

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

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

Deaf Services Lanarkshire (DSL)

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

Postal address:

Postcode:

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

Contact name:

Postal address:

Postcode:

Email:

Telephone:

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 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	SCO43457
	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 X

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 X

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.

Shawhead Community Centre
14 Berwick Street
COATBRIDGE
ML5 4NH

Grid Reference: 55.84562, -4.02170

Full building and fenced grass area to rear, and car park to the side of building.

Further request to obtain the remaining grass area to rear of property (behind rear fenced area) and behind the car park up to lighting boundary (not including adopting of the street lighting).

This would allow provision should we wish/need to upgrade/extend the current car parking facilities.

We would like to discuss parking requirements for the community centre due to Community Engagement concerns raised.

** See attached Plan Documents with requested additional area for parking requirements – alleviating community concerns.*

Discussion re parking area extension/development and grounds surrounding the centre and parking area, to be carried out by NLC prior to purchase

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: R2890511

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: £20,000.00

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

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?

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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: £ 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

Deaf Services Lanarkshire currently operate from rented premises at the Fountain Business Centre, Ellis Street, Coatbridge, North Lanarkshire. This organisation has gone from strength to strength and is offering a great range of much-needed services across Lanarkshire. These services have proved to be in high demand. As a result of the popularity and demand for these services, they have now outgrown their current premises, so really need a new operating space. This would also offer the opportunity for growth and expansion of services, enabling them to increase the number of service users and income.

The set-up of their current premises and the lack of natural daylight, make it very restrictive and limits the services they can offer. Deaf Services Lanarkshire has identified the Shawhead Community Centre in Coatbridge as ideal operating premises. Since becoming a SCIO in 2012 Deaf Services Lanarkshire has experienced high demand for all its services and is currently looking forward to developing and implementing a broader range of enterprising initiatives, but having access to new premises is vital for this progress.

Deaf Services Lanarkshire is an SQA approved centre, and all the Sign Language tutors and internal verifiers have recognised qualifications, so the service standard is very high.

Deaf Services Lanarkshire offer these services:

The Drop-in Centre - provides a supportive environment to help those who are deaf and hard-of hearing and supports service-users with a broad range of requirements and issues. These include supporting with translation of information and letters into British Sign Language (BSL), making telephone calls, supporting with benefit and form filling and allocation of interpreters if necessary. We liaise with Local Authorities and the NHS to assist their service delivery to the Deaf Community.

The Interpreting Agency – is Registered with the Scottish Register of Language Professionals for the Deaf Community ([SRLPDC – Scottish Register of Language Professionals with the Deaf Community, SRLPDC \(thescottishregister.co.uk\)](http://thescottishregister.co.uk)), Deaf Services Lanarkshire only use qualified interpreters or those with recognised training. They charge for their Sign Language Interpreting Service; however, they continue to provide a free Interpreting service for funerals, weddings and christenings for the Lanarkshire Deaf Community.

Social Space – a social space for groups including – Women's Craft Group; Women's Bingo Group; Gentle Exercise/Massage; Men's Domino Group; and Coatbridge Deaf Club. This is significant to supporting the social and mental health of the deaf community, helping to ease isolation. They also assist the Lanarkshire Hearing Loss Network

Deaf Awareness/BSL Training - to provide the local community with a wider understanding of the barriers and issues faced by deaf people in their daily lives as well as certificated courses in BSL.

Potential use for the building

* DSL are really keen to work with/support the current individuals and groups who use the Shawhead premises, whilst ensuring the quality of services for each group is not compromised. This includes general events which take place in the centre which include mother and toddler groups, keep fit classes, music classes, dance classes, stroke survivors group, carpet bowling, union meetings and Councillor surgeries. Bannan Fitness Club offer boxercise, clubbercise, glow box and a session for people with additional support needs.

* There is great potential to rent the larger hall out for events, such as weddings, celebratory parties, discos, community gatherings etc. All options will be considered to generate income for the centre, which would be reinvested to support the deaf community and the community of Shawhead.

* The smaller hall has excellent potential to be used for social activity groups such as craft classes, seminars and meetings.

* The catering standard of kitchen provides fantastic opportunities for us to offer a range of services for events, parties for all ages, community gatherings and to cater for bookings within the centre.

* The stage opens-up new opportunities for Deaf Services Lanarkshire to rent the space out, for ticketed performances to be held or can be changed/adapted to be better utilised in day-to-day service delivery.

