

## COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

### ASSET TRANSFER REQUEST FORM

**IMPORTANT NOTES:**

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

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

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

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

**This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.**

**Section 1: Information about the community transfer body (CTB) making the request**

1.1 Name of the CTB making the asset transfer request

Bainsford Community Hall

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

Postal address: David's Loan, Bainsford Falkirk

Postcode: FK2 7NS

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

Contact name: [REDACTED]

Postal address: David's Loan, Bainsford Falkirk

Postcode: FK2 7NS

Email: bainsfordhallcommunitygroup@gmail.com

Telephone: [REDACTED]

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

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

1.4 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 .....	
	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is 049761	<b>X</b>

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

**Please attach a copy of the CTB's constitution, articles of association or registered rules.**

1.5 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

No

Yes

Please give the title and date of the designation order:

See BHCG CAT Document 1 – Bainsford Hall Community Group - Charity Award Letter 2019; and BHCG CAT Document 2 – Bainsford Hall Community Group - Constitution March 2021

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

No

Yes

If yes what class of bodies does it fall within?

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

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

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

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

We are located at the top of David's Loan in Bainsford, Falkirk, FK2 7NS. Our grid reference is NS885816. We are located in the Falkirk North (Ward 6) Council area (please see BHCG CAT Document 4 - Map provided by Falkirk Council June 2023)

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

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

UPRN: 136067600

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

3.1 Please tick what type of request is being made:

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

**X**

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

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

### 3A – Request for ownership

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

Proposed price: £1

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

**3B – request for lease**

What is the length of lease you are requesting?

25 years

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

Proposed rent: £1 per year

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?

Right to develop the building as it arises, subject to funding and permissions.

Right to have the building wind and watertight, and compliant with all UK regulations at the point of handover, we request that Falkirk Council provide the money to make this happen (see BHCG CAT Document 3 – Representation to Enablement Fund for repairs).

Right to have all BHCG arrears with Falkirk Council written off at the beginning of the CAT Lease

Do you propose to make any payment for these rights?

Yes

No

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

Proposed payment: £1 per year

Please attach a note setting out any other terms and conditions you wish to apply to the request. Please see BHCG CAT Document 3 – Representation to Enablement Fund for repairs

## Section 4: Community Proposal

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

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

As a two-tier SCIO, our charitable purposes, as stated in our constitution are as follows:

- the advancement of community development through maintaining and managing the community hall as a community group located in David's Loan, Bainsford; and
- the provision and organisation of recreational activities, with the object of improving the conditions of life for the community.

Since we took over management of the Hall in June 2021, we have been taking bookings, managing lets and setting up for groups who require it. With very little promotion, we have had great success. In two years, we have increased Hall use more than tenfold, with a number of long-term recurrent and occasional lets. Our regular groups are run by various partners (see below), and include a variety of different people doing many different activities (older people, children, people of all ages) (bingo, dancing, crafting, piping). In addition, we have two initiatives (a wellbeing group, and a warm space café) every week in the Hall to help address social isolation, sense of companionship and fuel poverty in our community. Finally, we have a mental health charity running music and cooking classes once a week, and a conservation project working to upskill teenagers from the Travelling Community three days per week. This success shows the need and desire for a functioning Hall in our local community (see BHCG CAT Document 6 - Bainsford Hall Community Group Community Support 2019 and 2023).

Without us running the Hall, these community groups would not be able to run, and there is a real danger that some of the most vulnerable people within our community who currently use the facility could become isolated from their friends, and from wider society.

*Capital investment:* There are a number of Renovation Phases already identified, some of which are already underway (see Table 1 in attached BHCG CAT Document 7 - Bainsford Hall Community Group Business Plan July 2024). These include: renovating/repair of interior and exterior of the building; overhauling energy use towards Net Zero carbon consumption (solar panels, air source heat pumps, lighting, glazing and insulation); adding a local recycling initiative and pop-up café; creating outdoor community space with planters; installing new toilets; and extending storage for new partners. All of these are paid for from external funds (see BHCG CAT Document 7 - Bainsford Hall Community Group Business Plan July 2024 for details). Our contribution to the asset, spent and unspent, has the potential to be £433,581 in total in the next 12 months.

