

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

ASSET TRANSFER REQUEST FORM

North Lanarkshire Council

This Community Asset Transfer request form must be completed to make a formal request. This 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. The council may also provide additional guidance on scheme.

You are strongly advised to contact the council and discuss your proposals before making an asset transfer request.

When completed, this form and supporting documentation should be sent to communitymatters@northlan.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

| |
|---------------------------|
| Cumbernauld Cottage Trust |
|---------------------------|

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

| |
|----------------------------|
| Postal address: [REDACTED] |
| Postcode: [REDACTED] |

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] |
| Postal address: [REDACTED] |
| Postcode: [REDACTED] |
| Email: cumbernauldcottage@gmail.com / [REDACTED] |

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 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 | SCIO application submitted and pending Application submitted to OSCR on 28 April 2022. |
| | Community Benefit Society (BenCom), and its registered number is | |
| <input checked="" type="checkbox"/> | Currently an unincorporated organisation (no number – please see above) | |

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:

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 Once the SCIO application has been determined. The CTB will inform NLC when the SCIO application has been granted and provide the charity number.

If yes what class of bodies does it fall within?



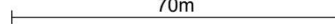
Information about the land and rights requested

1.7 Please identify the land to which this asset transfer request relates.

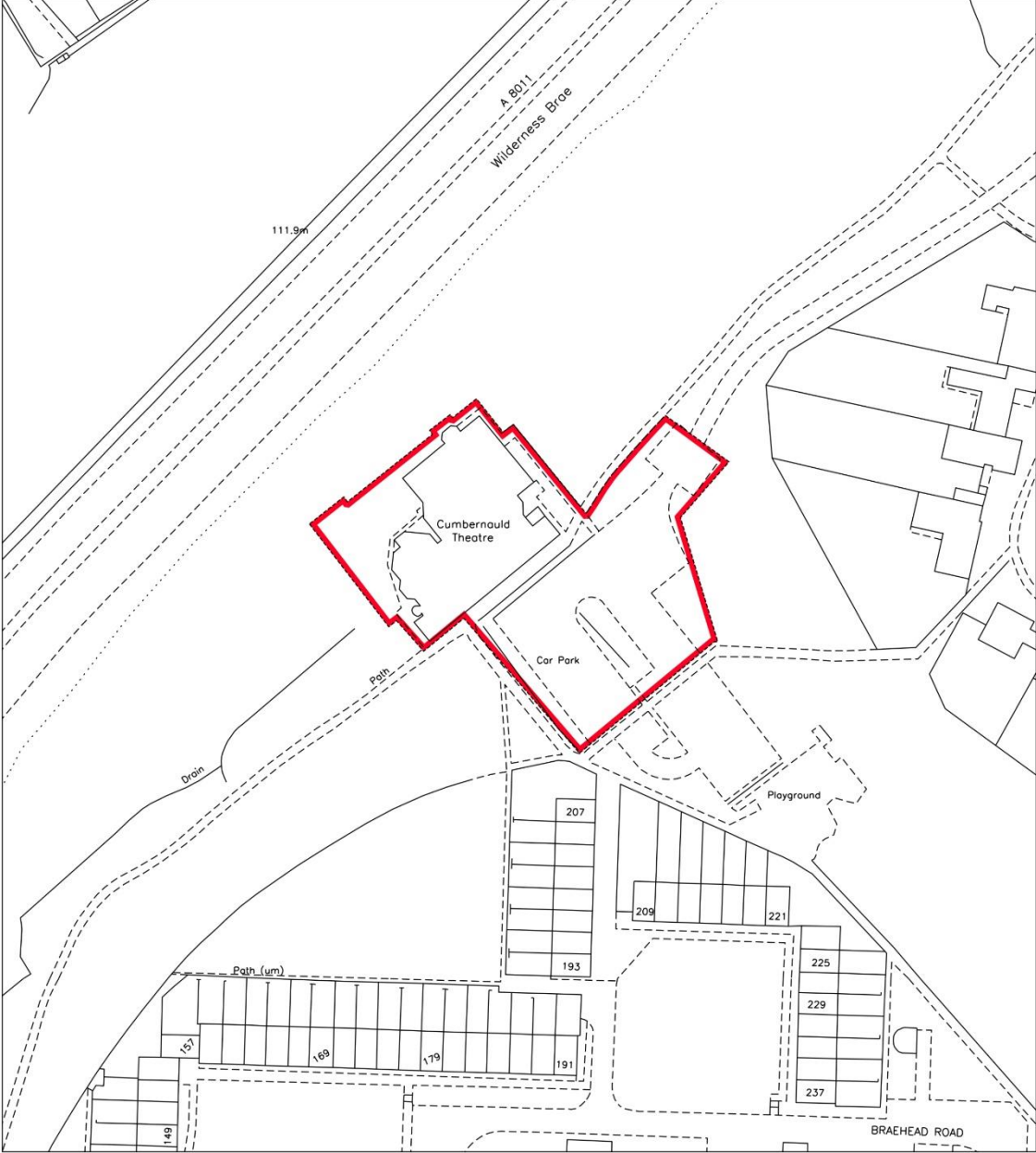
You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.