Community Engagement

Deaf Services Lanarkshire have undertaken community engagement work in the Summer of 2024, by enlisting the support of Community Enterprise in Livingston to get feedback from the Local Shawhead Community of our proposals to acquire the Community Centre for the use of Deaf Services Lanarkshire and provide a Social space for the local community and beyond - **Please see Report in appendices**. A further Community Engagement was done in December 2024, obtaining more responses and responses from those who currently use both Shawhead and DSL Services as well as members of the local community and some statutory services within NLC.

Further engagement has been carried out directly with the Deaf community – informing them of plans to find an appropriate CAT building within the right location taking into consideration the needs of the Deaf Community. Considerations were given to public transport, current facilities and potential for growth of the Deaf Community, Services we provide and an appropriate size of space to continue and accommodate their needs. This included working with the Board of DSL, the Deaf Community, engaged in visiting various Centres and bringing their views and concerns. This including a membership, change of constitution to a 2-tier SCIO. Included the Deaf Community were shown visuals on the Centre and all communication was presented in their first language of BSL, as well as updates to the process of CAT.

Contact and support is already given and received to DSL by Fulton MacGregor MSP and Councillor Duffy (within his Motherwell surgeries) as well as further support and letters of support have been sought from Local Councillors for Ward 11.

The responses have provided an important range of aspects to consider:

If the Community Asset Transfer is approved;

It will be vital for this organisation to have a smooth transition by ensuring all clubs that currently use the centre, having minimal disruption.

It will be important to spread activities out across the week to help keep any parking issues to a minimum. The car park is small and ground is uneven and needs some investment.

Context for the Request:

Due to it's size and location, close to the 201 bus route, and the facilities and space, on offer, DSL feel that Shawhead Community Centre would be ideal for the continuation and development of its services.

As it has 2 large social spaces, they would be able to accommodate larger social events for the community as a whole as well as its Deaf Service Users. In addition, the high ceilings and natural light would be more beneficial in aiding communication in BSL and the working environment for the staff and those who use the centre.

DSL would be able to accommodate the current users of the centre, whilst maximising its use for their own services, allowing community access over a 7-day period from 9am to 9pm most days.

Reasons for the Request:

DSL are seeking new premises since they are outgrowing their current premises. The premises are also rented and are less than ideal for our purposes, there is very little natural light and the landlord seems reluctant to invest any significant outlay to enhance the premises.

The deaf community in Lanarkshire are seeking a larger and more accessible space for their social groups and feel that this transfer would address a number of their concerns for the future.

The current dedicated spaces for social, educational and support activities are not ideal for the Deaf community as there are pillars, blocking lines of sight which are important for communication with a deaf person and the lack of light makes social interactions difficult. The current users of the centre would have continued access to the centre as they currently do, sharing and maximising use of the entire centre more regularly.

DSL are concerned that if an appropriate venue are not found that DSL would need to move out of our established community should appropriate premises not be found. The Deaf Community are keen to move asap as larger venues they are using for some of their events are closing and they may have no where to host them in long term.

Enhancing Service Delivery:

Acquiring Shawhead Community Centre would enable DSL to enhance and expand its current services, reaching more people within the deaf community. There is more social space available and by providing a working kitchen there is potential for employment or educational sessions for the service users. The outdoor space provides potential for a community garden project.

Furthermore, DSL would become more visible in the community and would be able to provide other services as requested by the current users and the community.

Preserving a Community Asset:

Currently, Shawhead Community Centre's future is at risk due to Council cutbacks and financial pressures. It is underused, facing potential closure and experiencing deterioration. DSL would ensure the Centre's longevity for years to come, by completing any necessary immediate upgrades and creating and updating a maintenance plan. They would also run DSL's current services in conjunction with the current users of the centre to maintain, local relations and opportunities for the entire Shawhead Community, potentially offering additional times/days for further development of other groups/services.

3. How the Building Will Be Used:

Service Provision:

As mentioned previously, in the main, during the day, the Centre will be run for the services of Deaf Services Lanarkshire, providing Interpretation and Translation Services, Drop-in Service, Social Groups and all current services. The other current groups who use the centre, we would like to accommodate their current agreements/time slots where possible (if through the day) and like to continue with positive relationships with the local community.

The Centre would be available in the evenings/weekends on request, should demand for this arise.

We would provide:

Educational Programmes: Regular classes in British Sign Language and literacy for deaf individuals and their families or the local community who are interested in learning sign language. We also offer in-house Deaf Awareness sessions.

Support Services: Counselling, advocacy and support services aimed at improving the mental health and well-being of the deaf community.

Community Hub: A space for social gatherings, cultural events and peer support groups, fostering a sense of community and inclusion, with the potential to join other groups who use the centre with those in the deaf community.

