on the takeover including ideas for events and activities that could take place in the Centre.
Other: please specify		
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	No	
Have the results of the engagement been fed back to the consultees?	Yes	
Is further engagement recommended?	No	

SECTION FIVE: ASSESSING THE IMPACT

Equality Protected Characteristics: What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposal / policy / project? This section allows you to consider other impacts, e.g. poverty, health inequalities, community justice, carers etc.

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age		✓		<p>For our older community members Chair yoga and walking football will combat social isolation and provide a safe and warm space to exercise and find friends. (Approximately 75 participants)</p> <p>For our younger community: mini gyms will bring the under 5’s and their parents together to strengthen family bonds and combat social isolation which often comes with having young children and having limited chances to mix with other families. (Approximately 25 participants)</p> <p>Futsal – youngsters from 5 to 16 take part (Approximately 50 participants)</p> <p>Westfield Colts Football team have members from 4 yrs up to 12 (Approximately 17 participants)</p> <p>Kook Sool wan martial arts open to all ages 5 to adult (Approximately 30 participants)</p> <p>Falkirk Fury Basketball – most under 16 years of age (Approximately 10 participants)</p>

Public Sector Equality Duty: Scottish Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations. Scottish specific duties include:

			<p>We are committed to being a centre for all and have organised a free disability badminton session, hosted by Badminton Scotland, for our community with disabilities and/or additional support needs. We are in contact with [REDACTED] Active Schools Co-ordinator with specialism in disabled sports, [REDACTED] from Forth Valley Disability Sports [REDACTED] from Badminton Scotland Disability, Scottish Disability Sports, the Sensory Centre in Camelon, Carers Centre, Falkirk and Sports Scotland Disability.</p> <p>We want to explore different activities with this group of our community and would like to introduce boccia for both able bodies and disabled groups and soft archery. This would be a great activity to allow our community to socialise together.</p>
Sex		✓	<p>Womens and men's walking football run together, as there are no barriers to who can play.</p> <p>(Approximately 40 participants)</p> <p>No clubs that run in the centre are segregated by gender, with the exception of Football Teams over the age of 13, as this is part of the SYFA rules.</p>
Ethnicity		✓	<p>We have many users of the centre who come from ethnic backgrounds playing badminton and squash but also a black group FFS football.</p> <p>Friends of Scottish Settlers – we are actively engaging with this group to offer bespoke activities and encourage them to volunteer.</p> <p>All clubs and activities are open to all regardless of background.</p>
Religion / Belief / non-Belief		✓	<p>Boys Brigade groups are having activity nights at the Centre. They are affiliated to Upper Braes Parish Church.</p> <p>The group states they are open to hosting other congregations within the centre.</p>

Sexual Orientation		✓		We have various non-discriminatory policies in place which ensures that all our activities, volunteering opportunities, etc, are accessible to everyone to ensure that everyone who wishes to take part can take part.
Transgender		✓		We have various non-discriminatory policies in place which ensures that all our activities, volunteering opportunities, etc, are in place to ensure that everyone who wishes to take part can take part.
Pregnancy / Maternity		✓		We have various non-discriminatory policies in place which ensures that all our activities, volunteering opportunities, etc, are in place to ensure that everyone who wishes to take part can take part.
Marriage / Civil Partnership		✓		We have various non-discriminatory policies in place which ensures that all our activities, volunteering opportunities, etc, are in place to ensure that everyone who wishes to take part can take part.
Poverty		✓		<p>We have close connections with Falkirk Foodbank and hope to provide free places for users of the service via social work referrals.</p> <p>Our centre has applied for funding to offer free places to the various activities that we run in the centre – including mini-gyms, walking football, chair yoga, etc.</p> <p>Reduced rates for younger people; and reduced rates for families at the discretion of the centre.</p> <p>We offer a signposting service for those who are experiencing poverty and our centre will disseminate information on debt counselling, alcohol and drugs dependency and local agencies like CAB etc.</p>
Care Experienced		✓		If we are made aware that a young person in our centre is care-experienced we will support them appropriately, deciding what this means on a case-by-case basis and recognising that all young people, or other adults, have unique circumstances
Other, health, community justice, carers etc.		✓		N/A
Risk (Identify other risks associated with this change)				

