



## Community Empowerment (Scotland) Act 2015

### Community Asset Transfer Request Form

#### **IMPORTANT NOTES:**

This form is for use by an Organisation wishing to request transfer of an asset from Glasgow City Council.

You should read the [asset transfer Guidance for Community Transfer Bodies](#) provided under the Community Empowerment (Scotland) Act 2015 before making your request. This form includes page numbers of parts of the Guidance that will help you to complete the form. We also provide additional information on our website.

When completed this form and accompanying documents (see checklist at end of this form) should be sent to:

[communityassettransfer@glasgow.gov.uk](mailto:communityassettransfer@glasgow.gov.uk)

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

## Section 1 Organisation Information

Please provide details of the Organisation making the request		
1.1 Name of Organisation:	POSSILPARK PEOPLE'S TRUST	
1.2 Address of Organisation (this should be the registered address, if you have one):	C/O POSSILPOINT 130 DENMARK STREET GLASGOW G22 5LQ	
1.3 Contact Name:	██████████	
1.4 Position in Organisation:	CHAIRPERSON	
1.5 Correspondence address:	AS ABOVE	
1.6 Postcode:	██████████	
1.7 Telephone Number:	██████████	
1.8 E-mail address:	██	
Do you agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above?	Yes	
1.9 Website Address (if applicable):		
1.10 Please indicate what type of Organisation you are, along with the official number (if applicable): (see pages 11-15 of <a href="#">Guidance</a> )	Company Limited by Guarantee and its company number is: 576904	X
	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is:	
	Community Benefit Society (BenCom) and its registered number is:	
	Voluntary or Unincorporated Organisation (no number)	
	Other : Registered charity Please specify: SC048052	
1.11 Please indicate what type of Community Transfer Body you are (see pages 11-15 of <a href="#">Guidance</a> )	Community Controlled Body (see pages 11-14 of <a href="#">Guidance</a> )	X
	Your Organisation is individually designated as a community transfer body by Scottish Ministers? (see pages 14-15 of <a href="#">Guidance</a> )	

Please tick only <b>one</b>	If yes, please give the title and date of the designation order:	
	Your Organisation falls within a class of bodies which has been designated as community transfer bodies by Scottish Ministers? (see pages 14-15 of <a href="#">Guidance</a> )  If yes, what class of bodies does it fall within?	

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

## Section 2 Asset Information

2.1 Please provide the Name (if it has one), Address and Postcode of the asset.	<b>Possilpoint Community Centre</b> <b>130 Denmark Street Glasgow G22 5LQ</b> <b>And Red Blaes Pitch Ashfield Street</b>
2.2 Please provide the name of the Landlord or Owner of the asset	<b>Glasgow City Council</b>
2.3 Is the asset a Building or Land or both?	<b>Both</b>
2.4 Please provide the UPRN (Unique Property Reference Number) if known (This may be given in the authority's register of land)	<b>906700032858</b>

Please **attach** a location plan of the asset, if available.

## Section 3 Type of request, payment and conditions

3.1 Please indicate what type of request is being made:  See <a href="#">Community Empowerment (Scotland) Act 2015</a> for relevant sections (also see pages 29-30 of <a href="#">Guidance</a> )	For ownership (under section 79(2)(a)) – go to section 3.2A below	<b>X</b>
	For lease (under section 79(2)(b)(i)) – go to section 3.2B below	
	For other rights (section 79(2)(b)(ii)) – go to section 3.2C below	
3.2A – Request for <b>ownership</b> :	Proposed price:	

<p>What price are you prepared to pay for the land and/or building requested? (see parts 11 and 12 of <a href="#">Guidance</a>)</p> <p>(Please <b>attach</b> a note setting out any other terms and conditions you wish to apply to the request)</p>	<p>Market Valuation (Estimated at £150,000)</p>
<p>3.2B – Request for <b>lease</b>: What is the length of lease you are requesting?</p> <p>How much rent are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year. (see parts 11 and 12 of <a href="#">Guidance</a>)</p> <p>(Please <b>attach</b> a note setting out any other terms and conditions you wish to apply to the request)</p>	<p>Proposed price: £</p>
<p>3.2C – Request for <b>other rights</b>: What are the rights you are requesting?</p> <p>Do you propose to make any payment for these rights?</p> <p>If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year.</p> <p>(Please <b>attach</b> a note setting out any other terms and conditions you wish to apply to the request)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Proposed price: £</p>

