

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

ASSET TRANSFER REQUEST FORM

IMPORTANT NOTES:

This form can be used to make a request to Inverclyde Council and is based on the model form available on the Scottish Government website at:

<http://www.gov.scot/Topics/People/engage/AssetTransfer/Resources>

You do not need to use this form to make an asset transfer request, but doing so will help you to make sure you include all the required information.

Before making a request you should read the guidance on community asset transfer on our website at:

TBC

Guidance is also provided by the Scottish Government at:

<http://www.gov.scot/Topics/People/engage/AssetTransfer>

You are strongly advised to contact our property team to discuss your proposals before making an asset transfer request by telephone on 01475 712 102, by email on property@inverclyde.gov.uk, or in writing to the address on the next page of this form.

Once your application has been received and reviewed by Council Officers, please note we may need to seek additional information from you, or clarification of the information you have provided, depending on the circumstances of your group, the land or buildings in question and your proposals, before your application can be progressed.

IMPORTANT NOTES:

When completed, this form must be sent to us in writing or by email to the address below.

**Property Assets Manager
Inverclyde Council
Legal and Property Services
Municipal Buildings
Clyde Square
Greenock
PA15 1LY**

property@inverclyde.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

[The Inverclyde Shed \(Scottish Charity SC049585\)](#)

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

Postal address: [Unit 1, 60 Captain Street, Greenock](#)

Postcode: [PA15 4LQ](#)

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: [Bruce Newlands \(Chairman\)](#)

Postal address: [REDACTED]

Postcode: [REDACTED]

Email: bruce@inverclydeshed.co.uk

Telephone: [REDACTED]

We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above. *(Please tick to indicate agreement)*

You can ask us to stop sending correspondence by email, or change the email address, at a later date if you wish provided you give us reasonable notice of that change.

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	<i>Scottish Charitable Incorporated Organisation (SCIO), and its charity number is</i>	<i>SC049585</i>
	Community Benefit Society (BenCom), and its registered number is	
	Unincorporated organisation (no number)	

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

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

No

Yes

Please give the title and date of the designation order:

N/A

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

No

Yes

If yes what class of bodies does it fall within?

A community-controlled body namely an OSCR registered SCIO with a minimum of 20 members and asset lock clauses.

Section 2: Information about the land and rights requested

2.1 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.

14 East Blackhall Street, Greenock, PA15 1HD

E - 228482 N - 675739

2.2 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: *119001174*

Section 3: Type of request, payment and conditions

3.1 Please tick what type of request is being made:

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

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

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

~~3A – Request for ownership~~

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

~~Proposed price: £~~

~~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?

25 Years

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

Proposed rent: *£1 per year*

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?

None

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: £ *None* per

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

Section 4: Community Proposal

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

This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there.

The Inverclyde Shed is part of the Scottish Men's Shed Network which includes over 180 sheds located all over Scotland and is supported by local authorities, Scottish Government and Age Scotland.

We have been running for over 18 months and have 37 full members who regularly use our existing facilities and over 180 associate members who support what we do and visit occasionally. The shed provides a space for people to meet, make and share, tackling social exclusion, isolation, loneliness and mental health, chiefly amongst older men but we are open to anyone. Our members include people with PTSD, ADHD, Autism, Anxiety, Alzheimer's and a range of physical disabilities.

Our users include people from diverse range of backgrounds, we have members attending from all over Inverclyde including Port Glasgow, Greenock, Gourock, Inverkip, Kilmacolm and Kilbarchan.

Our current 'Shed' is made up of two separate small industrial units (approximately 700sqft each) at the Captain Street Industrial Estate which we have occupied since August 2018 and pay a commercial rent for using Awards for All grant.

These units have quickly become congested as membership has risen and material donations have increased. This has the potential to create unsafe workshop conditions and limit the benefits that we offer to our members.

The spaces also do not offer anywhere for our members to sit down and socialise out with the noisy workshop environment and are also accessed by a relatively steep hill which has put off some potential members and poses a continuing challenge to our physically disabled members.

The workshop at 14 East Blackhall Street offers 4000sqft, approximately 65% more space than we currently have and on proposed terms that would provide long term financial sustainability for the valuable benefit we bring to men's health in Inverclyde.

The location is easily accessible from primary public transport links, road access and is on flat gradient removing obstacles for disabled members. The adjacent Screwfix and Clyde Electrical Factors outlets would provide ready access for our members to purchase consumables.

We believe that we can also access various capital grants for making improvements (with the agreement of the council) to the building that would include mezzanine floor, insulating the external envelope, heating, renewables and external cladding.

