

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

ASSET TRANSFER REQUEST FORM

IMPORTANT NOTES:

This is a standard asset transfer request form which can be used to make a request to any relevant authority. Relevant authorities may also provide their own forms in their own style.

You do not need to use this form or a relevant authority's form to make an asset transfer request, but using a form will help you to make sure you include all the required information.

You should read the asset transfer guidance provided by the Scottish Government before making a request. Relevant authorities may also provide additional guidance on their schemes.

You are strongly advised to contact the relevant authority and discuss your proposals with them before making an asset transfer request.

When completed, this form must be sent to the relevant authority which owns or leases the land your request relates to.

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

West Lothian Wolves Basketball Club

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

Postal address:

Postcode:

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:

Postal address:

Postcode:

Email:

Telephone:

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 the relevant authority 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.

	Company, and its company number is	
	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	X SC045197
	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:

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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?

Charities/SCIO

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.

Blackburn Community Centre

1 Ash Grove, Blackburn, Bathgate, EH47 7EW

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: 135009868

Section 3: Type of request, payment and conditions

3.1 Please tick what type of request is being made:

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

3A – Request for ownership

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

Proposed price: £1.00 (based on discussion held on 29/05/2017 WLC disclosed that they would transfer the property at zero cost)

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?

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

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.

3C – request for other rights

What are the rights you are requesting?

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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: £ per
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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 West Lothian Wolves Basketball Club have focused time, energy and finances into creating a demand for the sport and providing opportunities for people to play the sport of basketball. We as a club want to see as many children, young people, girls and boys play the sport and therefore we have an open door policy and we never turn someone away. We do not operate waiting lists, we increase our hall lets to allow for expansion of the clubs practicing and playing numbers. We have developed a sustainable, growth oriented business plan for the club, which has seen massive growth through the last number of years.

At present we have nearly maxed out our hall let's within the school estate, which means that we effectively have a ceiling on what we can offer and to who. We are very close to that ceiling.

The obvious solution for the Wolves is to work in partnership with West Lothian Council and external funders to highlight a suitable building or plot of land that the Wolves can use to develop a bespoke basketball facility that will allow the club to continue to expand, allow us to develop our players much more holistically and will allow us to continue to further our charitable aims. Any such facility would in all likelihood be a complementary exercise to the majority of our existing lets, rather than a replacement of them all.

Blackburn Community Centre would need a lot of work carried out to bring it up to a standard acceptable. The only foreseeable modification would be the removal of the sauna as this would not be needed.

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 outcomes the Wolves will work towards with this project are:

- Grow a number of schools programmes both during the curriculum time and after school, linking with the schools in Blackburn, including Pinewood Special Needs School;
- Develop mutually beneficial business opportunities through utilising spaces within the building to create new opportunities for small local businesses;
- Support the growth and development of physical activity in the area through new classes such as yoga, fitness classes and dance/gymnastic opportunities that will be run in partnership with other clubs/providers;
- Be a central service within the community for a range of community activities complementing activity to be delivered through West Lothian Council at the new partnership centre.

The Wolves is a community first, family friendly organisation and the development of any facility for the club would have to deliver against these. A new facility would have to allow us the ability to be firmly placed within not only the West Lothian community at large, but also the community in which the build or land is.

This project would allow the club to further it's charitable aims and to provide physical activity to a wider audience through working with other groups to provide additional activity locally.

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.

At present the club are not aware of any restrictions to the land and West Lothian Council have not come forward with any restrictions that may halt progress on the asset transfer process.

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 Wolves do not foresee any negative consequences to the local economy, environment or community. This project is viewed as a positive addition to the local area and will provide new and varied opportunities for jobs and activities locally.

Initial conversations with local groups have been positive. In each conversation the local groups have raised a concern that the Wolves may present a form of competition of lets and services. [REDACTED] has alleviated fears in each conversation explaining that the Wolves would offer complimentary services for the benefit of the community. It is envisioned that the club will work with local community groups, the council and external funding bodies to ensure a collaborative approach to supporting local development opportunities.

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 West Lothian Wolves have a wide membership base, with a range of experience within the committee and membership of the club that will allow this project to be a success. It is envisioned (funding pending) that the Wolves will have professional support to deliver this project, working with WLC on the asset transfer process, building a business case and developing a management plan for the building that will allow the project to be successful.

Those who are currently involved in the project so far from the Wolves are:

██████████ - with a background in Sports Development, sports facilities building and maintenance and attracting external funding he will provide Project Management support to allow the process of asset transfer to move at pace.

████████████████████ - Director of Amicus Property Consultants Limited, David is lending his considerable experience to this project, offering support on the property survey that the club are going to do, this will provide a baseline figure and schedule of works that the club will need to complete in order to take on the asset. David has so far offered pragmatic advice on the project and will continue to do so.

████████████████████ - An experienced Chartered Surveyor, Steve will provide advice and support to the club on building maintenance and development.

██████████ - with a significant background in the finance sector Paul will ensure that the business plan will stand up. This will ensure that the financial component of this project will be scrutinised in order to make sure the club can take on this building and run it in a sustainable manner.