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.

The subjects known as and forming the former Cumbernauld Theatre building and adjacent car park, Braehead Road, Kildrum, Cumbernauld G67 1AB which subjects are registered in the Land Register for Scotland under title number DMB2098 ("the Property").

| | | |
|---|--|---|
|  LAND REGISTER OF SCOTLAND | Officer's ID / Date | TITLE NUMBER |
| | 30442 28/7/1997 | DMB2098 |
|  | ORDNANCE SURVEY NATIONAL GRID REFERENCE | 70m  |
| NS7675SE NS7675NE | | Survey Scale |
| | | 1/1250 |

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1.8 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:R2490645

Section 2: Type of request, payment, and conditions

2.1 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: £ 20,000

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

3B – request for lease

What is the length of lease you are requesting?

N/A

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?

It is noted that the title deeds of the Property stipulate a feudal burden that the building shall be used in all time coming for a theatre only and for no other purpose. Leaving aside questions of validity of the said burden, the CTB seeks the Right to redevelop the Property to facilitate proposed community use as a new community and music facility to be known as The Cottage, comprising a range of accommodation for hire and a café/bar.

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

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

Section 3: Community Proposal

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

Cumbernauld Cottage Trust plans to protect the historic cottages building for future generations and aims to achieve this by the purchase of the building by Community Asset Transfer (Community Empowerment (Scotland) Act 2015 Part 5).

Cumbernauld Cottage Trust aims to redevelop the former Cumbernauld Theatre building as a new community and music facility to be known as The Cottage, comprising a range of accommodation for hire and a café/bar. Successful fundraising by the CTB will result in an investment of over £2,000,000 to provide an accessible, modern community resource.

The Cottage will be run by a Board of Trustees and managed by paid staff supported by a team of volunteers. The facility will provide a much-needed community hub that will offer a multi-use and multi-generational space from which local communities will benefit. The hub will support community growth, community ownership and develop a sense of pride in the facility. Volunteers will be offered appropriate training and the chance to gain valuable work experience and in the long-term, a number of employment opportunities will be available.

This, in turn, will support future sustainability with the local community actively involved in the design and delivery of services.

The Cottage will restore much needed amenity to the area of Kildrum in Cumbernauld, which has now lost the majority of its social spaces and community facilities.

The Cottage will: -

- Encourage participation in community life and build social capital.
- Contribute to the regeneration of the community following the negative impact on wellbeing of the COVID-19 pandemic.
- Provide a social space at the heart of the community, accessible to all.
- Provide an inclusive and affordable facility for the community of Kildrum.
- Work in partnership with local organisations to foster and develop connections, activities and opportunities for families and people of all ages in our communities.

The Cottage will also function as a hub for all things musical. providing opportunities for people of all ages in our communities to connect through music.

Learning - A place where people of all ages can learn to play music and develop their skills. It will offer accessibly priced accommodation for lessons and workshops, rehearsals and meetings

Enabling - The Cottage will aim to establish links with local support groups for people with additional needs and those with mental health issues who may benefit from music therapy.

Celebrating - There will be function space available for hire to accommodate family celebrations from childrens' parties to golden weddings and everything in between. Party packages will be offered in conjunction with local suppliers.

Performing - The onsite café/ bar will provide a venue for informal performances and jam sessions. The studio and auditorium will host more formal presentations.

Connecting - The Cottage will work towards creating productive links and collaborative opportunities amongst other music providers in the town.

Communicating - The Cottage will offer a hub for musical activity in the town, a place that will be seen as a natural first point of contact for all genres.

Contributing

The Cottage will contribute to the cultural life of the town, offering much needed affordable accommodation for community groups and activities at the heart of Kildrum.

Music provision at The Cottage will aim to complement existing facilities in the town such as performance spaces at Cumbernauld Theatre and Bar Yellow and currently available teaching across a range of genres from individual tutors and from organisations such as Rookie Rockstars, bringing together musicians across genres in a less formal space and facilitating connections and the sharing of information.

Benefits of the proposal

3.2 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 Cottage will contribute to the rebuilding of community welfare following the COVID-19 pandemic.
- The Cottage will benefit the surrounding communities by providing flexible and affordable accommodation for community activities.
- The Cottage will be a social space to serve the immediate needs of Kildrum residents and leisure users of Cumbernauld House Park.
- An additional community facility for Cumbernauld as a whole.
- The Cottage will be a focal point for music activity in the town providing opportunities for people of all ages in our communities to connect through music: -
- The Cottage will aim to establish links with local support groups for people with special needs and mental health issues who may benefit from space to make a noise, engage in sound and music therapy.
- There will be function space available for hire to accommodate family celebrations from children's parties to golden weddings and everything in between. Party packages will be offered in conjunction with local suppliers.
- The onsite café/ bar will provide a venue for informal performances and jam sessions. The studio space and old theatre auditorium will be available for sharings, practices, showcases and more formal presentations.
- The Cottage will work towards creating productive links and collaborative opportunities amongst other music providers in the town – venues, teachers, suppliers of rehearsal facilities etc
- A range of voluntary and paid employment opportunities will be available.