## Section 4 Community Proposal

<p>4.1 Please set out the reasons for making the request and how the land and/or building will be used. (see pages 30-33 of <a href="#">Guidance</a>)</p> <p>(This should explain the objectives for your project, why there is a need for it, any development or changes you plan to make to the land and/or building, and any activities that will take place there.)</p>
<p>Possilpark People's Trust wishes to purchase this land and building to enable it to apply for grant funding to demolish the existing building(which is barely fit for purpose), to build a new family and community centre and also build an all-weather football pitch on site of the demolished building. This project is to develop a new community facility for Possilpark, to</p>

provide a hub of services and act as a catalyst for regeneration. This being taken forward by Possilpark people's Trust, a community controlled organisation that has evolved from the Positive Possilpark Partnership, a successful partnership project delivered by Hawthorn Co-operative, Young Peoples Futures, Stepping Stones for Families, Barnardos and Possibilities who have worked collaboratively in recent years to offer better targeted and effective services to benefit young people and families in Possilpark. The partnership has effectively combined the skills, experience and resources of five key voluntary sector organisations operating in the area to engage directly with young people and families who are living in poverty, with very limited life chances and as a result are excluded from a range of services and activities. This has enabled a wider range of new services and activities to be available, to promote health, inclusion, skills, confidence and integration. Possilpark is the most disadvantaged neighbourhood in Scotland with 6 of the 10 datazones within the most deprived 0.7% of datazones nationally (SIMD 2016) with 34% of the population (2,620 people) classified as income deprived.

Positive Possilpark are experiencing increasing demands for services and to support this, are progressing plans to develop a new community and family resource facility for Possilpark. This will provide a modern, state of the art hub for activities and services and bring services and partners under the one roof, to encourage greater partnership working and to share resources in running the building and services. Positive Possilpark are currently restricted in achieving these ambitions as Possilpoint, the main community facility in the area and focal point for services is at full capacity and does not serve the high levels of demands locally. The building is in a poor physical condition, particularly the external fabric that has a very drab and unwelcoming appearance. The building has several weaknesses with outdated heating, poor insulation (resulting in high running costs), poor externals and poor surroundings. Stepping Stones for Families and Barnardos are restricted by occupying premises which do not offer the best location or facilities for the services they provide. Stepping Stones Ardoch Childcare building requires continuous investment to keep it wind and watertight and in a condition that meets Care inspectorate standards.

Hawthorn HC was selected as the lead partner within Positive Possilpark to take forward the proposal given their experience and track record in community focussed building and regeneration. With a lottery grant, a joint feasibility study and business plan was commissioned to appoint Collective Architecture and Community Links Scotland to carry out an extensive options analysis. This was based on community and stakeholder consultation, which identified the potential for a new joint campus, ideally located at the heart of the neighbourhood to offer community and family services. This determined the preferred option of demolition and rebuild of a new facility at Possilpoint site. The group recognises this is more than simply a demolition and rebuild and the design plan has been prepared to enable the facility to serve a wider range of functions and services which is crucial to address the long standing problem of poverty. HHC lead the feasibility stage of the project and the partners have now established Possilpark People's Trust (a community anchor) to own and manage the centre in the long term. This will represent the 5 key partners with a membership open to the community to strengthen local representation in goal setting and active management and operation of the centre. The Trust's governance ensures the directors have a majority of residents alongside associate directors from agencies which ensures community control alongside stability and support.

The centre would allow the members of the Trust to expand the work they have been doing with this increasingly diverse community to build social cohesion.

4.2 Please set out the benefits that you consider will arise if the request is agreed to. (see pages 30-33, 41-43 of [Guidance](#))

(This should explain how the project will benefit your community, and others.)

**Physical:** This project will transform the Denmark Street location by replacing the rundown building dating from the 1980s surrounded by concrete car park and unused blaes playing field with a new modern community building built to highest design and aesthetic standards which, complemented with enhanced external landscaping, will add quality to the physical environment. The building will have improved energy performance by use of renewable energy technology and improved insulation measures..

**Economic:** Possilpark is the most disadvantaged neighbourhood in Scotland with long standing social and economic problems. Rates of unemployment and low educational attainment are some of the poorest in the country resulting in low skills and confidence. This project will tackle this by providing better facilities for learning including IT training suite and by working with wider partners including colleges and training providers to offer a range of opportunities to promote skills development from introductory group work, to vocational work placements and apprenticeships. The centre will also provide the base from which PPT would hope to develop proposals for employment initiatives to ensure the local community benefits from the employment opportunities that the massive investment in housing in the area will bring. The input of Stepping Stones and the family support resources will also provide daycare and crèche facilities for those with childcare needs to participate in learning and work providing support and services 'from the cradle to the grave'.