Community Engagement: By including the local community in offering available space for local events and potentially including hearing individuals who wish to learn BSL or participate in deaf awareness training, this could help promote integration and understanding between

deaf and hearing communities. We would hope by DSL's presence at Shawhead Community Centre, this would further, positive experiences of the local community and its local Deaf Community, raising Deaf awareness and enhancing connections and relationships between both communities further and increasing accessibility opportunities within the local community.

Partnerships and Collaboration: We have many connections with other organisations including, NL Council, VANL, Coatbridge Consortium, other 3rd sector organisations and local connections with another Deaf Service where we would have the space to deliver joint initiatives from Shawhead Community Centre, maximising the building's impact.

As we are also open at weekends the potential for more use by the current groups and local community would be a massive plus to the area since the Centre is currently only accessible term-time, we could guarantee access for 50 weeks per year. (DSL currently only officially closed over the festive period of Christmas and New Year and through the day on public holidays (but again the centre would still be made accessible to groups and classes if requested and this could be accommodated).

4. Sustainability and Long-Term Vision:

Financial Viability: As mentioned, DSL is already a financially stable charitable organisation, generating its own income from its Translation and Interpretation Service, Its Training Centre for BSL classes and Deaf Awareness. DSL has been established since 2011 and has grown year, on year in providing services to the Deaf Community and Local either public and private sector organisations with their expertise. The demand for our service can and will only increase due to the recent BSL Act, the Scottish Governments BSL plan, and local council plans. We support the whole of Lanarkshire and if necessary, beyond e.g. we have a contract to provide BSL interpreters to the NHS in Lanarkshire and Greater Glasgow and Clyde.

We provide other services, but a main one, out Drop-in, advocacy and benefit/pension support is also very busy and this is maintained through Grants from North Lanarkshire Council (NLC) – effectively NLC provide us with this grant in order to support their obligations to the Deaf Community and have sought a specialist provision, which otherwise they could not provide within the Council.

DSL currently pays all requirements for running a business, including, insurance, utilities, rent (which would be reinvested into the new Centre of Shawhead, maintenance and upkeep of our offices as well as H&S obligations for Fire, Security of the building), which we would look to replicate if we owned Shawhead.

We would continue to rent out the social spaces to the current groups and others (dependent on agreed pricing structures and terms and conditions) and we would look to hire our for larger events such as weddings, parties etc within the deaf and local community, or we would host fundraising events.

We would continue to apply for grants to continue or develop new services, such as gardening, catering facilities, literacy classes, befriending and future employment.

The Lanarkshire Hard of Hearing Network and Coatbridge Deaf Club would also continue to run from our centre,

Building Improvements:

There are a large list of requirements within our recent Condition Survey of Shawhead Community Centre which DSL would agree to address as well as general maintenance and annual upkeep (painting/repairs) (See Valuation and Condition Survey)

We potentially may consider a full new roof and improvements to the external building, its appearance and position within the landscape of Shawhead and make it more appealing to the local community. We would also like to improve the external access areas surrounding it, with the potential for a community garden or green space for development i.e growing our own food which could then be sold within our catering facilities – enhancing the skills and experience of the deaf community and offering further employment opportunities.

We would initially use the building as it is designed with slight modifications to offer more office space as well as improving the internal working environment and refresh the building throughout with general maintenance, repair and scheduled works fitting around the needs of the local community, access and the service provision of DSL.

Our improvements will enhance the building's functionality and accessibility, perhaps focusing on longer-term efficiencies and further development or extension at a later stage if necessary to meet demands.

We may also consider an extension to the current car parking facilities which will alleviate some local concern regarding increased traffic.

Monitoring and Evaluation:

Over time within Shawhead it would be within our plans to advertise the space available in the halls and also gain community feedback on what they would like to see within the Centre to meet their needs.

We would continue to gain feedback on services via our online social media profiles and send our regular survey monkeys and/or polls on our website. We would also provide any necessary feedback to NLC in relation to the diversification of our services and hope to gain any insight into the local communities' engagement with our services.

We would ensure community needs are met through open days and community engagement through Residents Associations and local community groups.

5. Conclusion:

Summary of Benefits:

Social

DSL's service provision meets the social needs of the Deaf Community, and it would continue to provide a welcome social space for Deaf Groups. It would also provide a well maintained social space for the Shawhead community and current local groups.

This social space and access to services we provide, assist the Deaf Community to receive support and guidance in their first language. It also provides them with a safe space to have their social groups.

Our Drop-in provides access to information and support linked to benefits and access to employment and other items such as Pensions, ATW and information session linked to local topics, such as health promotion, access, financial support and furthermore again provide confidence and empowerment to the community, again, reducing isolation and issues linked to mental health. We also have a monthly Drop-in Session working with the NLC's Tackling Poverty Team.

