

**COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015**

**ASSET TRANSFER REQUEST FORM**

**North Lanarkshire Council**

**This Community Asset Transfer request form must be completed to make a formal request. This 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. The council may also provide additional guidance on scheme.**

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

**When completed, this form and supporting documentation should be sent to [communitymatters@northlan.gov.uk](mailto:communitymatters@northlan.gov.uk)**

**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

Chapelhall Community Development Group
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1.2 CTB address. This should be the registered address if you have one.

Postal address: [REDACTED]
Postcode: [REDACTED]

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

Contact name: [REDACTED]
Postal address: [REDACTED]
Postcode: [REDACTED]
Email: [REDACTED]
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 the relevant authority to stop sending correspondence by email, or change the email address, by telling them at any time, as long as 5 working days' notice is given.

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

	Company, and its company number is .....	
x	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is .....	SCO53176
	Community Benefit Society (BenCom), and its registered number is .....	
	Unincorporated organisation (no number)	

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

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

No

Yes

Please give the title and date of the designation order:

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

No

Yes

If yes what class of bodies does it fall within?

**Information about the land and rights requested**

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

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

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

Land formerly housing the Chapelhall Senior Citizens Centre at Lauchope Street, Chapelhall ML6 8SW. We enclose boundary drawings and aerial view of the site.

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

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

UPRN: LAN177113

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

2.1 Please tick what type of request is being made:

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

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

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

### **3A – Request for ownership**

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

Proposed price: £ 25,000

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

**3B – request for lease**

What is the length of lease you are requesting?

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

Proposed rent: £ n/a per
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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?

n/a
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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: £ n/a per
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Please attach a note setting out any other terms and conditions you wish to apply to the request.

**Section 3: Community Proposal**

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

Chapelhall is one of the largest villages in Scotland and like many other villages suffers from lack of amenities borne out of the shortfall in Local Council funds exacerbated by the onset of the Pandemic. As a result of the latter a lot of our residents are suffering from solitude and fuel/food poverty as well as a decline in mental wellbeing. As a group, Chapelhall Community Development Group (CCDG) was formed from various other community groups to provide activities and events designed to improve the social fabric of the village. We have recently entered into a Partnership Agreement with our local Library to use the facility out of hours to run community events and classes to inform, educate and stimulate our villagers. We intend to build up the events and classes within the community to such a degree that when we acquire the aforementioned land we can build a community Hub on it to incorporate and expand the activities built up within our temporary library home. The plan is to erect a two storey modular building on the site thus creating a community Hub which will operate as a drop in centre as well as a custom made space for all types and sizes of activities. This centre will be open to all villagers as a social meeting place and a facility for all ages to enjoy social interaction, such as a youth club, seniors activity centre, citizens advice, arts and crafts and all types of classes and activities designed to increase the wellbeing of the village. We will also use the Hub to organise external events such as a Xmas Fayre, Gala Day, fun Day etc. We have a full business plan which will accompany this request which will outline in great detail our extensive plans for the operation of this proposed Hub.

**Benefits of the proposal**

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

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

The major benefit of this proposed facility will be to give the residents of Chapelhall a drop in centre to congregate and enjoy a hot drink and snack which will help with food poverty and increase mental wellbeing as well as combat loneliness.

Our youth will enjoy access to their own youth club which will give them a meeting place and where our community police can hold talks to engage with them and teach them the merits of good citizenship.

We will hold sessions with Citizens Advice to assist people with their rights and form filling particularly for the elderly less computer literate residents.

We will hold toddler classes to accommodate our young families as a precursor to nursery school.

We will allow local charity partners to use the facility to benefit all areas of the community and specifically to those residents in need of the assistance these charities and community groups provide.

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

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

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

As of today we are not aware of any restrictions of use or development of the land. Once NLC Planning Department inform us of the conditions of building we will comply totally with their requests and our structure and design can be modified to meet all potential planning requirements.

**Negative consequences**

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

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

We do not see anything but positive consequences. Our proposals and plans will improve Chapelhall and the local environment. We are not competing with any other facility and we can work with all providers of letting space etc to ensure no other trader or facility suffers as a consequence of our Hub. We are confident that our Hub will improve local and external footfall which will enhance the customer base for all traders and facilities in the village.

**Capacity to deliver**

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

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

We have a committee of over 20 individuals and a core executive committee made up of a Treasurer who is a qualified Chartered Accountant with 40 years experience of funding applications and running a business as well as advising business on how to operate finances efficiently.

Our Chairman has been head of our local residence group for many years. He has significant experience in liaising with NLC employees and councillors fighting for improvement of services for our community.

Our Deputy Chairwoman is a long serving government official whose specific speciality is working with the youth of the region.

Our Secretary works for a government body working to assist the elderly to meet the demands of everyday living.

Our events coordinator has a proven track record in planning and organising events like Xmas Fayre, Drive in Movie, Fun Days and Pumpkin Picking. These events were done either prior to formation of CCDG or as part of Chapelhall Resilience Project which evolved during Covid. She also coordinated our social media platform and will be in charge of the CCDG website which is in the process of being constructed.

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

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

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

We have a number of Community Engagement questionnaires which we undertook as part of the response to our Fun Day as well as a Survey Monkey survey put out online.

The results of the above are included in the body of our business plan and as an attachment to that plan. The overall general response has been excellent with most people confirming support for the Hub and confirming the types of events and activities they would like to see in the facility.



Every event we have run has been well attended and praised highly showing the community's desire for such events. Our Xmas Fayre drew a crowd of over 500 and once we can inform and communicate in a better fashion via the website we see participation growing exponentially.

We have recently put out a media announcement seeking demand for a Gala Day this year and the response to date has been phenomenal.

**Section 5: Funding**

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

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

We are awaiting confirmation that we have been accepted onto Stage 2 of an application for funding from The Scottish Land Fund.

We have included a large section within our business plan outlining both capital and revenue costs as well as potential income generation sources including grant funding.

We will be using our plan to engender support from the funding community and will firm up on actual costs (not indicative costs) for the structure which will be determined by the scope allowed by the planning department.

**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 15 January 2025

Position Treasurer

Signature [Redacted]

Name [Redacted]

Address [Redacted]

Date 15 January 2025

Position social media and events coordinator

Signature



### **Checklist of accompanying documents**

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

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

Title of document attached: Constitution

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

Documents attached: Documents showing site layout and photographs

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

Documents attached: None

#### **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: Full business plan

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

Documents attached: Survey answers from Fun day and Survey Monkey

#### **Section 6 – funding**

Documents attached: Full funding and financial review attached with business plan