**Social:** In line with the recommendations of the Scottish Government Regeneration Strategy, tis development is entirely community led and is focused on the identified needs and demands of local people. The wider community has been regularly involved in designing the new building and in identifying the services and activities that will be available therein. This new provision will act to reduce the decline caused by the withdrawal of services from the local area in the past decade and will help to improve quality of life and health, improving the aspirations of local people and ensuring that all within the community have the ability to participate in its regeneration.

**Health and wellbeing:** The broad range of activities, support and services that will be provided from the centre will improve the physical and mental health of local people. Facilities will be much easier for local people to access (eg it will have the only public football pitch in Possilpark) with these facilities being affordable to local people and centre open to the public at weekends.

**Objectives:** This project is to develop a new community and family resource enabling even more organisations to operate collaboratively under the one roof to offer more effective, varied and integrated services and opportunities to promote wellbeing and enable a holistic approach to regeneration led by PPT. The project is the top priority for the Trust, but it has the wider objective of the economic regeneration of Possilpark, harnessing the enthusiasm and expertise of people living and working in the area.

Overall, the project would play a significant part in reducing inequality and raising aspirations of people living in the area.

4.3 If there are any restrictions on the use or development of the land and/or building, please explain how your project will comply with these. (see pages 44-45 of [Guidance](#))

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

Initial informal discussions with Planning officials indicate that there should no particular problems with the proposal. Much of the land in this area is contaminated; the development would ensure that any contaminated soil is dealt with appropriately. The site

would continue to be used for recreational, social and educational activities.

4.4 What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these? (see page 45 of [Guidance](#))

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

There could be a negative consequence for staff employed by Glasgow Life at the centre.

We would honour any obligations under TUPE regulations. We would also consult with neighbours about the proposals and how we would aim to ensure that any nuisance to neighbours is minimised explaining that any organised activities are likely to cause less nuisance than unorganised activities in the area.

4.5 Please show how your organisation will be able to manage the asset and achieve your objectives. (see pages 32-33 of [Guidance](#))

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

The Trust would employ a centre co-ordinator to carry out the day-to day management of the centre. S/he would be managed by a panel of Trust members who are not users nor leasers in the centre. This is to ensure there is no conflict of interest between the centre management and users.

Hawthorn Housing Co-operative will not be leasing permanent accommodation at the new centre, however, they have extensive experience owning and managing physical assets and they would have a key role in developing the asset management strategy for the centre. The Trust is also in advanced discussions with Queen's Cross Housing Association regarding their possible role in the management of this asset.

The maintenance of the centre will be facilitated by the letting of office space to anchor tenants. This will generate a guaranteed income for the centre above the letting income that community centres generally rely on.

4.6 Please provide details of any partnership working arrangements in place with other organisations.

(Please include both current arrangements and proposed partner relationships and how these will impact on the service.)

The Trust itself is a partnership, which has developed from the Positive Possilpark Partnership. The Trust is a partnership of a broad range of organisations that operate in Possilpark along with residents from the area; Trust members are also active in the Thriving Places group and participated in drawing up the Locality Plan for Possilpark and Ruchill. The new centre will enable a range of services to be located at and delivered from the same location. This will further encourage joint working and synergy.

Trust directors are also involved, and bring a great deal of experience from the following organisations-

Possilpark Community Council, Queens Cross Housing Association, Ruchill Furniture Project, Possibilities, Possilpark Summer Camp, Row for Shore, Hawthorn HC, Young

## Section 5 Support

5.1 Please provide details of the level and nature of support for the request from your community and, if relevant, from others. (see pages 33-34 of [Guidance](#))

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

The depth of the public consultation can be shown by the following –

260 individual survey forms completed

Over 100 residents attended public events to discuss the location and design of the centre,

36 residents expressing interest in becoming members of the Trust at Possilpark Galaday.

## Section 6 Financial Information

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land and/or building, and your proposed use of the asset. (see page 33 of [Guidance](#))

(You should show your calculations of the costs associated with the transfer of the land and/or building and your future use of it, including any redevelopment, ongoing maintenance, running costs 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.)

