

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

1.1 Name of the CTB making the asset transfer request

Bonnybridge Community Hub

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

Postal address:

Bonnybridge Community Centre
Bridge Street
Bonnybridge

Postcode:

FK4 1AA

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:

Bonnybridge Community Centre
Bridge Street
Bonnybridge

Postcode:

FK4 1AA

Email:

Bonnybridgecommunityhub@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.

- 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 SC053515	X
	Community Benefit Society (BenCom) and its registered number is	
	Unincorporated organisation (no number)	

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

Please note that under The Community Empowerment (Scotland) Act 2015, where a CTB is seeking ownership rather than a lease, the organisation must have at least 20 members. See the Scottish Government's [Guidance for Community Transfer Bodies](#).

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

No ☒

Yes ☐

Please give the title and date of the designation order:

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

No ☐

Yes ☒

If yes what class of bodies does it fall within?

Section 80(1)(b) 'it is a Scottish charitable incorporated organisation the constitution of which includes provision that the organisation must have not fewer than 20 members'.

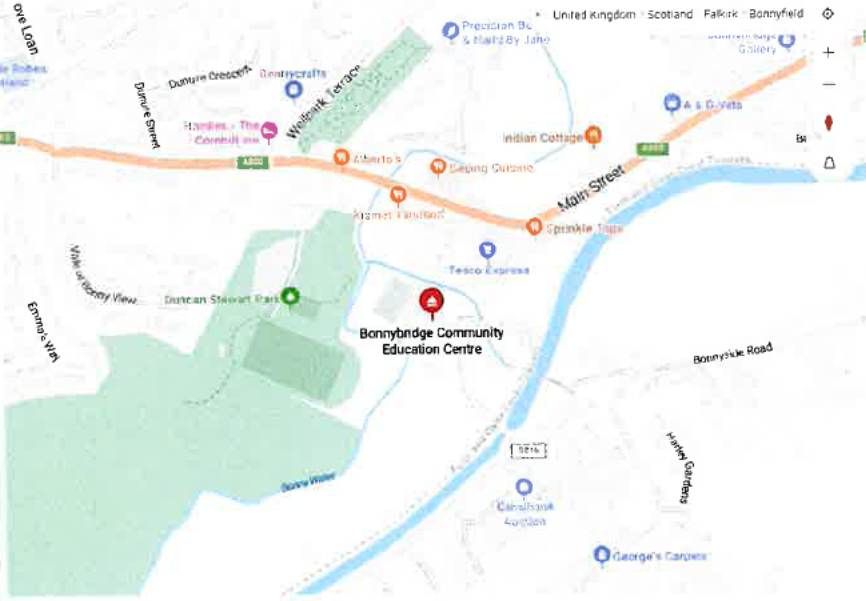
Section 2. Information about the land and rights requested

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.

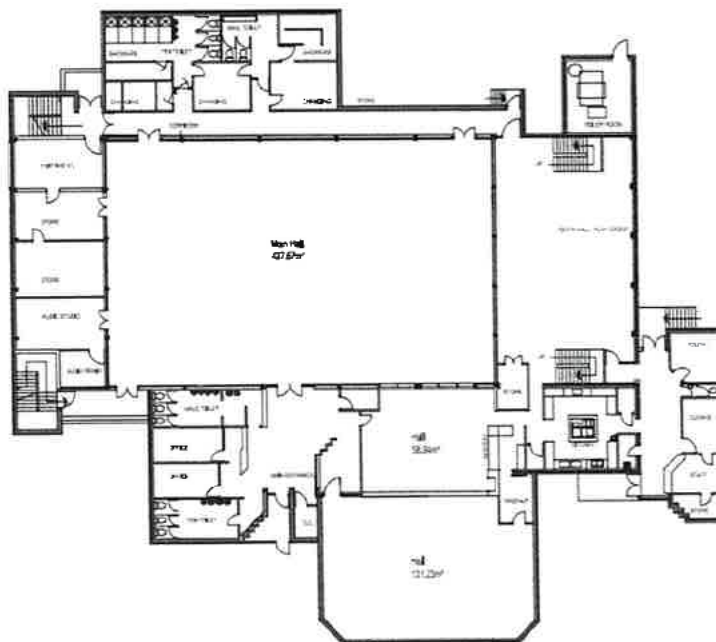
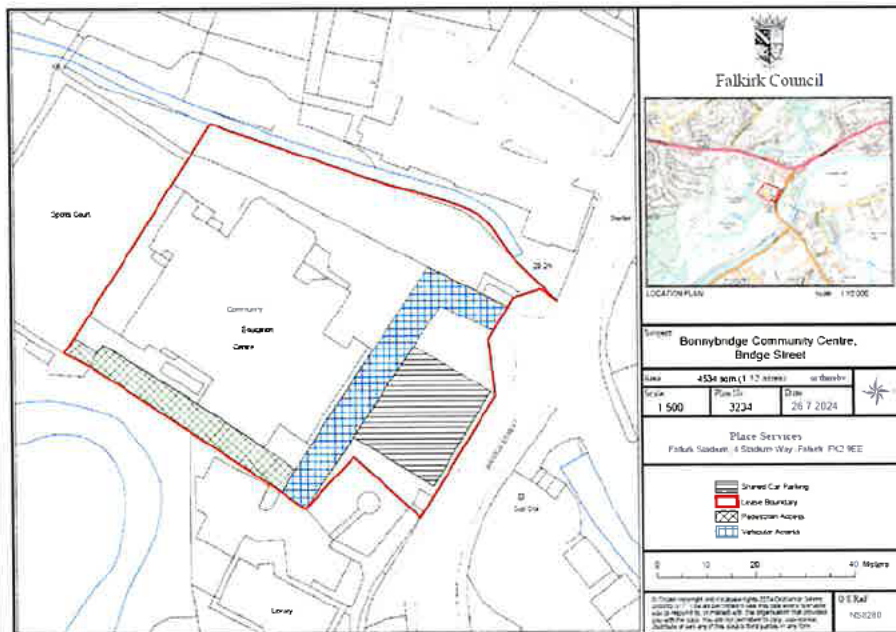
It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must attach a map and give a full description of the boundaries of the area to which your request relates. If you are requesting part of a building,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