Economic Benefits

DSL would make more efficient use of the centre, it would be open longer and more often, increasing opportunity and accessibility for community use. DSL may be able to offer further training and employment opportunities.

Environmental benefits:

By DSL making efficient changes to the building where necessary, ie roof, external spaces and overall fixtures and fittings we can provide and maintain a high standard of provision for the community. With our plans for general maintenance and upkeep, and regular use, we are increasing the overall security of the building as it will be manned by DSL staff or security/caretaker personnel the majority of the year.

This will contribute to the preservation of a historic building within the Shawhead Area for years to come and will increase its usage to 50wks per year (including weekends), rather than it being term-time and only operational when there are bookings in situ.

Deaf Services Lanarkshire are committed to using Shawhead Community Centre to improve the lives of deaf individuals in Lanarkshire and to contributing positively to the wider Shawhead community.

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.

1. Enhanced Services for the Deaf Community

Several of DSL's planned activities meet the North Lanarkshire Council's Strategic Plans, listed below:

1. Improve economic opportunities and outcomes.
2. Support all children and young people to realise their full potential.

3. Improve the health and wellbeing of our communities.
4. Enhance participation, capacity and empowerment across our communities.
5. Improve North Lanarkshire's resource base.

Source: [The Plan for North Lanarkshire](#)

Tailored Programmes:

Deaf Services Lanarkshire could develop and deliver a broader range of programmes specifically designed for the Deaf community, addressing their unique needs. In line with North Lanarkshire Council's Strategic Plan, Deaf Services Lanarkshire provide courses for specialist learning skills in sign language, broadening career opportunities:

"All young people in North Lanarkshire can achieve their full potential. They have the tools to make their way in life through quality, exciting, and challenging learning. That means improving attainment and closing the poverty-related attainment gap. Learners of all ages have the skills to take advantage of the employment opportunities our growing economy brings. We have a flexible, resilient and skilled workforce for the future. Everyone has access to quality learning and teaching."

We provide training as mentioned about, but we also provide access to all forms of information in a Deaf persons first language of BSL – this is regardless of age. By developing our services with the potential development of green space, training and education in literacy and skills for work (linked to Befriending, Catering and Support) our Service users would benefit from experience and knowledge in general safety, such as Food Hygiene, First Aid, Moving and Handling, and Health and Safety. Providing access to Employment for the Deaf Community.

Our current befrienders and course Tutors or profoundly deaf and all employees have links and knowledge of the Deaf Community

Dedicated Space: Having permanent, dedicated premises with more areas to work in, will allow the organisation to expand its services, offering more frequent and varied activities, reaching more of the Deaf community. This will benefit the Deaf Community by improving their mental health and well-being. This in turn provides DSL with increased dedicated space to develop our service provision, enhance participation, capacity and empowerment of the community.

Access:

The location is close to motorway access, has parking at the premises for up to 15 cars, close access to public transport links and wheelchair access, so this facility would be a great option for all service users.

2. Increased Community Engagement

Local Hub:

The Shawhead Centre serves as a hub for the local community, catering for a range of interests and providing a space where people from different backgrounds can come together. Deaf Services Lanarkshire are keen to ensure a smooth transition process so all these groups can blend together more, which will support community engagement and ensure that all deaf and hard of hearing individuals throughout the community, can access a range of support and help them feel very much part of their community.

Awareness and Education: The centre could be used to educate the broader community about deaf culture and communication, promoting understanding and reducing barriers. Some of the community engagement feedback highlighted a desire for sign language to be taught, to help them with their job.

3. Sustainability and Growth

Financial Stability:

By owning the centre, Deaf Services Lanarkshire would have greater control over costs, reducing overheads like rent and allowing for more sustainable long-term planning.

Investment Opportunities:

Ownership might enable the organisation to apply for grants and funding opportunities that are only available to property owners, facilitating further growth and development.

4. Social and Economic Impact

Job Creation:

The expansion of services will create new job opportunities, particularly for those within the Deaf community.

Local Economy:

By attracting more people to the area for events and activities, the centre could have a positive impact on local businesses and services as people would likely spend money at other shops, cafes etc.

5. Preservation of the Centre

Maintenance and Upgrades:

Deaf Services Lanarkshire (DSL) would be motivated to maintain and upgrade the premises, ensuring it remains a valuable resource for the community. DSL have already been made aware of the extensive repairs and maintenance required over the next 10 years as part of the Condition Survey and believe that by making the necessary (and essential where required) upgrades will ensure that Shawhead Community Centre is a sustainable building for years to come. (£16000 a year is required).