*Social investment:* We will preserve and develop current and future community groups and activities, including pensioner bingo and dancing; crafting; music, cooking classes, table-top game groups, exercise classes, wellbeing initiatives and warm space cafe. With a brand new Bainsford Community Hall, comprising new and interesting community groups, we will be a local hub and centre of activity. With this hub, we aspire to be a place to go, and to enhance a sense of community and a feeling that Bainsford and Langlees is a positive place in which to live. Our Hall provides access to free activities, allowing locals to meet up, heat up, enhance their lives and learn new skills (see BHCG CAT Document 7 - Bainsford Hall Community Group Business Plan July 2024)

## **Benefits of the proposal**

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

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

We are located in the middle of some of the most deprived postcodes in Scotland (SIMD, 2020; see BHCG CAT Document 7 - Bainsford Hall Community Group Business Plan July 2024 for details. Referring to "Broken Window Theory" (Wilson & Kelling, 1982), improvement of our asset should be associated with wider community benefit. Investing in Bainsford Community Hall will preserve the current social function of the asset, supporting the social capital of the area with activities targeting improvement of wellbeing, mental and physical health, social cohesion, cost-of-living support, activities in hard-to-reach groups (pensioners, youth, individuals excluded from education) and other types of regeneration.

As well as the capital money above, our involvement will save Falkirk Council between £59,904 and £199,680 in running, staff and overhead costs per annum (for details, see Section 5.4 in BHCG CAT Document 7 - Bainsford Hall Community Group Business Plan July 2024 for details). In addition, replaces on average 73 hours of community outreach per week, which amounts to between £45,552 and £151,840 per annum. On our projected annual income of £19,632.36 (based on conservative judgements), this translates into an SROI of £392,647.20 per annum (for details, see Section 5.4 in BHCG CAT Document 7 - Bainsford Hall Community Group Business Plan July 2024 for details).

On top of this, BHCG taking over the Hall will save Falkirk Council £30,563 in overhead costs per annum (see BHCG CAT Document 7 - Bainsford Hall Community Group Business Plan July 2024 for details)



### **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 over and above typical Council permissions

### **Negative consequences**

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

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

We are not aware of any potential negative consequences for the local economy, environment, or any group of people in association with our group or Bainsford Community Hall.

However, there is a very real risk that without investment, our ambitions for a community hub will be under threat in a short space of time. Without help from Falkirk Council and external funding, our building will no longer be viable and will close. This will be catastrophic to the community groups and activities that have flourished in the last two years (see BHCG CAT Document 7 - Bainsford Hall Community Group Business Plan July 2024 for details), and they will cease to exist. We will aim to avoid this outcome as much as possible, and remain operational, as a community hub in the hands of the local residents, as a crucial asset for everyone for generations to come.

### **Capacity to deliver**

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

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

We have five local community Trustees, bringing a wealth of experience, with expertise drawn from in 30+ years of working in: academia, research/teaching, ethical practice, IT & office management, finance, leadership; charity/organisational management, project management, surveying building/construction, as well as organisation & strategy.

Our Trustees have been running the Hall successfully since June 2022 and have increased business tenfold. We have assigned roles, meet fortnightly, and communicate every day,

sharing the workload of on and offline work, paperwork, management of the Hall and lets.

All Trustees are empowered to make key organisational decisions between, or through email discussion where required.

Trustees:

- Seek regular updates from all projects, daily and weekly where required.
- Are responsible for the running and budget decisions of the building and charity. All transactions over £100 must be agreed by at least three Trustees, and need two signatories to be processed.
- Manage relationships with key stakeholders, users and community members. All lets are discussed and agreed, and requirements are fulfilled where needed (e.g. opening/closing and set up)
- Liaise with project partners, lets and the Council to secure appropriate permissions
- Monitor project progress on a regular basis

We are currently successfully managing several large projects and budgets, and have grown the business in the last two years. We have already installed a recycling initiative and shop in the Hall that has been going well for several months. The future looks bright – but only if we have significant investment from Falkirk Council Enablement Fund (see BHCG CAT Document 3 – Representation to Enablement Fund for repairs).

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

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

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

The success of Bainsford Community Hall is contingent on the support of the surrounding community. To gauge local support, when we first started out, we carried out a Community Consultation in July 2019. Our consultation showed extensive support for keeping the Hall open. In this survey, 96% of respondents wanted to save the Hall the majority of whom (81%) lived in the geographical area of Bainsford, Langlees and New Carron.

Locals made a number of observations in 2019 our consultation:

“Our group have been using this Hall for 50 years. Please don't let it go!”

“Please keep the Pensioner group going... gives us all a reason to get out the house If we didn't have it, we'd have nothing. I don't know what we would do.”

“Reminds me of my child's nursery graduation and Christmas shows!”

These excerpts summarise the positive place the Hall has in the community's heart and history.

In addition, locals said:

“Make the hall a creative space that improves people's mental health and wellbeing and makes curious people want to visit.”