Details of Property:



The map shows the Bonnybridge Community Education Centre, a red building icon, located on Main Street in Bonnybridge, Falkirk. The centre is situated between the River Forth to the east and a large green area to the west. A red outline on the map indicates the specific land and building requested. Surrounding areas include Bonnybridge Road, George's Carpark, and various local businesses and landmarks like Tesco Express, Indian Cottage, and Albert's. The map also shows the River Forth and the Bonnybridge Road bridge.

All and whole the building known as Bonnybridge Community Education Centre Falkirk, and the lands as shown below, and bounded as outlined in red.



Address:
 Bonnybridge Community Centre
 Bridge Street
 Bonnybridge

Postcode:
 FK4 1AA

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

UPRN: 136000110

Section 3. Type of request, payment and conditions

3.1 Please tick what type of request is being made:

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

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

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

☐ Request for Ownership

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

Proposed price: £1

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

3B – Request for Lease

What is the length of lease you are requesting?

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

Proposed rent: £ per

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?

Proposed payment: £ per

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

The Car park and access road are shared with library users and therefore common between the council and the Bonnybridge Community Hub, with shared responsibility for repair and maintenance. This is not part of the Community Asset Transfer request and will be negotiated under a separate agreement with interested parties. Other rights that need to be considered are:

Shared Areas

Access Rights

Vehicle Access and Parking

Maintenance Schedule

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.

4.1.1 Objectives of Project

Our key objectives are to offer the people of Bonnybridge and the surrounding areas, a quality service and to build a successful community hub giving it a financially security future.

Improve the health and wellbeing of the local population.

Enhance social opportunities and benefits.

Empower families and the wider community.

Strengthen rural connections to combat social isolation and foster community cohesion.

To help keep Bonnybridge Bonny

Bonnybridge Community Hub: Plan of Action to Support the Community

Bonnybridge Community Hub has developed a comprehensive plan of action to enhance community support through a series of improvements and initiatives. This plan aims to address current needs and lay the foundation for future growth, ensuring the hub continues to serve as a vital resource for all residents.

Current and Future Aims:

Enhance Community Engagement:

Current Actions:

- Host regular community events such as social gatherings, cultural festivals, and family days to foster community spirit and connections.
- Conduct open houses and community meetings to gather feedback and encourage participation.

Future Plans:

- Develop a community engagement strategy that includes regular surveys, focus groups, and feedback sessions to continuously assess and respond

to community needs.

Expand Educational and Training Programs:

Current Actions:

- Offer a variety of workshops and classes on topics such as financial literacy, digital skills, health and wellness, and arts and crafts.
- Provide after-school programs and homework clubs for children and teens.

Future Plans:

- Introduce vocational training and certification programs to improve employment opportunities.
- Expand lifelong learning opportunities for all age groups, including seniors.

Improve Facilities and Infrastructure:

Current Actions:

- Perform essential maintenance and repairs to ensure the safety and functionality of the community centre.
- Upgrade existing facilities, including the kitchen and recreational areas.

Future Plans:

- Enhance accessibility features to ensure inclusivity for all community members, including those with disabilities.
- Expand facilities to accommodate more programs and activities, such as creating dedicated spaces for youth and senior activities.

Promote Health and Wellbeing:

Current Actions:

- Offer fitness classes, sports leagues, and wellness workshops to encourage physical activity.
- Provide mental health support groups and counselling services.

Future Plans:

- Partner with local healthcare providers to offer regular health screenings and preventative health workshops.
- Develop comprehensive wellness programs that address physical, mental, and emotional health.

Increase Financial Sustainability:

Current Actions:

- Implement a modest fee structure for certain programs and facility rentals to cover operational costs while ensuring affordability.
- Organise fundraising events such as charity runs, auctions, and benefit dinners.

Future Plans:

- Apply for grants from government and charitable organisations to secure additional funding.
- Launch donation drives and crowdfunding campaigns to engage the broader community in supporting the hub.
- Explore social enterprises such as a community café and gift shop selling local crafts and products.

Foster Partnerships and Collaborations:**Current Actions:**

- Establish relationships with local businesses, schools, and non-profit organisations to enhance program offerings.
- Collaborate with other community centres to share resources and best practices.

Future Plans:

- Develop long-term partnerships with local businesses for sponsorship and in-kind support.
- Create joint programs and events with partner organizations to leverage shared goals and resources.

Strengthen Volunteer and Staff Engagement:**Current Actions:**

- Recruit and train volunteers to support program delivery and facility maintenance.
- Recognise and celebrate the contributions of volunteers through events and awards.

Future Plans:

- Develop a structured volunteer program with clear roles, regular training sessions, and ongoing support.
- Implement initiatives to retain and motivate volunteers, such as professional development opportunities and leadership roles.

Enhance Marketing and Outreach:

Current Actions:

- Utilise social media, local newspapers, and community bulletin boards to promote hub activities and programs.
- Develop informative and engaging content to keep the community informed and involved.

Future Plans:

- Launch a dedicated website for the Bonnybridge Community Hub with detailed information about programs, events, and services.
- Implement an email newsletter to provide regular updates and highlight community success stories.
- Create a community ambassador program to encourage word-of-mouth promotion and grassroots engagement.

