

## 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](mailto: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](mailto: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](#)

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

Postal address: [14 East Blackhall Street, Greenock](#)

Postcode: [PA15 1HD](#)

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

Contact name: [REDACTED] / [Secretary](#)

Postal address: [14 East Blackhall Street, Greenock](#)

Postcode: [PA15 1HD](#)

Email: [bruce@inverclydeshed.co.uk](mailto: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.

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

**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 constituted group who represents a community in a particular area or people who have a common interest or characteristic.

## 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.*

Area of gravel along the northern edge of the Walled Garden, Gourrock, where previously the glass house stood - see attached OS plan highlighting the area.

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: 119049895

### 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: N/A

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?

5 years

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

Proposed rent: £1 per annum

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: £ Zero

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.*

*Our proposal is to build a community growing space consisting of raised sleeper beds for growing vegetables and a containerised fruit tree orchard in alignment with the council's Community Food Growing Strategy which was approved by Inverclyde Alliance Board March 2023 to enhance Inverclyde's community spaces, opportunities for engagement by local people and a learning resource for local schools.*

*The planters and fruit tree's would be managed & maintained by The Inverclyde Shed who already manage and maintain the Shore Street Community Garden, The Muirshiel lane Market Garden and have setup over 30 small growing spaces and community orchards across Inverclyde.*

*The space will be accessible to local schools & nurseries for educational use under the supervision of Inverclyde Shed garden managers.*

*The proposal includes 15no. raised veg planters constructed using railway sleeper timbers, imported PAS100 compost and 30no. dwarf root stock fruit tree's in whisky barrel container with stakes & ties.*

## 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.*

*Our proposal is in alignment with the council's Community Food Growing Strategy which was approved by Inverclyde Alliance Board March 2023.*

*The Community Food Growing Strategy states there is community support for local food growing as evidenced through the consultation on the Strategy and the Inverclyde Community Food Network has shaped the vision and actions within the plan. Our approach aims to use community food growing to help address poverty in our communities and reduce the barriers to people accessing low cost and nutritious food. It will help establish more spaces and places for food growing.*

*Community food growing enables people to get involved in their local community, meet new people, enjoy the outdoors, and take part in growing. It is the combination of these elements that makes it so appealing. Indeed, there has been an increase in the number of people who are keen to participate in outdoor activities such as gardening and food growing. This is partly due to the Covid-19 pandemic and also the many benefits of food growing.*

*The Community Food Growing Strategy will help us to provide more opportunities for local people to get involved in food growing and enjoy the benefits that it has to offer.*

*The Inverclyde Shed is as named partner of the strategy.*



## 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.*

*The proposals do not touch the walls of the walled garden, all growing will be above the existing ground level which will be capped with a membrane.*

## 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.*

*The wider walled garden is used annually for the Gourock Garden Fair, we do not believe that these projects adversely impact on this event and indeed, should add to the attraction in the garden for visitors with the potential for fresh veg stalls and skills based workshop sessions.*

## 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.*

*The Inverclyde Shed who already manage and maintain the Shore Street Community Garden (4 years), The Muirshiel Lane Market Garden (3 Years) and have setup over 30 small growing spaces and community orchards across Inverclyde in partnership with schools' nurseries and other community groups.*

## **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 with Binnie Street Nursery School's Gourock Primary School, St Columba High School, Gourock Community Council and local Councillor Lynne Quinn. All are positive about the proposals.*

## 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 cost of establishing the community growing space is £10,000, The Inverclyde Shed has submitted a National Lottery Awards for All bid which has been paused pending receipt of a 5 year lease.*

*The Inverclyde Shed has a proven track record of delivering growing spaces and capital projects and then successfully sustainably managing these spaces.*

## 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.**

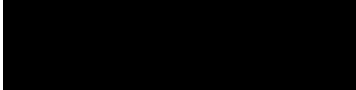
**We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.**

Name 

Address [c/o The Inverclyde Shed, 14 East Blackhall Street, Greenock, PA15 1HD](#)

Date [10<sup>th</sup> October 2023](#)

Position [Secretary / Treasurer](#)

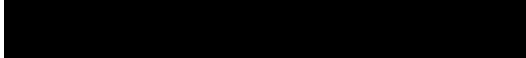
Signature 

Name 

Address [c/o The Inverclyde Shed, 14 East Blackhall Street, Greenock, PA15 1HD](#)

Date [10<sup>th</sup> October 2023](#)

Position [Chair](#)

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: [See attached SCIO Constitution.](#)

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

Documents attached: [See attached OS Plan](#)

### 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: [Refer to descriptions above.](#)

### Section 5 – evidence of community support

Documents attached: [Letters of support from St Columba High School, Gourrock Primary, Binnie Street Nursery & Community Council available on request.](#)

### Section 6 – funding

Documents attached: TN: [Awards for All funding is reliant on receipt of lease.](#)