### CAPITAL COSTS :

Site Acquisition (assumption based on similar transfers)	150,000
Demolition	50,000
New build centre (fully costed by chartered QS)	1,895,339
<b>WORKS COSTS</b>	<b>1,945,339</b>
Prelims (10%)	194,534
Contingency (10%of works and prelims)	213,987
<b>TOTAL WORKS COSTS</b>	<b>2,353,860</b>
VAT on works (32%areas liable)	150,647
Design team fees	164,770
VAT on design team fees	32,954



COW fees	23,539
VAT on COW fees	4,708
Project managers fees	23,539
VAT on project managers fees	4,708
Other costs (Legal fees)	2,000
<b>TOTAL</b>	<b>2,910,724</b>

Capital funding applications to be submitted, project is eligible for each –

	2018-19	2019-20	TOTAL
Regeneration Capital Grant Fund	800,00	200,000	1,000,000
Scottish Land Fund	150,000		150,000
Big Lottery Fund	500,000	500,00	1,000,000
Clothworkers Foundation	80,000		80,000
Hugh Fraser Foundation	25,000		25,000
Glasgow Community Planning	45,000	45,000	90,000
GCC (Area Committee)	50,000	50,000	100,000
Foundation Scotland	96,000	200,000	296,000
The Robertson Trust		100,000	100,000
Scottish Power		34,000	34,000
Land Fill Tax Fund		35,000	35,000
<b>TOTAL</b>	<b>1,746,000</b>	<b>1,164,000</b>	<b>2,910,000</b>

#### 5 Year Revenue Plan

	20/21	21/22	22/23	23/24	24/25
<b>Staffing costs</b>					
Centre Co-ordinator	20,000	20,400	20,808	21,224	21,649
Cleaner (PT)	10,080	10,282	10,487	10,697	10,911
Caretaker (PT)	10,080	10,282	10,487	10,697	10,911
Pension and NI	5,734	5,850	5,966	6,085	6,208

<b>Staffing Sub total</b>	<b>45,895</b>	<b>46,812</b>	<b>47,749</b>	<b>48,704</b>	<b>49,678</b>
Administration costs					
Telephone	2,500	2,550	2,601	2,653	2,706
Stationery/postage	650	663	676	690	704
Photocopier	200	204	208	212	216
Equipment maintenance(IT annual contract)	4,000	4,080	4,162	4,245	4,330
PAT Testing	650	663	676	690	704
MISC (incl audit fees)	1,200	1,224	1,248	1,273	1,299
<b>ADMINISTRATION SUB TOTAL</b>	<b>9,200</b>	<b>9,384</b>	<b>9,572</b>	<b>9,763</b>	<b>9,958</b>
<b>Premises</b>					
Gas and Electricity	7,040	7,181	7,324	7,471	7,620
Rates and water rates	792	808	824	840	857
Insurance	10,560	10,771	10,987	11,206	11,430
Alarms and security contract	3,344	3,411	3,479	3,549	3,620
Fire extinguisher maintenance	264	269	275	280	286
Sanitary disposal	1,584	1,616	1,648	1,681	1,715
Cleaning supplies	440	449	458	467	476
Repairs and maintenance	1,760	1,795	1,831	1,868	1,905
<b>Premises sub total</b>	<b>25,784</b>	<b>26,300</b>	<b>26,826</b>	<b>27,362</b>	<b>27,909</b>
<b>Marketing</b>	<b>3,000</b>	<b>3,060</b>	<b>3,121</b>	<b>3,184</b>	<b>3,247</b>
<b>Total predicted expenditure</b>	<b>83,789</b>	<b>85,456</b>	<b>87,267</b>	<b>89,013</b>	<b>90,793</b>

6.2 Please provide a copy of your most recent accounts / income & expenditure		Yes <input type="checkbox"/> No <input type="checkbox"/>
6.3 ONLY for organisations <b>formed within the last twelve months</b> unable to submit accounts:		
6.3a When was the organisation formed?		21/09/2017
6.3b What is your projected annual income for 2017/18?		£ 2000- £500 donation, £100 fees, £1400 grants
6.3c What is your projected annual expenditure for 2017/18?		£ 1400
6.4 Does the organisation hold a bank account? If so please provide full details (name of Bank, address, sort code, account number etc.)		
Bank Name:	██████████	
Bank Address:	████████████████████ ████████████████████	
Sort code:	██████████	
Account Number:	██████████	
6.5 Is your organisation currently in receipt of funding from any public body, Glasgow City Council, Big Lottery Fund or similar organisations? If so, please list these here with the amounts awarded and dates.		
Funder	Amount of award	Period of award
6.6 How do you plan to finance any development or refurbishment costs, ongoing repair, caretaking, cleaning, maintenance, insurance, rates and other running costs? Please		

include details of any funding applications you have made, or intend to make.