Bonnybridge Community Hub is committed to supporting and enriching the lives of residents through these comprehensive improvements and initiatives. By focusing on enhancing community engagement, expanding educational programs, improving facilities, promoting health and wellbeing, ensuring financial sustainability, fostering partnerships, strengthening volunteer engagement, and enhancing marketing efforts, the hub aims to be a vibrant, inclusive, and sustainable resource for all members of the Bonnybridge community.

We are confident in our ability to effectively manage our building and enhance our community's well-being. The charitable purpose of our group is to provide recreational facilities and organise activities aimed at enriching the lives of those who use them. Operating the hall under community ownership will strengthen community ties, attracting participants from a broader area and facilitating the exchange of information. Members of the hall are exploring diverse activities to encourage social interaction across different age groups, both informally and through structured classes. The local primary schools use the facility to provide after school care for the children from the three schools, allowing parents to continue their working day.

The committee will look to work with the local charity Roots, the local Primary Schools and Nurseries, the Bonnybridge Gala Committee as well as the former Bonnybridge Community Council who have disbanded but have set up a new group to maintain the sunken gardens and the Christmas lights and to help keep Bonnybridge Bonny. Along with any other groups who are interested. The charity trustees will hold regular meetings with all of these groups and communicate with them to ensure our community is well integrated.

The previous group BCEA also meet regularly with our local police officers who let us know if there are any issues in the village. We will be looking for this to continue

If any areas are identified, we will look at other classes that would help with this situation.

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.'

4.1.2 Why there is a need for your Project?

There are no other similar facilities in the Bonnybridge area and the centre needs to remain open in community ownership in order to keep the vital services available to the local community. Through Community Asset Transfer, our group aim to build on the usage and increase the efficiency of the building. We aim to host vital services to the community such as a food larder for those in need, mental health services, classes that improve people's physical health and being a community space that benefits the cohesion of the local community.

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

There is no immediate need to develop or modify the asset to complete our CAT. However, we will look to modify a number of internal rooms to allow for new lettable space which will increase our potential user base within the local community.

We will be looking to continually upgrade the building on an ongoing basis and we aim to bring it up to an appropriate standard over a number of years, concentrating on energy efficiencies and cost-saving initiatives to allow the centre to be economically viable so that it remains in community use.

We/Falkirk Council have applied for funding from Scottish Power Energy Networks from their Transmission Net Zero Fund. Our Project Summary for the Project is below:

This project will support the decarbonisation of a popular community building in Bonnybridge working towards a Community Asset Transfer of the building and support the early stages of the creation of a more environmentally sustainable community campus with the adjacent Library, through improving energy efficiency, installation of zero direct emissions heating and including solar panels to generate some of the electrical demand at the centre.

4.1.4 What activities will take place?

The community hub will offer the following range of services:

- Hire of the Games Hall
- Hire of the Adult Lounge
- Hire of the Adult Lounge Seating Area
- Hire of the Youth Lounge
- Hire of the Kitchen

- Hire of the GP Room
- Hire of the Music Room

Provision of, and hire of, a Conference Room once we have repurposed one of the under utilised rooms.

Roots, a well-known Charity in our local area, will base their food larder service from the Centre and will provide a much-needed service as well as helping to support with the volunteer aspect of the running of the centre.

Our facilities can be rented either individually per space, or in whole. We will offer the following options:

- The space can be hired for parties, events, and fundraisers.
- Meeting rooms are available for corporate meetings and events.
- Separate spaces, such as the meeting room or hall area, can be booked individually.
- The main hall features a basketball court, five a side pitch, netball court and 3 badminton courts.
- Monthly community events, led by a committee, include summer fun days, seasonal discos/dances, Christmas light switch-on events, coffee mornings, prize bingo, and more.
- Fitness classes, and arts & crafts sessions will be offered.
- A wireless internet connection is available for public use and those renting the space.
- Workspaces can be booked for the day, ideal for those who prefer not to work from home or go into the office, with options ranging from hourly to full-day or weekly bookings.
- The facility will generate income through various sources, including grants, donations, space rentals, and contract delivery, to cover operational and maintenance costs.
- The project will be a collaborative effort, involving many members of the community.
- It will offer alternative approaches to service delivery, emphasizing community involvement and partnership.
- The facility will serve as a hub for local partners to collaborate and address important neighbourhood issues.
- The space will cater to walking and cycling groups,
- An environment will be provided for training and development activities.
- Will offer a safe space in case of emergencies and will aim to open and make the building accessible when needed by our community.

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

The centre will be open to the public from 9am to 10pm Monday to Friday and 10am to 9pm on Saturdays and Sundays.

All lets are subject to groups/individuals signing our Let Agreement Form, and abiding by the terms and conditions as listed.

We will operate a membership for use of the facilities at reduced rates based on a monthly fee.

<p>4.1.6 What provision will be provided for people with disabilities?</p> <p>There is disabled access; there is also an accessible toilet in the building; our groups and activities are available to all.</p>
<p>4.1.7 Any other relevant information?</p>

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.

4.2.1. Economic development/income generation

ie. Please include details of any job creation or **volunteering and training** opportunities that will be available as a result of the Asset Transfer. Also details of how your organisation will involve the **local community** and of any incentives that may be available to encourage the local community to use the proposed services.

Our centre provides essential services and spaces that might otherwise be inaccessible due to the financial constraints of our local community. We plan to offer employment opportunities once the asset transfer is complete, in the form of a cleaner, cafe staff, and potentially a centre manager. The centre remaining open and in community ownership, will help to develop the skills and experience of our local community through volunteer places, to build upon an individual's experience and skills capacity, thus supporting our community's future employability.

By offering volunteer positions, the centre will help residents develop new skills and gain valuable work experience. This is crucial in a community where 8% of 16–19-year-olds are not in full-time education, employment, or training. Volunteering can serve as a stepping stone to future employment, enhancing the employability of individuals and contributing to the overall skill level of the community. The centre can support local businesses by providing a venue for markets, workshops, and events. This can stimulate local commerce and provide additional income streams for small business owners. Given that 19% of people in Bonnybridge are income deprived, such initiatives can have a meaningful impact on household incomes.

