

Community Empowerment (Scotland) Act 2015

Asset Transfer Request

Important Notes

This is a standard asset transfer request form which can be used to make a request to Police Scotland. Please note police stations and other property operated by Police Scotland are held in the name of the Scottish Police Authority (SPA) but requests must be made to Police Scotland.

Decisions on asset transfer applications will be made by Police Scotland. Please note that in line with our governance requirements, where Police Scotland recommends asset transfer to a Community Transfer Body, the approval of the Scottish Police Authority will also require to be obtained. In some instances, the approval of the Scottish Government to an asset transfer request may be required.

You should read the asset transfer guidance provided by the Scottish Government before making a request. Police Scotland has also provided additional guidance on their website.

You are strongly advised to contact the Estates Department at Police Scotland and discuss your proposals with them before making an asset transfer request.

Sections 7 and 8 of this form **must** be completed before any application can be progressed.

When completed, this request form **must be manually signed** and emailed to:

EstatesDalmarnockHelpdesk@scotland.pnn.police.uk

Or alternatively send via post to:

Estates Department
Police Scotland
Clyde Gateway
2 French Street
Dalmarnock
Glasgow
G40 4EJ

If you require this application form in any other format, please contact the Estates Department at Police Scotland.

NOT PROTECTIVELY MARKED

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:

Moffat Town Hall Redevelopment Trust

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

Postal Address Moffat Town Hall, High Street, Moffat.

Postcode DG10 9HF

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

Full Name Jane McCulloch

Full Address Moffat Town Hall, High Street, Moffat

Postcode DG10 9HF

Date of Birth

Telephone No.

Email Address

We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above (please mark an 'X' to indicate agreement). You can ask Police Scotland 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.

Type of CTB		Official Company Number
Company	<input type="checkbox"/>	
Scottish Charitable Incorporated Organisation (SCIO)	<input checked="" type="checkbox"/>	SC344238
Community Benefit Society (BenCom)	<input type="checkbox"/>	
Unincorporated Organisation (no number)	<input type="checkbox"/>	

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

NOT PROTECTIVELY MARKED

1.5	Has the organisation been individually designated as a community transfer body by the Scottish Ministers?	No	<input checked="" type="checkbox"/>
		Yes	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>
		Yes	<input type="checkbox"/>
If yes, what class of bodies does it fall within?			

1.7	Please confirm the number of members within your community body:
210	

Section 2 – Information About the Land and Rights Requested

2.1	Please identify the land to which this asset transfer requests relates.
<p>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 Police Scotland's register of land, please enter the details listed there.</p> <p>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 attach a map and 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.</p>	
<p>DG10 9HF</p> <p>Co-ordinates</p> <p>308396 605287</p> <p>135 property size GIA sq.m.</p>	

Section 3 – Type of Request, Payment and Conditions

3.1	Please select which type of request is being made with an 'X':
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for ownership (under section 79(2)(a)) - go to section 3.1A	<input checked="" type="checkbox"/>
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for lease (under section 79(2)(b)(i)) – go to section 3.1B	<input type="checkbox"/>
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for other rights (section 79(2)(b)(ii)) – go to section 3.1C	<input type="checkbox"/>
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3.1A	Request for Ownership
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What price are you prepared to pay for the land requested?

Proposed Price: £1

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

3.1B	Request for Lease
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What is the length of lease you are requesting?
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How much rent are you prepared to pay? Please make clear whether this is per year or per month.
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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.

3.1C	Request for Other Rights
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What are the rights you are requesting?
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Do you propose to make any payment for these rights?	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>

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?
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Proposed Payment: £ 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
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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.

Moffat Town Hall Redevelopment Trust (MTHRT) wish to take ownership of the former Police Station, Moffat for a nominal payment of £1 through the Community Asset Transfer process as outlined within the Community Empowerment (Scotland) Act 2015. The former Moffat Police Station is ideally located adjacent to our already established project facility of Moffat Town Hall and shares a communal entrance way. The positive locations provide a superb opportunity in offering greater community benefits and facilities.