As a large part of the centre has a flat roof, there could be issues with heavy rainfall, which could lead to significant upkeep and repair costs. Chartered Surveyors, DM Hall, stated in their report that:

“...flat roofs in our experience, require a higher level of maintenance and repair and typically have a lifespan of 15 to 20 years”

DM Hall also highlighted:

“Given the derelict and uninhabitable condition of the subjects, there would be merit in appealing the rating assessment through a material change in circumstances” so there may be further underlying work and uncertainty of final costs to DSL.

Long-Term Use:

The CAT could secure the centre's long-term use, preventing potential closure or repurposing that might not benefit the local community.

6. Empowerment and Representation

Community Ownership:

The transfer represents a form of empowerment, giving the Deaf community a greater sense of ownership and representation within the local area. They will be able to work more closely with a much wider range of people, through the other groups and individuals who use Shawhead Centre.

Advocacy and Voice:

The organisation could use the centre as a platform to advocate for the rights and needs of the deaf community, both locally and further afield. There would also be a voice for the local community of Shawhead for their groups, ideas and events.

7. Use of Facilities

Capacity:

Currently the Centre is used by a few groups during the day (mainly the smaller hall), and in the evenings by Bannan Fitness

DSL's plan would be to use the entire space throughout the day for their service delivery and would maximise the use of the space Monday – Friday 9am – 4pm every day.

Deaf Awareness training can be provided in the large hall through the day whilst current groups use the smaller hall.

BSL Classes are in the evening and with a small reconfiguration of the smaller hall and office space this can create 2 teaching classroom/spaces for DSL use and community groups can use the larger hall.

There are 2 large storage spaces (walk-in cupboard in the large hall, garage at the exterior of the building and a stage area that can be reconfigured to provide office space and/or meeting space and privacy. DSL would consider still providing a mobile stage provision that can be brought out from storage when required.

Throughout the day, daily office work and service provision would be provided and social space for both DSL and community groups sharing the space available. DSL would be responsible for room set up and building security.

At the weekends – DSL provide courses (currently every 2nd weekend throughout the day 9am – 4pm and can offer bookings for social events in the evening or alternative weekends (around when Banan Fitness require their access).

Kitchen Space/Garden: DSL propose the develop services and consider a catering provision – making more use of the kitchen space and development of an enterprise opportunity for the deaf community with the outside garden space – hosting fundraisers, fete's, table top sales, and gardening/potting education and development.

This is all considered within the Business plan and Phased plans for work and development.

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.

Potential Restrictions:

Planning Restrictions:

DSL acknowledge that planning restrictions may surround the Shawhead Community Centre, re the car park, green space and would need to be considered before planning any external works. We are aware that any such building regulations or specific planning conditions imposed by the local authority which may affect our plans and would need to be considered and be in keeping with the local community.

Legal Agreements:

DSL have requested the title deed however at present the CAT purchase of Shawhead Community Centre and what is includes is unclear according to the deed. Our Valuation Survey includes the current car park, but this is in need of considerable improvements to make this safer and also more efficient (providing more space (maybe having this extended and lined would be helpful long term) and an overflow may need to be considered at the rear of the building (currently green space).

NLC have since provided a Plan of the building (see attached) however, our CAT request wishes to extend the planned area (orange area) further to provide more parking in a later phase of development.

Environmental Considerations:

DSL are aware that we need to consider any environmental designations or restrictions, such as the need to preserve green spaces, protected trees, or other areas and mention any relevant regulations.

Community Use Requirements:

DSL assumes that the CAT process, stipulations that the land or building must be used for community purposes and intend to comply with these along with their current service delivery.

2. Demonstrate Compliance:

Deaf Services Lanarkshire will ensure that all proposed uses and any potential developments at Shawhead Centre will comply with existing planning regulations. This might include:

Consultation with Planning Authorities: A commitment to engaging with local planning authorities before making any changes to the building or land.

Planning Permission:

DSL confirm that any necessary planning permissions will be sought and secured before commencing any alterations or developments.

Respect for Legal Covenants:

DSL confirm that the organisation will respect any legal covenants or title restrictions. If there are usage limits, specify how your intended use fits within these boundaries.

Environmental Responsibility:

DSL will adhere to environmental regulations, such as ensuring any developments or activities are sustainable, minimising the environmental impact, and protecting any designated natural features on the site.