The community centre can host social enterprises, which reinvest profits back into the community. For example, a community café can generate income while providing affordable food options. This not only supports local economic activity but also addresses issues of food insecurity and affordability. Offering educational and training programs can help bridge the gap for those who are not in full-time education or employment. With school attendance at 74% and only 1% of 17–21-year-olds entering full-time higher education, the centre can play a pivotal role in providing alternative educational opportunities, thus enhancing future employment prospects.

A community centre fosters social cohesion and well-being, which are essential for a thriving economy. By providing a space for community activities and support services, the centre can improve the quality of life for residents, making Bonnybridge a more attractive place to live and work. This can indirectly boost the local economy by attracting new residents and businesses.

4.2.2. 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.

Unfortunately, due to the economic climate and the cost-of-living crisis, there has been a decline in the number of businesses, venues, and amenities in our community. The closing of a vital community building would be hugely damaging to the local area. We have plans to upgrade our space and our garden area, so that it can be enjoyed by our whole community. We plan to continue our community work to contribute to the local regeneration of the area. Our initiatives of hosting outdoor events, supporting local businesses, and advocating for community needs, means that we are actively engaging with our broader community: our community centre helps create a more vibrant, connected, and resilient local area.

We will be upgrading the building with the help of various funders, including Falkirk Council, which will ensure that the building is upgraded and fit for purpose, encouraging regeneration in the local area, as the community engages with the new vibrant and modernised local centre.

The community centre can act as a hub for local economic activity. Again, by hosting markets, fairs, and other events, it can attract visitors and stimulate spending in the area. This is particularly important in Bonnybridge, where 19% of people are income deprived. Increased foot traffic can benefit local businesses, helping them to thrive and potentially encouraging new businesses to set up in the area.

Upgrading the community centre and its garden area can provide much-needed recreational spaces for residents. This can improve the quality of life and make Bonnybridge a more attractive place to live. With 64.2% of the population being of working age, having accessible and well-maintained community spaces can support the well-being and productivity of the workforce.

4.2.3. 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 health of the community, our group aims to help ease the pressure on public and social services, and on other facilities. Our Happy Mondays helps to combat mental health issues in our local area and social isolation. By engaging in regular social activities, our community can reduce stress, improve mood, and gain a sense of purpose. Physical activities at our centre, such as yoga classes, martial arts classes, and dance classes, help maintain physical health and mobility for all those who attend them. Together, these benefits contribute to a healthier, happier, and more connected community. When individuals have access to programmes that support their social, mental, and physical health, they are less likely to require intervention from public services. This proactive approach to community health not only benefits individuals, but also reduces the burden on public resources, allowing them to be allocated more effectively, to areas where they are needed the most.

The community centre can offer programs like "Happy Mondays" to combat mental health issues and social isolation. In Bonnybridge, 33% of people are prescribed drugs for anxiety, depression, or psychosis. Regular social activities can reduce stress, improve mood, and provide a sense of purpose, which can decrease the reliance on medication and mental health services.

Physical activities such as yoga, martial arts, and dance classes can help maintain physical health and mobility. This is particularly important in a community where 19.4% of the population is aged 65 and over. Regular exercise can prevent chronic diseases, improve mobility, and enhance the overall quality of life for older adults.

By improving the overall health of the community, the centre can help ease the pressure on public and social services. Healthier individuals are less likely to require medical interventions, which can reduce the burden on healthcare facilities. This proactive approach allows public resources to be allocated more effectively to areas where they are needed the most.

Offering educational programs on nutrition, mental health, and preventative care can empower residents to take control of their health. With 8% of 16–19-year-olds not in full-time education, employment, or training, these programs can provide valuable knowledge and skills that contribute to long-term health and well-being.

The community centre can collaborate with local health services to provide accessible health screenings, vaccinations, and other essential services. This can be particularly beneficial in ensuring that vulnerable populations receive the care they need.

4.2.4. 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.

The activities and social interactions facilitated at the Bonnybridge Community Hub, will contribute significantly to both the mental and social wellbeing of our community. Our centre provides a safe space for the local community to meet and engage with each other, in a vast range of activities and events.

A vibrant community centre can foster social cohesion by providing a space for residents to come together, share experiences, and support one another. This is crucial in a community where 33% of people are prescribed drugs for anxiety, depression, or psychosis. Social activities and support groups hosted at the centre can help to reduce social isolation and improve mental health.

The centre can host a wide range of social activities and events, from hobby groups to cultural celebrations. These activities foster a sense of community and belonging, which is essential for social well-being. With 64.2% of the population being of working age, these events can also provide a much-needed break from daily stresses and help build social networks.

Offering volunteer opportunities at the centre can enhance social cohesion and provide residents with a sense of purpose. This is particularly important in Bonnybridge, where 14% of people are employment deprived. Volunteering can help individuals develop new skills, gain confidence, and feel more connected to their community.

The community centre can host support groups and services for various needs, such as mental health support, parenting classes, and senior citizen activities. These services can provide essential support to vulnerable populations and improve overall social well-being.

By facilitating intergenerational activities, the centre can bridge the gap between different age groups. This is beneficial in a community where 19.4% of the population is aged 65 and over. Intergenerational activities can foster mutual understanding and respect and provide opportunities for learning and mentorship.

The centre can serve as a hub for community engagement, encouraging residents to participate in local decision-making processes. This can foster a sense of ownership and pride in the community, leading to greater social cohesion and well-being.

4.2.5. 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 plan to continue to work in an environmentally conscious way, and we have plans to engage with funders to make energy efficiency improvements to reduce our carbon footprint on the environment and local community. These improvements contribute to a healthier, more attractive, and more liveable community, benefiting all who live here.