MTHRT was set up in 2008 with the aim of refurbishing and managing Moffat Town Hall for the benefit of the community and secured a 21 year lease from Dumfries and Galloway Council. The Trust is firmly focused on serving the DG10 community but expanding to other areas and services where possible. The additional space provided by having the Police Station would enable us to offer podiatry, health services, information services, etc. all to the benefit of the community.

It is felt that Moffat Police Station whilst possibly needing some refurbishment, is adequate in it's original form and could easily accommodate our plans for the foreseeable future.

If the Trust secured Moffat Police Station, the objective would be to expand the Community Shop incorporating a 'drop in' centre, provide local NHS facilities, a facility for well-being activity such as pamper room and additional office space for generating income through office rental, small charges for services and funding.

4.2	Benefits of the Proposal
Please set out the benefits that you consider will arise if the request is agreed to.	
<p>This section should explain how the project will benefit your community, and others. Please refer to the guidance on how benefits will be considered regarding a request. Police Scotland will do this through liaison with Estates, Legal, Finance, Local Division; although the Scottish Police Authority will also have power to determine the application.</p>	
<p>To date, the Trust has been successful at establishing social/lunch clubs that meet on a weekly basis, a successful community shop, reading clubs, community events, meeting spaces, wedding venue and not least, the successful implementation of a Changing Places Toilet Facility. Future plans envisage the Trust working with local GPs and Moffat Hospital to provide premises that could accommodate District Nurses to carry out yearly health checks which ties in with our existing social/lunch clubs. The clubs themselves could further develop by being able to offer pamper rooms, podiatry and assistance with general care needs within the premises.</p> <p>The Trust has a robust Business Plan (attached) that will enable continuation of and the introduction of new services to the local community for the foreseeable future. However, to achieve this, investment and expansion is required for additional accommodation, as current activities are restricted due to current space available.</p> <p>One aspect which outlines the space restriction is our ever-growing Community Shop. The shop's success is due to considerable support from the entire community and this support continues. The shop expansion is now being hindered due to lack of adequate facilities and space. Since opening, it has been identified that not only is it a great asset to the community but also provides a drop-in centre, and could do so much more given the right premises. Whilst the shop has been a great success, it does take up a large part of the town hall and therefore restricts the Trust's other income generating activity.</p> <p>The Trust has already offered work experience opportunities to young people in the area but we are keen to expand this and to offer the opportunity of highlighting the benefits of working in the caring profession or in retail.</p> <p>We currently have a group of 30 plus volunteers who support our clubs and the Community Shop. However, shop hours are restricted to enable other activities to take place. More room would enable the shop to be open for more hours and provide increased opportunities for volunteering. Volunteering opportunities will enable people in the community to socialise with others, develop skills and increase their self-esteem.</p> <p>We have already found that the lunch/social clubs have a beneficial effect on people's health and this has reduced the demands on local GPs and hospital services. Much of this has come about by people being able to meet with others, discuss concerns and overcome loneliness. We believe a 'drop in' centre would further increase these benefits.</p> <p>Through our work we have developed strong working relationships and partnerships with Moffat Access Group, Alzheimers Scotland, NHS, Annandale Community Transport, RVS, Safety and Health Action Partnership and other similar organisations. Larger premises would allow us to continue this and to work with more local community groups, extending the degree of inclusive activity and the range of people and organisations using the premises.</p> <p>Finally, much of the Trust's current work is funded by grants. Greater space would enable the Trust to undertake more revenue generating activities and help us move towards self-sustainability for the future</p>	

4.3	Restrictions on Use of the Land
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.	
No known restrictions to the use of the land. There is a three way access burden to the former Police Station (Former Police Station, Moffat Town Hall and private households). Moffat Town Hall is a listed building. We are not aware of any burdens and deeds connected to the Moffat Police Station and therefore we will be relying on the Police to make us aware of any.	