Community Use Compliance:

DSL reaffirm that Shawhead Community Centre will be used for community purposes, in line with any community use requirements, such as offering accessible services to the deaf community and promoting inclusion. We have offered our space to local community groups who could support residents as well as the Deaf community, by hosting a BSL Café, Mens Mental Health Group, Meeting Space for other 3rd Sector organisations and such like and would continue to do this and gain local community feedback in moving forward.

3. Mitigation Strategies:

See Business Plan – however initially there are no requirements to develop the car park. there's a possibility of needing planning permission for those future developments, DSL would engage with the council and local community at their earliest convenience.

Alternative Plans: If any restrictions severely limit your initial plans, briefly mention any alternative approaches you could take to achieve your objectives while remaining compliant.

4. Proactive Engagement:

DSL is committed to maintaining open lines of communication with relevant authorities and stakeholders to ensure ongoing compliance with all restrictions.

With any development plans our intentions would be to involve the local community in any development plans.

5. Conclusion:

It is DSL's intention to fully comply with all relevant restrictions and regulations, ensuring that the project proceeds smoothly and lawfully.

Negative consequences

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

Parking restrictions –were raised as a concern through the community consultation as it is a residential area and parking is already limited, if there are more users accessing the premises at the same time, this could put an additional strain on access around the area.

**Note our initial request to have additional land to support future development of parking.*

There will be some issues in relation to accessibility to the centre, for any groups who are currently used to booking it on certain days and times.

DSL are happy that we can accommodate most groups, if not all. If there are any issues, they will arrange to meet with them to discuss how we can accommodate continuity for them.

Capacity to deliver

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

Leadership and Management

DSL is led by a strong Board of Trustees, some of whom have owned their own businesses, have a background in legal requirements, HR, Recruitment, H&S and Financial Management. The current Service Manager has experience in all of the above and be supported by the Trustees who will oversee all aspects. The Service Manager will oversee the Operational and Facilities Management along with Support/Admin Staff who will handle day to day bookings and the training materials alongside the SQA Co-ordinator.

A Janitor/Maintenance Role will need to be recruited for to support with closure of the Centre and room set up. They will also need to support with daily/weekly checks of the building and maintenance and a local list of preferred suppliers will need to be documented within the local area.

Current processes and procedures will to be consider and updated to ensure safety of our client groups as well as Staff Training in Deaf Awareness.

New and updated Risk Assessments will need to be created/updated in line with Health and Safety requirements and to meet all regulatory requirements including Fire Safety Regulations and a regular checks and Fire Drills. The Service Manager will attend training on being an official Fire Marshall and discussions will be held with the local Fire Service re notification agreements or whether the building will be directly linked to them should a fire occur. Further upgrades to the safety systems will be discussed between the Service Manager and the Fire service to ensure all is in place.

Policies and procedures will also be updated/amended to suit the new building – supported by out HR & H&S Company – Citations.

Further to the vast skills of the Trustees and the Staff, assistance will be provided by the original founders of the organisation – throughout the transition of our services to the new building and DSL has already built-up strong relationships with organisations and services who can support and advise at any stage should they need it. Such as VANL, Inspirent, North Lanarkshire Disability Forum, Just Enterprise, Community Enterprise, Local Community Boards and Consortiums, Local Authority partners and the NHS and various other links to Statutory and 3rd sector organisations.

The initial phase will focus on moving current services to the new building and providing continuity of services. The latter stages will be planned and supported throughout,

Communication

Interpersonal Skills: DSL has already built strong relationships with a variety of stakeholders, including tenants, community members and suppliers and will continue to develop this through the Service Manager.

Negotiation: Handling lease agreements, resolving conflicts and securing services or resources, these will all be designed by the Board and Team of staff (similarly to current procedures in place by NLC using, booking forms and pricing information, rights, responsibilities and expectations of each (hirer of the hall) and DSL.

Public Relations: Promoting the building to the community will be done by word of mouth, social media and our website as well as organising social events and attending community meetings and representing DSL and Shawhead Centre as a place where the community are welcome

Organisational Skills

Scheduling: Coordinating the use of the building by various groups to avoid duplication and conflicts will be carried out using DSL's current diary system and there will be development of their Website, enquires and booking system

Event Planning: DSL already current provides events within their current premises and is happy to organising events or supporting groups in their event planning.

Time Management: Balancing the demands of managing the building with other responsibilities is something that DSL are always conscious about within their current building DSL ensure they have the appropriate staff with the appropriate skills in place to support the community without disruption to service. DSL have a number of staff who support us on a freelance basis and are flexible should any emergencies arise and are currently looking to recruit additional staff to support with the move to the new premises (Shawhead).