See 5 year plan below

	20/21	21/22	22/23	23/24	24/25
Lottery, GCA revenue support	30,000	27,000	25,000	18,000	
Anchor Tenant – YPF rent	18,192	18,556	18,827	19,305	19,691
Anchor Tenant – SSFF rent	11,195	11,419	11,647	11,880	12,118
Anchor Tenant – Barnardos rent	5,597	5,709	5,824	5,940	6,059
Centre lets	12,960	14,400	18,000	21,600	32,400
Fitness studio	1,000	1,020	1,040	1,061	1,082
Function income	5,160	7,740	10,420	12,900	15,480
Fundraising income	1,000	1,500	2,000	2,500	2,500
Grants	8,000	8,000	10,000	10,000	17,500
<b>Total revenue funding</b>	93,104	95,344	102,858	103,187	106,830
<b>Surplus</b>	9,225	9,788	15,590	14,174	16,037

6.7 Please outline any contingency plans that you have in place.

We have established through our network of local contacts that a number of other service providers are interested in office accommodation at the centre. We will be keeping our business plan under continuous review and will fine-tune the physical plans for the building – this may include increasing the amount of lettable space to meet the demand and increase income.

Please attach a copy of your business plan, if available.

## Section 7 Risk/Social Impact

7.1 Please outline whether any other organisation/business in your area will be affected by your proposals, how you will monitor the benefits of the asset transfer and what barriers or challenges to your project succeeding you have identified.

The Trust's nearest neighbours will be Possibilities. They are adjacent to the new centre. They have worked closely with the Trust and they envisage delivering their services (primarily for people with a disability) from the new centre. This would allow them to concentrate on developing their social enterprise activities from their premises. This will include catering activities, which will have an outlet at the new centre. The next closest neighbour is Glasgow Perthshire Junior Football Club. They have also worked closely with the Trust and our proposal is that they manage and deliver the football activities from the new football pitch once phase 2 is complete.

## Section 8 Declaration

DECLARATION	
I confirm that the information set out in this Form, any appendices and any enclosed accompanying documents are correct.	
I confirm that if there are any significant changes to the application or the project/initiative, Glasgow City Council will be informed immediately.	
I confirm that the organisation will comply with any monitoring and evaluation requirements as required by Glasgow City Council.	
Where the Organisation provides any personal data (as defined in the Data Protection Act 1998) to the Council in connection with this, the Council will use that personal data for such purposes as outlined here. It may share that personal data with other regulators (including the Council's and Organisation's external auditors, HMRC and law enforcement agencies) as well as with the Council's Elected Members. The personal data may be checked with other Council Services for accuracy, to prevent or detect fraud or maximise the Council's revenues. It may be shared with other public bodies for the same purposes. The Organisation undertakes to ensure that all persons whose personal data are (or are to be) disclosed to the Council are duly notified of this fact.	
Where the Organisation processes (or will process) personal data (as defined in the Data Protection Act 1998), it hereby confirms that it has (or will acquire) a valid Notification with the Information Commissioner covering its processing of personal data, including in that Notification the disclosure of personal data to the Council. This requirement shall not apply if the Organisation is, by virtue of the Data Protection (Notification and Notification Fees) Regulations 2000 as amended, exempt from the requirement to notify.	
Two office-bearers (board members, charity trustees or committee members) of the community transfer body <b>must sign the form</b> . 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.	
1 <sup>st</sup> office-bearer	
<b>Name:</b>	[REDACTED]
<b>Address:</b>	[REDACTED] [REDACTED]
<b>Date:</b>	07/06/2018
<b>Position:</b>	CHAIRPERSON
<b>Signature:</b>	[REDACTED]

<b>2<sup>nd</sup> office-bearer</b>	
<b>Name:</b>	[REDACTED]
<b>Address:</b>	[REDACTED]
<b>Date:</b>	07/06/2018
<b>Position:</b>	TRUSTEE
<b>Signature:</b>	[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:

Memorandum of Association document / copy of certificate of incorporation and Charitable status.

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

Documents attached:

Development study and options appraisal page 35 of document

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

Documents attached:

### 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:

Development study and options appraisal document full document

### Section 5 – evidence of community support

Documents attached:

Development study and options appraisal document section 05/ options development

### Section 6 – financial information and business plan

Documents attached:

Development study and options appraisal see Appendix D