“I moved to Bainsford (...) in October 2018, and I was shocked that this hall is not used for sports and wellbeing classes, toddler groups etc. Even things such as Slimming World seem to be popular in halls like this. If the centre ran classes for cooking etc as mentioned in the survey my family would definitely be as involved as we could. It has been difficult to meet people locally and make new friends as there no local groups I have found. Knitting classes etc could be ran from here as well which would attract both young and old people together.”

In 2019 and early 2020 we held two community events that were well attended, showing local residents our plans and canvassing for members. These were well received, and we now have 35 signed up members, 68 on our mailing list, and over 900 people on our Facebook group.

Unfortunately, due to the restrictions and closure of Council buildings during the global pandemic (2020-22), momentum was lost for a while, but we are now building up a community presence again. This can be seen in our plans for the future of the Hall (Section 2 above) and in the marked increase in use in the last nineteen months.

Acknowledging that the community landscape has changed considerably post-pandemic, have put out a request to the community for messages of support in October 2023. This led to an extensive portfolio of support from the community, including local users, groups, elected council members, and members of parliament.

Some excerpts from these letters, and from our Facebook group are given (with permission) below.

“I have used this hall personally several times and regularly attend groups in the Bainsford Hall. The committee have worked so hard to get this hall up and running as a valuable community hub. Well done this has become a vital part of community life. Thank you so much”

“Great Hall well used by the community and run amazing by this wonderful group, my daughter and her friends use this for dancing and my children have attended many of parties and events here! Well done everyone you do a great job 🌟”

“Bainsford Hall has proved to be a much more valuable community resource since the voluntary management group took over running it. We use it for a warm space with has now turned into a craft cafe that runs every week... arrangements are in hand for uniformed youth organisation to use the hall increasing footfall by 100 young people per week.”

"I think it's very important that the community has spaces available for local groups to run. I run a children's tabletop games group and if the Bainsford hall closed down we would have nowhere to run our group. The current management committee are doing a great job keeping the hall available for the community to use."

"My son goes to a kids group at the centre and it would be sad to see it end because the centre closed down. There needs to be halls open in communities as not everyone can travel easily"

"There is little enough things going on in the Langlees and Bainsford area, if the Bainsford Hall closed down it would be a huge blow to the people of this community. I remember when the centre was busy and there was people in it all the time, then it sat barely used until the group took it over. It's great to see people going in and out of the hall again, the current group are doing a great job at returning the hall to a well-used community space."

These excerpts show the potential the local community can see for the future of the Hall, and the need for a centre that is local, accessible, and where everyone is welcome.

We have also enclosed our Community Consultation document, consisting of the survey we carried out with local residents in 2019, and series of letters of support from community stakeholders and local residents in 2024 (see BHCG CAT Document 6 - Bainsford Hall Community Group Community Support 2019 and 2023)

## **Section 6: Funding**

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

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

In addition to the capital investment and social the BHCG bring to Bainsford Community Hall, details of our costings and projected income vs expenditure can be found in BHCG CAT Document 7 - Bainsford Hall Community Group Business Plan July 2024.

To summarise, provided that we are able to carry out the necessary capital upgrades and repairs (Phases 1-4), and install all partners, the Hall will be running at a small monthly profit (£361.86). If we are able to secure a roof repair from the Falkirk Enablement Fund (£56,000), as well as the £72,118 promised from Scottish Power Energy Networks (SPEN) (contingent on the £64,748.40 CARES grant), Renovation Phase 2b will optimise the energy efficiency of the building, and the Hall will be running at a significantly greater monthly profit (£736.86).

## Signature

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

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

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

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

Name

[REDACTED]

Address

[REDACTED]

Date

27.06.24

Position

Chair of BHCG

Signature

[REDACTED]

Name

[REDACTED]

Address

[REDACTED]

Date

27.06.24

Position

Secretary of BHCG

Signature

[REDACTED]

## **Checklist of accompanying documents**

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

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

Title of document attached:

BHCG CAT Document 1 – Bainsford Hall Community Group - Charity Award Letter 2019

BHCG CAT Document 2 – Bainsford Hall Community Group - Constitution March 2021

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

Documents attached:

BHCG CAT Document 4 - Map provided by Falkirk Council June 2023

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

Documents attached:

BHCG CAT Document 5 - Bainsford Hall Community Group and Falkirk Council Management Lease Summer 2023

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

Documents attached:

BHCG CAT Document 7 - Bainsford Hall Community Group Business Plan July 2024

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

Documents attached:

BHCG CAT Document 6 - Bainsford Hall Community Group Community Support 2019 and 2023

### **Section 6 – funding**

Documents attached:

BHCG CAT Document 3 – Representation to Empowerment Fund for repairs