4.4	Negative Consequences
What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these?	
<p>You should consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.</p>	
<p>The Trust feel, through consultation and local knowledge, there would be no adverse impact to Moffat should they be successful in obtaining the Police Station through the CAT process. The Trust feel there is only positive outcomes and furthermore, it would potentially stop an empty building falling into disrepair in the future.</p>	

4.5**Capacity to Deliver**

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 Trust has been successful in establishing several projects within Moffat Town Hall and has a great wealth of experience and skills within its team.

To date the Trust has:

Restored the exterior of the building obtaining grants from Historic Scotland and Dumfries and Galloway Council.

Successfully managed grants from The Big Lottery, Leader, PCF, ACF, The Holywood Trust, Historic Scotland, Safety and Health Action Partnership, Clyde Wind Farm and Dumfries and Galloway Council to improve facilities within the hall and increase usage

Secured funding and provided equipment e.g. PA system, bunting, lighting, kitchen facilities, stage improvements and all available to any community group for use within the Town Hall.

Created four weekly projects aimed at the local community to counteract isolation and improve well-being. Approximate number of people attending each week is in excess of 100. Transport is provided for those needing it.

The provision of a Community Shop whose sole aim is to recycle donated items from the community to the community with all monies raised going back to the community. Since May 2016 approximately £60,000 has been raised and 30 community groups have benefitted, such as Moffat Astronomy Club, Scouts and Guides, Moffat Academy, Moffat Gala Committee, Dowding Memorial Committee, Beattock Wood Turning Club, Moffat Space Cadets, Bankfoot Residential Home and British Legion.

Increased use of the hall for community events, family celebrations and Sunday markets and we are now a licenced wedding venue.

The Town Hall is run by a Board of nine Trustees and has been constituted as a charitable trust limited by guarantee. In order to achieve this status, the Board has implemented a set of policies and procedures that meet set requirements regarding equality, diversity and inclusive best practice. We already have systems in place that protect individuals including health and safety, food hygiene, code of conduct etc. The experience we have gained has enabled us to develop strong working relationships with other groups as mentioned in 4.2 and partners who bring professional knowledge and know-how.

Section 5 – Level and Nature of Support

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.

The Moffat and Beattock Community Action Plan supports our ambition of acquiring the Police Station. Under game-changer 1 'Local People Leading' it describes the Town Hall as a key indoor community space and refers to the possible inclusion of the Police Station. The comments under 'Potential Roles' describe the Town Hall as a 'key civic building for public events with the Police Station used for storage, Police, Council outreach etc. if vacated' The plan was compiled following considerable community engagement including , an active Facebook page, on-street presence at busy local events, one-to-one discussions with community groups, surveys and discussions with local authority and Community Planning Partnership officers covering, amongst other things, planning, health and social care. The report can therefore be considered as a reliable record of local opinion.

All of the activity undertaken by the Trust is in line with the Annandale and Eskdale 2016 - 2019 Health and Social Care Plan. Specifically we believe our weekly clubs contribute to counteracting the following challenges identified in the plan:

- creating local health and community support services
- making use of local resources to support health and well-being
- setting up services which provide care or support in the local community.

Our plans for extending our services into the Police Station sit very well with these objectives and would enable us to expand the work currently undertaken.

We have undertaken informal consultation with members of MTHRT, members attending our weekly social/lunch clubs and our volunteers who help at the clubs and in the community shop. We have also spoken with some of our local partners such as RVS who may be interested in office accommodation.

As part of the weekly social/lunch club focused discussions with local GPs and NHS services we have discussed the possibility of providing accommodation for health services and pampering.

We are part of the Moffat Access Group who are a sub-group of Moffat Community Council and are working on developing the High Street and improving access.

Dumfries and Galloway Council are well aware of our wish to obtain Moffat Police Station and see it as an opportunity for us to continue to expand our community work.

Section 6 - Funding

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.