The Wolves will also lean on the considerable support within West Lothian Council to support the process moving forward. Officers currently supporting the process are:

Douglas Greirson - Community Regeneration Officer (WLC)

Paul Stark - Active Schools and Community Sport Officer

Lorraine Durie - Active Schools and Community Sport Team

Martin Thompson - Business Support Team

Tracey Thomson - Finance and Property Services

A number of external agencies are also currently supporting the Wolves with

advice and guidance. These include:

Social Enterprise Scotland (Senscot)

Community Ownership Support Service (COSS)

West Lothian Social Enterprise Network (WLSSEN)

Sportscotland

The Land Trust

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.

At present the proportion of the club membership involved in the request is very low, as it only makes sense to involve people who are able to add to the process of furthering the request. The club committee is briefed and updated on progress monthly and the club membership have been told informally that the club are working with WLC on an asset transfer. There is an awareness of the need for a club 'home' facility that has been expressed by coaches and players throughout the club. No formal message has gone out to the club at this stage as the initial stages of the asset transfer process are still being worked through.

To date [REDACTED] who is the club's professional support for the project, has spoken with [REDACTED] (Centre Manager, WLC) to let her know about the club intentions and to ask that she briefs centre staff about this request.

[REDACTED] has also held a phone conversation with [REDACTED] the Blackburn Community Centre Management Committee Chairman on 13 June about the request and both have agreed that [REDACTED] should attend the next Management Committee meeting on 26 June to discuss the request with the wider management committee.

[REDACTED] had mixed feelings about our request, due to the history of their organisation moving to the partnership centre, however was keen to explore the benefits that this

project could bring to the local community.

██████ has also spoken with the Chairman at Blackburn United Community Football Club, who was supportive of the request and keen to work together for the betterment of the community going forward.

██████████ from Community Action Blackburn has also been e-mailed in order to request a phone call or meeting in order to discuss the request. ██████ is yet to respond.

██████ has also had conversations about this project with the Active Schools and Community Sport Team within WLC and basketballscotland, who are both supportive of the project and will provide support in whatever ways possible throughout the process of asset transfer.

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 tables below show the following:

1. Basketball Related Income
2. Non Basketball Related Income
3. Expenditure
4. Profit or Loss

Table 1. Basketball Related Income

Type of Let	Number of Hours	Number of days per year	Total Hours	Price per hour	Total
Wolves Training					
Wolves Match Day Costs					
Regional Development Leagues (U12)					
Regional Development Leagues (U14)					
Regional Finals (U12)					
Regional Finals (U14)					
National Challenge					
Phoenix Wheelchair basketball club fixtures					
Basketballscotland (end of season games, neutral venue)					
Basketballscotland (national squad training)					
National Final Men					
Under 16 development league					
Holiday camps					

Table 2 Non Basketball Related Income

Type of Activity	Number of Hours	Hourly rate	Monthly Projections	Annual Projections
1 Use of large games hall New Town Roller Darby				
2 Use of Large games hall (roller darby scrimmages and leagues)				
3 Use of Large games hall for Glasgow roller darby league				
4 Use of Large Games Hall - Futsal				
5 Small Games Hall Lets (adults)				
6 Small Games Hall Lets (juniors)				
7 Lease for cafe				
8 Lease of space for Physio-Therapy business				
9 Lease of space for S&C Coach				
10 Lease of room for small business				
11 Lease of space for Hair dressers				
12 Let Classroom for Courses				
13 Total				

Table 3 Expenditure

Cost Type	Annual Fees
Heating	
Electricity	
Building Insurance	
Content Insurance	
Public Liability Insurance	
Cleaning maintenance contract	
Wages for Receptionists/Janitors	
Telephones and Internet	
Fire Alarm Maintenance	
Asbestos Checks	
Boiler servicing	
Electricity Compliance testing	
Regular maintenance (adhoc)	
Sinking fund for replacement of large items and facility maintenance	
Total	

Table 4 Profit/Loss

Income/Expenditure	Total
Income Basketball Activity	
Income Non Basketball Activity	
Total Income	
Running Costs	
Surplus/Deficit	
Carry Forward	

These Tables are pulled directly from the business plan that will form part of the stage 2 process of the asset transfer if the initial request from the Wolves is accepted. These numbers are still a work in progress and issues like the exact court hire costs, the total amount used by the various groups, the variety and types of non basketball related income etc... need to be agreed. This however shows that these issues are currently being considered and will be further developed as the club works with Council officers to complete the business plan.

Conversations have been had with a variety of external funders with regards to funding to support the development of the facility. The main funders will likely be Sportscotland, The Robertson Trust, The Land Trust and the Big Lottery. However this is all dependant on the work that needs to be completed and the programmes that the club will run from the building to support the needs of the local community.

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 [REDACTED]

Address [REDACTED]

Date [REDACTED]

Position Chairman

Signature [REDACTED]

Name	██████████
Address	██
Date	██████████
Position	Secretary
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: Douglas Grierson has a copy of the clubs constitution.

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

Documents attached:

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:

Section 5 – evidence of community support

Documents attached:

Section 6 – funding

Documents attached:

When speaking to funding bodies the general response is that we need to have commitment from the Council before any funding request would be assessed and agreed.