By engaging with funders to make energy efficiency improvements, the community centre can reduce its carbon footprint. This is crucial in a community where 19% of people are income deprived, as energy-efficient buildings can lower operational costs, allowing more funds to be allocated to community programs and services.

The centre can serve as a model for sustainable practices, encouraging residents to adopt similar measures in their homes. Educational workshops on topics such as recycling, composting, and energy conservation can empower the community to make environmentally friendly choices, contributing to a greener Bonnybridge.

By implementing energy-efficient technologies and sustainable practices, the community centre can reduce its environmental impact. This can include installing solar panels, using energy-efficient lighting, and implementing water-saving measures. These initiatives not only benefit the environment but also serve as a demonstration of the community's commitment to sustainability.

The centre can engage the community in environmental initiatives, such as clean-up drives, tree planting events, and recycling programs. These activities can foster a sense of community pride and responsibility, encouraging residents to take an active role in protecting their local environment.

4.2.6. 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**?

Many of our user groups that require the facility to remain open contribute to the reduction of inequalities in the local community.

We host a regular event called Happy Mondays, which is hosted for the community for the benefit of the local community. It is an intergenerational, cradle to grave group, that gives a chance for people from all ages, from all over our community, to come together in a warm place, for food and company to combat rising fuel costs, nourishment and to fight social isolation. We work continually to develop partnerships with local organisations and community groups, which helps to support this aim.

Our proposal also include other organisations who use our Centre as a base for outreach work such as substance misuse support, welfare benefits, CAB, mental health and wellbeing, suicide prevention, community larder (via ROOTS), amongst others. The local food pantry for our community, is operated by ROOTS, to benefit those in need who are able to access a dignified food response service.

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, composed of local individuals and organizations interested in the building's success. General membership is open to all individuals and groups residing or operating within Bonnybridge and the surrounding areas. They may vote on matters to be decided at all Annual General Meetings.

We have engaged with the community on multiple occasions through social media, organised meetings within the centre, emails to parties interested in joining the team as either as a member, volunteer, or as a new Trustee. We have hosted regular meetings with our service user groups to keep them informed of our progress throughout the process, and sought their views and opinions on how their centre could look in the future.

We have spoken to other groups in the community with a view to working together in the future for many different and new activities, such as, providing our kitchen facilities for basic food and hygiene classes, which will increase the capacity of our users and community.

We have hosted a lot of events for the local community over the last year, which has increased the number of lets that we now have, which has resulted in increased revenue for the centre, and increased community access to activities that they would normally have to travel for.

We have taken on board what our community and our users have fed back to us and implemented a lot of these changes prior to our Community Asset Transfer. We have introduced a monthly Indoor Market to help out our local economy and offer a space for our local suppliers and artisans.

We will continue to encourage community engagement and feedback to ensure

the proposal remains community-led and for the benefit of all in the local area.
<p>4.2.8 How will you monitor whether the Asset Transfer is benefiting the community?</p> <p>ie. Will you survey the users / invite feedback / compare user numbers with a baseline etc</p> <p>We will track the success of the hub by increasing overall usage and ensuring the project's economic sustainability. This will be evaluated quarterly during Board of Trustee meetings.</p> <p>Our social impact will be monitored by collecting demographic data on hall users and gathering feedback regarding the health and social benefits they experience, with particular attention to the needs of our rural community</p>
4.2.9 Any other relevant information?

Restrictions on use of the land

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

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

We are unaware of any restrictions on the use or development of the land.

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 do not perceive there to be any negative consequences to our proposals as we are not changing the use of the centre.

There may, however, be the potential for some negative consequences in the future – increase in traffic; increase in the use of the car park. As a result of this we will need to be wary of the entrance and exit of the car park. We will also look to improve the carpark in time and will discuss with Falkirk Council methods to stop people other than the users of the car park parking there.

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

Chairperson:

Our chairperson has experience volunteering in many different roles within our community. As the founder and community engagement leader of the local community page, with over 15,000 members for eight years, they successfully facilitated community involvement by keeping members informed about local events whilst gathering their feedback, to help improve the local community. They have also served as the chairperson of the local gala day for four years, where they organised and hosted large annual community events, and coordinated fundraising activities to support various charities. Their role as a foodbank manager for five years involved operating a foodbank from leased premises, providing essential services to the community, and organising free term-time community events in collaboration with trustees. They also gained valuable experience in customer service by managing reception duties. Furthermore, they engaged with communities by collaborating with other agencies as a community liaison and planned and coordinated entertainment activities for a local warm space as an entertainment coordinator.

Secretary:

Our secretary has over 12 years' experience within the Civil Service in a professional role. They are skilled in report writing, data analytics, networking, negotiation and also a very keen and community minded individual. They have come on board with the rest of the committee and members to help save the centre. They have been involved with the community here for the last 15 years or so; before that in Glasgow and Edinburgh; and earlier still when they lived down south. They have also helped and attended fundraisers for many charity events over the years, as well as serving as secretary for two large sports clubs: one whilst at university, and another one before they came to Scotland to live. They are a family man with three young children that take a lot of his time but are his life. They have been a massive drive to help to keep the centre open, so that the centre can be secured for all the children in Bonnybridge, and be available to them when they reach adulthood.

Vice-Secretary:

With six years of experience in assisting with the management of a charity, including applying for and securing funding, they have developed a comprehensive skill set in the charity sector. As a qualified childcare worker, they have demonstrated expertise in providing high-quality care and education. Their professional experience extends to working in a cash office and banking, where they were responsible for ordering stock and managing financial transactions.

