



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

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):	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 80px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 50px; height: 15px;"></div>	
1.3 Contact Name:	<div style="background-color: black; width: 100px; height: 15px;"></div>	
1.4 Position in Organisation:	CHAIRPERSON	
1.5 Correspondence address:	AS ABOVE	
1.6 Postcode:	<div style="background-color: black; width: 50px; height: 15px;"></div>	
1.7 Telephone Number:	<div style="background-color: black; width: 100px; height: 15px;"></div>	
1.8 E-mail address:	<div style="background-color: black; width: 200px; height: 15px;"></div>	
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 Guidance)	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 Guidance)	Community Controlled Body (see pages 11-14 of Guidance)	X
	Your Organisation is individually designated as a community transfer body by Scottish Ministers? (see pages 14-15 of Guidance)	

Please tick only one	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 Guidance) 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.	Possilpoint Community Centre 130 Denmark Street Glasgow G22 5LQ And Red Blaes Pitch Ashfield Street
2.2 Please provide the name of the Landlord or Owner of the asset	Glasgow City Council
2.3 Is the asset a Building or Land or both?	Both
2.4 Please provide the UPRN (Unique Property Reference Number) if known (This may be given in the authority's register of land)	906700032858

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 Community Empowerment (Scotland) Act 2015 for relevant sections (also see pages 29-30 of Guidance)	For ownership (under section 79(2)(a)) – go to section 3.2A below	X
	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 ownership :	Proposed price:	

<p>What price are you prepared to pay for the land and/or building requested? (see parts 11 and 12 of Guidance)</p> <p>(Please attach a note setting out any other terms and conditions you wish to apply to the request)</p>	<p>Market Valuation (Estimated at £110,000)</p>
<p>3.2B – Request for lease: 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 Guidance)</p> <p>(Please attach 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 other rights: 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 attach 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 Guidance)</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 wish to purchase this land and building to enable it to apply for grant funding to demolish the existing, ageing building, build a new family and community centre and also an all-weather football pitch. This project is to develop a new community facility for Possilpark, to provide a hub of services and act as a catalyst for regeneration.</p>

This is being progressed 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 demand 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 demand locally. The building is in a poor physical condition, particularly the external fabric that has an unwelcoming appearance. The building has several weaknesses with outdated heating, poor insulation (resulting in high running costs), poor externals and drab surroundings. Stepping Stones for Families are restricted by occupying premises which do not offer the best location or facilities for the services they provide.

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 which led to the appointment of 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 the Possilpoint site.

Subsequently, a Design Team has been appointed and work progressed to RIBA Stage 3, Concept Design to build a 3-Phase development with main frontage onto Denmark Street. Formal request for Planning Permission has been made. Phase 1 to include a Games Hall, Multi-Purpose Room, Meeting Room, Offices (2), Fitness Studio, Gathering Area and Kitchen. Phase 2(a) will link with Phase 1 and will comprise Training Rooms (2), Multi-Purpose Rooms (2), Offices (2), Climbing Wall and small Activity Room. Phase 2(b) will be a dedicated use Children's Nursery. Phase 3 is planned as a full size, 4g, floodlit Football Pitch. During construction of Phase 1, the existing Possilpoint Centre will remain in use, to be demolished when Phase 2(a) can be started.

The group recognises this is more than simply a demolition and rebuild and the design construction plan has been prepared to enable the facility to serve a wide range of functions and services crucial to address the long-standing problem of deprivation. HHC led 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 new Centre would allow the members of the Trust to expand the work they have been doing within this increasingly diverse community to build social cohesion and community engagement.

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 one of 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, this 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. This will 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, and surrounding areas to harness the enthusiasm and expertise of people living and working therein.

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.)

We would 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 has employed a Centre Co-ordinator to carry out the day-to day management of the Centre. She is managed by a panel of Trust members who are not users nor leasers in the Centre, thus ensuring there is no conflict of interest.

The Trust and Glasgow Life are at an advanced stage in agreeing a Keyholder Initiative for the Possilpoint Centre. This will enable the Trust to manage the Centre for a period whilst all operating costs are covered by Glasgow Life. In this way the Trust will gain valuable experience from having full responsibility for the Centre. They can also call upon the services of Hawthorn Housing Co-operative (HHC) who have extensive experience owning and managing physical assets via a PPT Board member and senior officer of HHC. They have also offered the Trust their assistance in developing an asset management strategy for the centre.

The financial sustenance of the centre will be facilitated by letting certain office space to anchor tenants. This will generate a guaranteed income for the Centre over and above a daily income from letting space to regular/casual centre users.

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 Peoples Futures.

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)	110,000
Demolition	50,000
New build centre (fully costed by chartered QS)	2,450,000
WORKS COSTS	2,610,000

Prelims (10%)	261,000
Contingency (10%of works and prelims)	287,100
TOTAL WORKS COSTS	3,158,100
VAT on works (32%areas liable)	150,647
Design team fees	226,094
VAT on design team fees	45,218
COW fees	32,539
VAT on COW fees	6,508
Project managers fees	23,539
VAT on project managers fees	4,708
Other costs (Legal fees)	2,000
TOTAL	3,647,353

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

	2019-20	2020-21	TOTAL
Regeneration Capital Grant Fund	1,000,000	800,000	1,800,000
Scottish Land Fund		110,000	110,000
Big Lottery Fund		1,000,000	1,000,000
Clothworkers Foundation		80,000	80,000
Garfield Weston Foundation		90,000	90,000
Postcode Dreamfund		90,000	90,000
Trusthouse		100,000	100,000
Foundation Scotland		200,000	296,000
The Robertson Trust		100,000	100,000
Scottish Power		34,000	34,000
Land Fill Tax Fund		38,000	38,000
TOTAL	1,000,000	2,648,000	3,648,000

5 Year Revenue Plan

	20/21	21/22	22/23	23/24	24/25
Staffing costs					
Centre Co-ordinator	24,000	24,480	24,968	25,466	25,974
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	4,416	4,504	4,594	4,686	4,779
Staffing Sub total	48,576	49,548	50,536	51,546	52,571
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
ADMINISTRATION SUB TOTAL	9,200	9,384	9,572	9,763	9,958
Premises					
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
Premises sub total	25,784	26,300	26,826	27,362	27,909
Marketing	3,000	3,060	3,121	3,184	3,247
Total predicted expenditure	86,560	88,292	90,055	91,855	93685

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6.2 Please provide a copy of your most recent accounts / income & expenditure	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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6.3 ONLY for organisations formed within the last twelve months unable to submit accounts:

6.3a When was the organisation formed?	
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6.3b What is your projected annual income for 2019/20?	
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6.3c What is your projected annual expenditure for 2019/20?	
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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:	██████████
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Bank Address:	████████████████████ ████████████████████
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Sort code:	██████████
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Account Number:	██████████
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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
Scottish Government Communities Fund	£56,810	2 - Years
Glasgow City Council Community Fund	£99,083	2.5 - Years

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
Centre lets	29,742	31,528	35,471	49,420	54,000
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	15,500
Total revenue funding	93,094	95,344	102,158	103,186	102,253
Surplus	6,534	7,052	12,103	12,331	16,568

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 3 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 **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.

1st office-bearer

Name:	ANN LAWRANCE
Address:	6 HAYSTON CRESCENT GLASGOW G22 6JX
Date:	15/10/2020
Position:	CHAIRPERSON
Signature:	

2nd office-bearer	
Name:	SARAH GORDON
Address:	13B WESTERCOMMON ROAD
Date:	15/10/2020
Position:	TRUSTEE
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:

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