At present we do not intend making any alterations to the building as our activities could be accommodated in its current format. We believe on-going costs (heating etc) are in the region of £7,000 per annum and this would be covered by income from the community shop.

We have applied to the Climate Challenge Fund for a grant for a Development Officer with the intention of reviewing the windows, doors, heating, lighting and insulation in the Town Hall. If we are successful in securing this grant and the Police Station we would include both buildings in the activity and look to reduce on-going energy costs within both facilities.

At present many of our main activities are funded by grants from PCF and the Aspiring Communities Fund. However, one of the clubs is now self-sufficient and will not need grant funding from the end of this financial year. The other club has only been running for eight months and is still developing. Funding is available until June 2019 by which time we expect it to be self-sufficient.

One of the main reasons for wanting to acquire the Police Station is to free up room in the Town Hall for income generating events. We have registered as a wedding venue and are seeing growing interest in this and other private events. We intend to focus on this area with a view to increasing annual income.

Annual accounts attached. (sent with hard copy)

Section 7 - Vetting

Prior to entering into any legal agreement for the transfer of the Scottish Police Authority's assets pursuant to an asset transfer request, in order to comply with Anti Money Laundering Regulations and in fulfilment of the policing principles set out in the Police and Fire Reform (Scotland) Act 2012, Community Transfer Bodies must submit the following information to allow a vetting check to be completed. Please therefore provide the following details in respect of **all** position holders / office-bearers / shareholders / directors with a controlling interest in the Community Transfer Body.

Full Name	Graham Black
Full Address	
Postcode	
Date of Birth	
Contact Telephone No.(s)	

Full Name	Hazel Douglas
Full Address	
Postcode	
Date of Birth	
Contact Telephone No.(s)	

Full Name	Angus Sinclair
Full Address	
Postcode	
Date of Birth	
Contact Telephone No.(s)	

Full Name	Jane McCulloch
Full Address	
Postcode	
Date of Birth	
Contact Telephone No.(s)	

NOT PROTECTIVELY MARKED

Full Name	Kathleen Hyslop
Full Address	
Postcode	
Date of Birth	
Contact Telephone No.(s)	

Full Name	Annable McAuley
Full Address	
Postcode	
Date of Birth	
Contact Telephone No.(s)	

Full Name	Peter Farrell.
Full Address	
Postcode	
Date of Birth	
Contact Telephone No.(s)	

Full Name	Sarah Louise Burchell
Full Address	
Postcode	
Date of Birth	
Contact Telephone No.(s)	

(Add more if applicable by copying and pasting further tables above this text).

Section 8 – Declaration of Non-involvement in Serious and Organised Crime

In signing this document, we, the names office-bearers and signatories, make the following Declaration:-

We confirm that we have read over and understood Sections 28 and 31 (inclusive) of the Criminal Justice and Licensing (Scotland) Act 2010.

We hereby declare that we have nothing to report in relation to this legislation at this time. We can confirm that no director, shareholder, office bearer, partner, trustee or other persons who have power of representation, decision or control over or in respect of:

Moffat Town Hall Redevelopment Trust

or otherwise connected to it are engaged in serious organised crime, as defined in the Criminal Justice and Licensing (Scotland) Act 2010.

In making this declaration, we confirm that we have taken all the necessary steps to ensure the accuracy of our attestation and understand that the wilful provision of misleading or inaccurate information may constitute a criminal offence.

Signature

Two office-bearers (board members, charity trustees or committee members) of the community transfer body must sign the application form. They must provide their full names, dates of birth 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.

1st Office Bearer	Name	Graham Black
	Date of Birth	
	Address	
	Date	04/09/2018
	Position	Chair
	Signature	

2nd Office Bearer	Name	Jane McCulloch
	Date of Birth	
	Address	
	Date	04/09/2018
	Position	Trustee
	Signature	

Witness	Name	Euphemia Salmon
	Address	
	Signature	

Once completed, please send a signed copy of this form to the Estates Department at Police Scotland.