They have also gained valuable experience in providing additional support services, underpinned by extensive training in various areas. This includes Autism Awareness, Introduction to Counselling, Child Protection, Active Sports, Equality, Diversity and Inclusion, Food Hygiene, and GDPR compliance. They hold a D1 Licence and an HNC in Childcare and Education and have completed courses in First Aid at Work and Successful Fundraising. Additionally, they possess a Personal Licence and have practical experience as a carer.

Their diverse qualifications and hands-on experience make them well-equipped to contribute effectively to any role within the charity sector.

Treasurer:

With a distinguished career in finance spanning 33 years at NHS Forth Valley, culminating in the role of Primary Care Accountant, they have demonstrated exceptional financial acumen and leadership. Their extensive experience in managing budgets, financial planning, and reporting has equipped them with the skills necessary to oversee the financial health of a charity.

Upon retirement, they assumed the position of Treasurer for an Older People's Forum, serving diligently for four years. In this role, they were responsible for managing the forum's finances, ensuring compliance with financial regulations, and providing accurate financial reports to the board. This experience has honed their ability to manage charity finances effectively, ensuring transparency and accountability.

Additionally, they volunteered with FDAMH for five years, further showcasing their commitment to community service and their ability to work collaboratively with other volunteers and stakeholders. This role involved supporting various fundraising initiatives and contributing to the overall financial strategy of the organisation.

Currently, they serve as a Trustee with Falkirk U3A, where they are responsible for publicity, including the production of a monthly newsletter, maintaining the organisation's Facebook page, and representing Falkirk U3A at CVS Health & Wellbeing Forums. Their role as a Trustee demonstrates their strategic thinking and ability to manage multiple responsibilities, which are crucial skills for managing a charity.

They also manage a Film Group as part of the U3A's available activities, demonstrating their ability to engage and coordinate community initiatives. This experience highlights their organisational skills and their ability to foster a sense of community, which are essential for the successful management of a charity.

Their diverse qualifications and hands-on experience in financial management, community engagement, and strategic planning make them well-equipped to contribute effectively to the management and success of any charity.

Vice-Treasurer:

With three years of volunteer experience at an elderly centre, they have demonstrated a strong commitment to community service. While raising their children, they co-ran a business for 15 years, showcasing their entrepreneurial skills and ability to manage multiple responsibilities. They pursued further education as a mature student at Stirling University for four years, enhancing their knowledge and skills.

Their professional background includes ten years in banking, where they gained valuable financial expertise. As the treasurer for Greenhill Historical Society for ten years, they managed the organisation's finances with diligence and accuracy. Additionally, they served as the minute secretary at the BCEC for seven years, ensuring precise and comprehensive documentation of meetings.

For five years, they provided dedicated care for an elderly parent, demonstrating their compassion and commitment to supporting others. Throughout this time, they also pursued their passion for genealogy, maintaining a consistent interest in historical research.

Trustee:

With 25 years of experience as Principal Teacher of Home Economics, they have demonstrated exceptional leadership, educational expertise, and the ability to manage complex projects and teams. Their role required them to develop and implement curricula, manage budgets, and ensure the smooth operation of the department, all of which are critical skills for managing a charity.

They also served as Acting Assistant Head Teacher for two years and Acting Adviser in Home Economics for one year, where they provided strategic guidance and support to both staff and students. These roles involved high-level decision-making, problem-solving, and the ability to lead and inspire others, which are essential qualities for a charity manager.

Their experience as Teacher in Residence at BP Grangemouth for one year allowed them to integrate industry experience with educational practice, demonstrating their ability to bridge different sectors and apply best practices from various fields. This adaptability is crucial for managing a charity, where diverse challenges and opportunities often arise.

As a dedicated member of the Central Region Children's Panel for 11 years and a member of the Children's Panel Advisory Committee for three years, they contributed significantly to the welfare and support of children in the community. These roles required a deep understanding of child protection issues, strong advocacy skills, and the ability to work collaboratively with various stakeholders, all of which are vital for a charity focused on community support and development.

Their work as a Research Assistant at Stirling University for 18 months involved conducting detailed research, analysing data, and presenting findings. This experience has equipped them with strong analytical and research skills, which are

important for evaluating the effectiveness of charity programmes and securing funding through evidence-based proposals.

All these positions required a high degree of organisational and communication skills, which they consistently demonstrated throughout their career. Their ability to manage multiple responsibilities, coordinate with various stakeholders, and communicate effectively makes them well-equipped to successfully manage a charity, ensuring its operations run smoothly and its goals are achieved.

Trustee:

With 11 years of experience in childcare, they have developed extensive skills in providing high-quality care and support to children. This experience has equipped them with strong organisational and interpersonal skills, essential for managing a community building where diverse groups and activities need to be coordinated effectively.

Additionally, they have 9 years of volunteer experience with reputable organisations such as Cash for Kids, The Hope Hub, and Roots. Through these roles, they have demonstrated their commitment to community service and charitable work, gaining valuable experience in volunteer coordination, fundraising, and community outreach. These skills are directly transferable to managing a community building, where engaging with the community and organising events are key responsibilities.

As a qualified event planner, they possess the expertise to organise and manage events effectively. This includes planning, coordinating, and executing events, ensuring they run smoothly and meet the needs of the community. Their event planning skills are crucial for managing a community building, where hosting various events and activities is a core function.

Their combined experience in childcare, volunteer work, and event planning demonstrates their ability to manage multiple responsibilities, work collaboratively with diverse groups, and create a welcoming and supportive environment. These qualities are essential for successfully managing a community building, ensuring it operates efficiently and serves the needs of the community effectively.

Trustee:

With 43 years of service as Chairman and 2 years as Vice Chairman of the Bonnybridge Community Association Committee, they have gained extensive experience in chairing meetings, ensuring adherence to proper procedures, and leading community initiatives. This role has equipped them with strong leadership and organisational skills, essential for managing a charity effectively.