Technical and Operational Skills

Facility Management: DSL have received a full list of maintenance upgrades and have looked into planning the required work within their phased plan as well as planning for the daily/weekly management and reporting of repairs etc. As DSL is well established within the North Lanarkshire community, they are also aware of the benefit of using local approved service providers and the Service Manager has previously been working within regulations and guidance.

IT Skills: Again, DSL already has an established process for their services and advertising and sharing that information and will be developing and improving their digital footprint by re-branding and developing their website, social media presence and also making use of Booking systems linked to the NHS and PECOS as well as continuing with their current online financial accounting platform. They also regularly use, Microsoft Office, 365, Teams, Zoom and other meeting platforms to engage with the community and professional bodies.

Health and Safety: DSL have already been ensuring compliance with local health and safety regulations within their current premises and are aware that those will also need to be in place within Shawhead. The Service Manager will be supported by the Board and Founders of DSL to ensure that everything is updated and amended for the new building (including having policies and procedures in place for the following Fire Safety, accessibility, catering and emergency procedures.

Community Engagement

DSL will continue to work with and build a network of contacts within the community to ensure broad use and support of the facility and to keep community / working relationships positive, by having open events, visiting schools and offering the space to the community as well as sharing the services they offer with them.

They will ensure the building is welcoming and accessible to all groups in the community.

If necessary, will be available to assist with any events and offer a place for those to be help and offer the space within Shawhead. DSL Service Manager will be responsible for the recruitment, training, and managing volunteers who support the building's operations.

Strategic Planning

Vision Development: DSL Board and Service Manager have already set initial phases in place as to the plans for DSL/Shawhead within their business plan. We have set a long-term vision for the building and its role in the community and how these services will be established within Shawhead and developed to encompass the surrounding community to meet its needs as well as the on-going needs of the Deaf Community.

Resource Mobilisation: Securing funding, grants, or donations to support the building's operations and development has already begun, with a plan over the next 5 – 10 years of on-going projects. One resource which is continually important is ensuring the resource of experienced and qualified staff to support the Deaf Community now and in the future. Service Delivery will also be determined by both the Deaf Community and the local community of Shawhead and the surrounding areas.

Stakeholder Analysis: Understanding and balancing the needs of different groups that use the building will be a continual process to ensure the needs of the community we serve are met.

Adaptability

Flexibility: Being able to adapt to the changing needs of the community and the groups using the building.

Crisis Management: Ability to handle unexpected situations, such as emergencies or sudden changes in usage patterns.

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.

DSL has been involved in the CAT process and engaging with NLC and the Local Deaf Community about the possibility of a CAT for almost 18 months.

The Deaf Community had been informed and part of the process, from changing the status of DSL to a 2-tier SCIO with a membership body, to being involved in finding appropriate properties to consider, visiting and talking to the Caretakers as well as DSL staff and Board about the stages of CAT and are very positive re a move to better premises for the Community and to meet their needs.

The Deaf Community have had this information translated into BSL and delivered to them, for their views and feedback at the local Coatbridge Deaf Club, using a more visual format and they have been encouraged to complete our Questionnaire on Shawhead Community Centre – again (the process of this consultation has been delivered to meet their needs and reinforced

to them over several months, with a number asking how much longer the process will take and enquiring what stage we are at within that process.

Please see Business Plan for Community Engagement processes completed so far with contribution from both the Deaf and Shawhead Community and local partners and businesses to Shawhead.

There have been 2 engagement sessions with the Shawhead Community (see Business Plan feedback) and another is planned in a few months' time to keep the community up to date with the process.

DSL is also awaiting some supporting letters from local councillors and MSP's whom we have worked with and supported over the years.

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.

Overview of Proposed Funding Strategy:

Initial Costs: DSL aims to spend £20,000 to purchase Shawhead. We have based on our purchase price on the savings already made to NLC, with the free services we provide to the Deaf Community (Our Community Benefits). NLC have many statutory responsibilities which we already support with and are able to fulfil for them, due to our experienced staff and skills for the BSL community.

Funding Sources: See Current Funding Sources are within the Business Plan – Potential Funding as well as current money received which we have allocated for the maintenance and upgrade.

Grants: Further funding has been secured from the Peoples Postcode Lottery (£50k over the next 2 years), Corra Foundation (£8000 a year for a further 3 years re training and employment opportunities for the Deaf Community – this may be used to fund the opening of the kitchen/Community Café training certificates in Food Hygiene and First Aid, H&S).

There is potential of a Capital Grant from NLC and a further Grant of £50k from NLC Fund all which would be used against Capital upgrades to the exterior and interior of the Community Centre, including Environmental/Safety upgrades linked to Fire Visual Alerters, LED Lighting etc.