Evidence of Due Regard

<p>Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):</p>	<p>The transfer of the centre to community control will not directly reduce unlawful discrimination.</p> <p>However, an indirect positive outcome would be building stronger community relations where harassment, victimisation and other prohibited conduct would be deemed unacceptable</p>
<p>Advance Equality of Opportunity:</p>	<p>The community takeover of the centre will provide a safe and familiar space for those with protected characteristics, where they may otherwise face barriers to participation in another venue.</p>
<p>Foster Good Relations (promoting understanding and reducing prejudice):</p>	<p>The group intend to run further activities with young people, people of different ethnic backgrounds, and disabled people, thereby allowing future uses for people in the locality, strengthening community bonds and social cohesion.</p>

SECTION SIX: PARTNERS / OTHER STAKEHOLDERS

Which sectors are likely to have an interest in or be affected by the proposal / policy / project?		Describe the interest / affect.
Business	No	
Councils	Yes	The facility was formerly operated by Falkirk Council and is now available for Community Asset Transfer as per the recommendations of the Strategic Property Review.
Education Sector	No	
Fire	No	
NHS	Yes	The Meadowbank Medical Practice sits adjacent to the sports centre. GP's from the practice have met with the group and the council to explore working together.
Integration Joint Board	No	
Police	No	
Third Sector	Yes	CVS have been helping the group to build their capacity, including building up their volunteer base.
Other(s): please list and describe the nature of the relationship / impact.		

SECTION SEVEN: ACTION PLANNING

Mitigating Actions: If you have identified impacts on protected characteristic groups in Section 5 please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

Identified Impact	To Who	Action(s)	Lead Officer	Evaluation and Review Date	Strategic Reference to Corporate Plan / Service Plan / Quality Outcomes

No Mitigating Actions

Please explain why you do not need to take any action to mitigate or support the impact of your proposals.

Polmont Sports Centre was identified for closure as part of the Strategic Property Review.

Officers have been working closely with the community group to progress with Community Asset Transfer for this facility and are now in receipt of a full CAT application. The group have had control of the building since 1st October on a Full Repair and Insurance licence.

This EPIA has been undertaken with the information available to Falkirk Council at this time and based on current operations however, under a CAT model, it's up to the community group to manage the operations of that building going forward as Falkirk Council have now withdrawn from these buildings in line with the Council decision.

This building will continue to be available to the local community as a key community asset and it's anticipated that existing groups can continue to utilise the building and therefore there is no known perceived negative impact at this time.

Are actions being reported to Members?	Yes
If yes when and how ?	Executive, Feb 2026

SECTION EIGHT: ASSESSMENT OUTCOME

Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.

No major change required	Yes	Transferring the facility into community ownership means no negative impacts on groups or people.
The proposal has to be adjusted to reduce impact on protected characteristic groups	No	
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No	
Stop the proposal as it is potentially in breach of equality legislation	No	

SECTION NINE: EPIA TASK GROUP ONLY

OVERALL ASSESSMENT OF EPIA:	Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties?	Yes
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ASSESSMENT FINDINGS If YES, use this box to highlight evidence in support of the assessment of the EPIA If NO, use this box to highlight actions needed to improve the EPIA	Specific demographic data on service users is limited but provides enough evidence to assess the impact of this proposal. Engagement results also allow for impact to be assessed.	
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Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing <u>without making changes been made?</u>	Yes / No	If YES, please describe:
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LEVEL OF IMPACT: The EPIA Task Group has agreed the following level of impact on the protected characteristic groups highlighted within the EPIA

LEVEL		COMMENTS
HIGH	No	
MEDIUM	Yes	The level of impact is deemed medium due to the the reputational risk associated with the specific groups that support health and wellbeing of participants. The proportion of people impacted would go beyond the local area as people would typically travel to access these specialised services.
LOW	No	

SECTION TEN: CHIEF OFFICER SIGN OFF

Director / Head of Service:			
Signature:	<i>Malcolm Bennie</i>	Date:	05/12/2025