For the past 5 years, they have served as Chairman of the Denny Wider Access to Schools programme, which provides further education and leisure activities for individuals aged 16 to over 80 years. This position has involved strategic planning, programme development, and community engagement, demonstrating their ability to manage diverse projects and cater to a wide range of community needs.

Over the past 45 years, they have been involved in the administration of the

Bonnybridge Model Railway Club, gaining experience in committee meetings, organising the annual model railway show in Bonnybridge, and coordinating transport to other shows throughout Scotland and England. This experience highlights their event planning and logistical coordination skills, which are crucial for organising events and activities.

They have been a member of the Kirk Session of Bonnybridge St Helen's Parish Church for 45 years, with 40 years spent as the Clerk to the Kirk Session. In this role, they ensured accurate documentation and effective communication within the church, showcasing their attention to detail and administrative capabilities.

Additionally, they have organised and run a local camera club, arranging outings to various centres within central Scotland for photographic opportunities. This demonstrates their ability to engage and motivate community members, fostering a sense of community and participation.

During their professional career with Central Scotland Police, they served in all ranks up to Chief Inspector. In this capacity, they were responsible for attending meetings with external bodies, compiling reports, organising manpower for large events, and supervising and checking the work of others. This extensive experience in leadership, coordination, and oversight is directly transferable to managing a charity and community building, where similar skills are required to ensure effective operations and successful outcomes.

They hold a current First Aid Certificate and have completed courses on Child Protection and GDPR, which they are currently updating. They also hold a Health and Hygiene Certificate. These qualifications demonstrate their commitment to maintaining high standards of safety and compliance, which are essential for any charity.

With these extensive qualifications and experiences, they are well-equipped to benefit the Bonnybridge Community Hub. Their proven track record in leadership, community engagement, event planning, and administrative management makes them an ideal member of the board.

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

We intend to instruct a solicitor to negotiate a lease agreement with Falkirk Council. We intend to instruct a number of surveyors, architects, etc, as the need arises.

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

A number of our Trustees, currently manage the running of the centre, the booking of lets, and the opening and closing of the hall (as the Bonnybridge Community Centre Management Committee).

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?

As a Board, we will ensure compliance, ethical behaviour, and accountability. We are able to identify and address issues promptly. By careful financial management, we will manage financial resources, ensuring long-term stability.

The centre will be managed, and staffed, by a dedicated group of volunteers. A number of our Trustees, already successfully manage the running of the centre, the booking of lets, and the opening and closing of the hall (as the Bonnybridge Community Centre Management Committee).

The centre will be open when lets are required.

In general, these are between the times of 9am to 10pm, 7 days a week.

The centre will be closed over the 2 weeks at Christmas. However, the centre will be open to allow for ad-hoc bookings during this period.

We will look to implement an online booking system to allow user groups to book our various rooms with ease, allowing for a streamlined and efficient process for al.

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

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.

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.

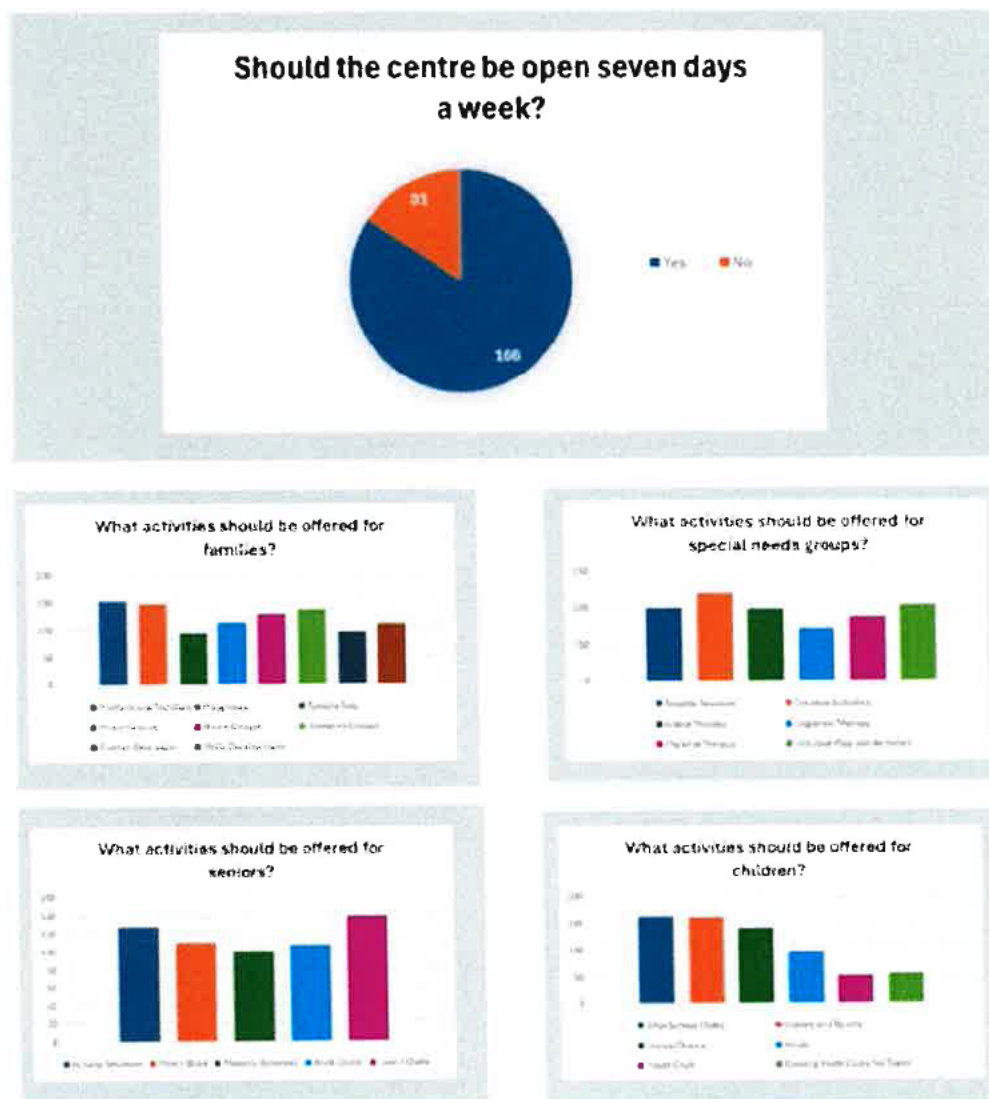
We have engaged with the community on multiple occasions through social media, organised meetings within the centre, emails to parties interested in joining the team as either as a member, volunteer, or as a new Trustee. We have hosted regular meetings with our service user groups to keep them informed of our progress