Benefits of the proposal

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

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

The shed at 14 East Blackhall Street on a 'peppercorn rent' for 25 years will enable us to benefit from:

- A sustainable long term future, free from reliance on major grants for running costs.*
- Increase membership capacity, multiplying the health and socio-economic outcomes for men with mental health issues in Inverclyde.*
- Extended opening hours to working days, Saturdays and evenings, providing greater support to a increased membership who can only access the shed after work hours, created by increased membership and no restrictions on access.*
- Creating a safer workshop environment by allowing more space around workshop tools and benches and additional assembly space.*
- More accessible & welcoming workshop environment with greater public visibility & signage, level access approaches to the site, better public transport & road links and more space around workbenches and tools for wheelchairs and supported activities.*
- Increased capacity to support larger collaborative projects with other community groups including public benches, bins, planters and repaired items.*

Restrictions on use of the land

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

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

We believe that the space is deemed to be Class 5. General industrial - Use for the carrying on of an industrial process other than one falling within class 4 (business).

We propose to use the space as a not-for-profit wood craft workshop which fits this Class Use. Statutory approvals would be sought for all agreed improvements to the building where relevant.

Negative consequences

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

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

We understand that the property is currently occupied by the Inverclyde Council to store lighting. The storage of this would need to be re-located elsewhere in the council estate. We are happy however to discuss including some limited period storage within the building post agreement if required to accommodate the transition.

Capacity to deliver

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

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

Bruce Newlands, Chairperson for The Inverclyde Shed is an experienced local architect who founded MAKLAB, Scotland's first open access digital fabrication workshop which had workshops in Glasgow, London, Wick, Aberdeen and Dumfries. He was also pivotal in the setup the Construction Scotland Innovation Centre's 'Innovation Factory', a 35,000sqft prototyping factory in Blantyre.

Bruce would be providing all architectural services for any agreed improvement works to the building free of charge for The Inverclyde Shed. He will also co-ordinate the rest of the design team input and administer all necessary statutory approval applications and building work contracts.

██████████ Secretary of The Inverclyde Shed is retired ex-services engineer who was instrumental in setting up the Dunoon Men's Shed and founded The Inverclyde Shed. He attends and volunteers for the charity Combat Stress and currently carries out the role of Workshop Supervisor for The Inverclyde Shed, overseeing health & safety, workshop procedures, induction and management of the spaces.

The Inverclyde Shed membership includes a wide variety of skills which include ex-Services, retired Mechanical Engineer, Electronic Engineer, Pipe Fitter, Carpenters, Railway Engineer, Welders, Programmer, CNC Technician, Photographer, Wood Carver, Modelmakers and many others.

We also have access to SenScot Legal for legal advice.

Section 5: Level and nature of support

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

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

We have consulted our current membership on the proposals and have unanimous support to proceed with the CAT request.

We have discussed our proposals with the Scottish Men's Shed Association and Age Scotland and attach a letter of support with this application.

We have discussed our proposals with various elected representatives covering the Inverclyde Area including the local MSP and MP who have verbally supported our requirement for more space.

We have discussed our proposal with some key local charitable organisations including RIGArts, The Trust, Friends of Coves Reservoir Nature Reserve, The George Wyllie Foundation and the Scottish Fire and Rescue Service Heritage Trust and have met with positive support for collaborative working using this space.

Section 6: Funding

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

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

The Inverclyde Shed is a 100% voluntary organisation and has no plans to employ staff. We have been in receipt of a £10k Awards for All grant, £2000 from Inverclyde Council Community Fund (over 18 months) and around £1500 from private donations / membership fee's over the past 18 months.

Our running costs are very low due mainly to donated materials, tools and consumables. We do not have salary overheads. Utility usage is low and paid for by £1 per user per day contributions.

Our biggest overhead (and challenge) at the moment is the commercial rent being paid on the two small light industrial units which currently uses almost 70% of our income. See attached accounts.

We are looking for a £1 per year 'peppercorn rent' over a 25-year period which will ensure the financial stability of our volunteer organisation so that we can provide sustained support to a growing number of people with mental health needs.

We believe that we can also access various capital grants for making improvements (with the agreement of the council) to the building over a 5-year period.

Phase 1 Workshop tool installation

Phase 2 Mezzanine floor

Phase 3 Insulating the external envelope and external cladding.

Phase 4 Heating & Renewables

These improvements would be based on agreed specifications, competitive tender and subject to successful application for grants and statutory approval(s).

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 **Bruce Newlands**

Address

Date **17th September 2019**

Position **Chairperson**

Signature

Name

Address

Date **17th September 2019**

Position **Secretary + Treasurer**

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: [Inverclyde Shed SCIO Constitution \(signed\)](#)

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

Documents attached: [OS Map highlighting location](#)

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

Documents attached: [None](#)

Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation’s capacity to deliver.

Documents attached: [Inverclyde Shed Vision Statement](#)

Section 5 – evidence of community support

Documents attached: [Letter of Support from The Scottish Men’s Shed Association and Age Scotland](#)

Section 6 – funding

Documents attached: [Accounts 2018-2019](#)