Fixture and Fittings would be covered by a Donation from Coatbridge Deaf Club.

Further funding from the National Lottery Community Fund in future years would be a possibility for any new projects and ongoing potential annual funding linked to the See Hear Fund and GAP funding from NLC.

This would all be in addition to trading income from the Interpreting Service and Training Centre, would cover running costs.

Fundraising Activities: The Deaf Community will consider an initial Fundraising / welcome / opening day festival or fete within Shawhead Community Centre which can raise funds for the Centre of local groups who need support with funding or a place to host their groups. This may also assist in reducing the costs of hiring of the hall space within the Community Centre.

Hosting collaborative events for the community is the plan long-term.

Savings: DSL has a healthy bank balance which has built up over the years and has covered their current Reserves for 6 months at current costs, they have also ring-fenced and set aside some of their funding/grants for their CAT project which will be used to invest in Shawhead and the community – See Business Plan and P&L.

DSL has no loans and do not intend to take out any loans.

2. Ongoing Financial Sustainability:

Please see attached Business Plan and Income information – Financial Forecast and projections for Shawhead.

Cost Management: It is felt that initial investment in the the roof and structure of the Centre as well as improvements in lighting may reduce utility costs. We will continue to receive volunteer support from the Board and founders of DSL and will continue to work in partnerships with other organisations to share resources to reach more of the local and Deaf Community.

3. Proposed Use of the Land or Building:

Community Services: DSL's current and specific services and activities will continue as well as access to local community groups and those that currently use the centre. For instance:

Deaf Services: A focus on providing educational programmes, support groups and outreach services specifically tailored for the deaf and hard-of-hearing community.

Community Hub: Establishing Shawhead Community Centre as a vibrant hub for social interaction, cultural events and community meetings, open to both the deaf and hearing communities.

Collaboration and Partnerships: Collaborations with other community organisations, charities, or the local authority to deliver joint projects or services from the centre.

Accessibility and Inclusivity: The centre will be made accessible to all, including planned modifications to the fire system to provide a visual and auditory alert system, Footpaths and access to the building will be considered to improve accessibility for people with disabilities.

Future Development Plans: Include the possibility of making more use of the kitchen, providing a safe space for the community to access and the potential for employment of the Community to employment. (Community Hub).

There is also potential to develop the garden area for outside events as well as developing the internal spaces. Creating a more comfortable social space, somewhere that you can hire for events and or meetings/surgeries.

There is also consideration being given to Shawhead becoming a Digital Zone in line with NLC Plan and also providing support with specialised equipment provision and video/recording facilities in line with BSL Video production and accessibility across the whole of Lanarkshire.

4. Risk Management and Contingency Planning:

Financial Risk Assessment: DSL acknowledge that there are potential financial risks linked to increase costs, funding may not be available or granted, and groups may not wish to join/continue within Shawhead, however everything seems positive at the moment. Should there be any issue with costs then DSL would focus on their 3 main sources of income (Interpreting, Training and Drop-in) only until project (funding is available). DSL also have links with Organisations who can support with finding alternative Funding should the need arise, such as VANL, Just Enterprise, and Inspirent. There are also opportunities to support other local organisations by renting out space/time (hot-desking) or lease opportunities to community organisations to recoup any costs.

As mentioned, DSL are well established with a good professional relationship with partners in the North Lanarkshire area and beyond and hope this continues and currently functions as an income generating charity which has grown from strength to strength since 2011, within increased demand and need for our service.

Flexible Budgeting: As mentioned above DSL are able to be flexible in their response to the Community dependant on income streams.

5. Conclusion:

We believe that it is clear from all the financial information we have provided (see projections, forecast and current trading income and plans that DSL are ready and willing to take on this new venture for the betterment of the building and the community of Shawhead, as well as our current service users the Deaf Community.

I hope that it is clear to see that we already provide a number of community benefits to Coatbridge, North Lanarkshire and beyond and we intend for this to continue for years to come.

Shawhead Community Centre will provide the space and access for this to grow and develop and support the community further.

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]
[Redacted]
[Redacted]
[Redacted]

Date 14/01/2025

Position Chairperson

Signature [Redacted]

Name [Redacted]

Address [Redacted]
[Redacted]
[Redacted]
[Redacted]

Date 14/01/2025

Position Board Member

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:

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

Documents attached: See attached separate to business plan (showing additional land area sought for developing the parking area).

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

Documents attached: See Business Plan

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: See Business Plan

Section 5 – evidence of community support

Documents attached: See Business Plan

Section 6 – funding

Documents attached: See Business Plan