throughout the process, and sought their views and opinions on how their centre could look in the future.

We have spoken to other groups in the community with a view to working together in the future for many different and new activities, such as, providing our kitchen facilities for basic food and hygiene classes, which will increase the capacity of our users and community.

We have hosted a lot of events for the local community over the last year, which has increased the number of lets that we now have, which has resulted in increased revenue for the centre, and increased community access to activities that they would normally have to travel for.

We have taken on board what our community and our users have fed back to us and implemented a lot of these changes prior to our Community Asset Transfer. We have introduced a monthly Indoor Market to help out our local economy and offer a space for our local suppliers and artisans.





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

We have attended CVS Falkirk & District's Community Ownership Group meetings which has put us in contact with other community groups going through the Community Asset Transfer process.

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

We have included evidence of community support, surveys, impact statements in our appendices.

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

Section 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 recognise our organisation's requirements as a registered SCIO. We will continue to submit audited accounts yearly to OSCR. Our finances are presented and scrutinised at every board meeting. We will follow OSCR's [Guidance and Good Practice for Charity Trustees \(oscr.org.uk\)](https://www.oscr.org.uk/guidance/guidance-and-good-practice-for-charity-trustees) to ensure we manage our finances correctly.

We have set rates for each of our spaces available to let and will review these yearly at our AGM.

We have already increased the revenue of the centre in the last 12 weeks, and we have lets secured at weekends going forward as well as plans for more to come. Birthday parties as well as one of events such as markets and race nights, dance nights will be looking to increase the centre usage more as well as to increase our revenue.

Section 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.

We recognise we will be required to instruct a solicitor to review and negotiate the terms of our purchase, conclude missives, and conduct the conveyance. We have secured funding to upgrade the building and will continue to seek further funding in the future.

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.

Product/ Service	Selling Price £ per hour
Main Hall/Games Hall Rental	£35 NON-MEMBERS/COMMERCIAL £18 MEMBERS
Adult Lounge/Social Lounge	£26 NON-MEMBERS/COMMERCIAL £13 MEMBERS
Youth Lounge	£16 NON-MEMBERS/SOCIAL £8 NON-MEMBERS
Kitchen	£20 COMMERCIAL/NON-MEMBERS £10 MEMBERS
Music Room	£20 COMMERCIAL/NON-MEMBERS £10 MEMBERS
Adult Lounge Seating Area	£10 COMMERCIAL/NON-MEMBERS £5 MEMBERS
GP Rooms	£15 NON-MEMBERS/COMMERCIAL £8 MEMBERS
Conference Room	TBC once created

Volunteering Hours	Rate	Hours	Year 1	Year 2-3	Year 4-5
Board of Trustees	£40	702	£28,080	Y2 £29,063 Y3 £30,080	Y4 £31,133 Y5 £32,222
Volunteers	£12	5,500	£66,000	Y2 £68,310 Y3 70,701	Y4 £73,175 Y5 £75,737
	Total	6202	£94,080	£198,154	£212,267

Our volunteer contributions can be seen in the table above.

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

We have been awarded funding from the SPEN.

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.

The National Lottery Awards for All

Community Empowerment Capital Equipment Grant

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

As a registered SCIO we have access to overdraft and borrowing facilities with our bank.

Our voluntary contributions is evidenced in the table below. General duties can include redecorating and other maintenance duties.

Volunteering Hours	Rate	Hours	Year 1	Year 2-3	Year 4-5
Board of Trustees	£40	702	£28,080	Y2 £29,063 Y3 £30,080	Y4 £31,133 Y5 £32,222
Volunteers	£12	5,500	£66,000	Y2 £68,310 Y3 70,701	Y4 £73,175 Y5 £75,737
	Total	6202	£94,080	£198,154	£212,267

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.

Many of those on our board have a proven track record of receiving funding and this experience will be valuable to us moving forward.

Section 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		
Item	Estimate Provided By	Amount not more than (including VAT)
New Roof	Awaiting Estimate	£196,000
New Heating System	Awaiting Estimate	£95,000
New Toilets	Awaiting Estimate	£21,000
Light Replacement	Awaiting Estimate	£17,500
Energy Efficiency Works	Awaiting Estimate	£120,000
Total including VAT		£449,500

Checklist of accompanying documents

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

- ☐ Section 1 – You must attach your organisation's constitution, articles of association or registered rules
- ☐ Section 2 – Any maps, drawings or description of the land requested
- ☐ Section 3 – Note of any terms and conditions that are to apply to the request
- ☐ Section 4 – Any additional evidence regarding your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation's capacity to deliver.
- ☐ Section 5 – Evidence of community support
- ☐ Section 6 – Financial – Copies of accounts, forecasts, etc
- ☐ Section 7 – Funding – Copy of Business Case etc
- ☐ Section 8 – Enablement Fund – copies of estimates

Declaration

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

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

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

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

Name

Address

Date

25/09/2024

Position

SECRETARY

Signature

Name

Address

Date

25/09/2024

Position

CHAIR PERSON

Signature