The community benefit objectives of the CTB may be seen to align with those of The Plan for North Lanarkshire

1. IMPROVE ECONOMIC OPPORTUNITIES AND OUTCOMES

- a. *The Cottage will provide a new focus for community activities, multi-functional and connecting people in an inclusive way.*
- b. *The CTB will ensure the preservation of a historic building in the town, retaining a significant element of Cumbernauld's heritage.*
- c. *The Cottage, as a community based not for profit business will make a new contribution to the local economy.*

2. SUPPORT ALL CHILDREN AND YOUNG PEOPLE TO ACHIEVE THEIR POTENTIAL

- a. *The Cottage will be a place that welcomes all sections of the community, older people, families, young people and children, aiming to provide opportunities for all to participate in groups, clubs and activities through the provision of affordable space and a place to connect with others.*
- b. *The CTB will endeavour to create and sustain partnerships and joint working projects with other agencies and organisations that offer opportunities for children and young people to learn and achieve.*
- c. *The Cottage's focus on music will give children and young people access to learning and participation in playing, performing and enjoying music, thus offering the chance to acquire life enhancing skills.*
- d. *The Cottage will be a welcoming place for families, offering space for playgroups, childrens clubs, young people to hang out in a safe environment and for parents to meet and support one another.*

3. IMPROVE THE HEALTH AND WELLBEING OF OUR COMMUNITIES

- a. *The CTB will provide volunteering opportunities, allowing people to access training and gain employment experience with appropriate support and safeguarding measures in place.*
- b. *As a community driven enterprise, the Cottage will offer a number of paid employment opportunities.*
- c. *The establishment of a new community facility will enable the regeneration of social networks and reduce isolation as communities continue to rebuild in the post-pandemic era, through the provision of accessible social spaces.*

d. *The CTB will endeavour to foster productive relationships with other organisations and will act as a signposting service where appropriate.*

e. *The CTB will offer access to the therapeutic benefits of involvement in music.*

f. *The Cottage will facilitate a range of cultural and social activities through the provision of affordable space and social connection.*

g. *The CTB will operate within a well-defined set of policies and procedures to ensure the safety and protection of all users.*

4. ENHANCE PARTICIPATION, CAPACITY AND EMPOWERMENT IN OUR COMMUNITIES

a. *The CTB will invest a significant level of financial and community resource to redevelop a building of significant historical importance within the local heritage environment.*

b. *The CTB will operate a community-based service that listens and responds to the community's needs and aspirations.*

5. IMPROVE NORTH LANARKSHIRE'S RESOURCE BASE

a. *The Cottage will represent a welcome addition to the limited range of community amenities in Kildrum.*

b. *The CTB has a community driven approach to development and has already attracted measurable interest and support from communities.*

Restrictions on use of the land

3.3 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 Property is currently subject to a pending listing application with Historic Environment Scotland

Negative consequences

3.4 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.

- Although this is a new community provision, our engagement and consultation with the local community has already raised its profile and interest. We will continue to engage with users and with the local community to ensure that needs and gaps in provision are identified and addressed.
- We recognise that the provision will be reliant on the use of volunteers but as we are gaining momentum in relation to community ownership, we are confident that community members will come forward and fulfil the roles required. We will be working closely with our third sector interface and local schools and will be able to provide a range of attractive volunteering opportunities that may support young people, for example in gaining their Duke of Edinburgh and other awards.
- Although we will face a lack of initial start-up capital, we have developed a robust fundraising plan and made our financial projections based on detailed feasibility studies
- Although the level of community support may be unpredictable, we are reassured by the early indications that community interest is high. Our commitment to community engagement and participation in developments will promote high levels of sustainable community support
- There may be some noise and disruption to the community in Braehead Road as building work is carried out. We would attempt to mitigate these by establishing good communications with residents, keeping them informed on work schedules and responding promptly to any concerns, working with contractors to address any issues identified.

Capacity to deliver

3.5 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.

Cumbernauld Cottage Trust has a strong committee, a highly motivated group of individuals working to steer the project, whose skills and experience are sufficient qualification to achieve objectives.

Current members are: -

██████████ is a Health and Safety professional, an official of the PCS Union and works within a UK Government department. A prominent local activist and historian, he holds several roles across organisations in the Third Sector. A freelance writer and author, ██████████ was recently elected to North Lanarkshire Council as a councillor for a Cumbernauld ward.

██████████ has 14 years management experience within a Third Sector Mental Health organisation and has served on 3 voluntary boards as director. His skills and experience cover strategic planning, finance, staff recruitment and management and management committees/governance

██████████ has spent most of her working life in the Third Sector across a range of Marketing and Development posts, including 18 years in front of house and marketing roles for Cumbernauld Theatre. She is active in several local voluntary organisations, including as Chair of town twinning group the Cumbernauld- Bron Association

██████████ is a retired Senior Social Worker, having worked over four decades with Strathclyde Region and North Lanarkshire and Falkirk councils, variously in Children & Families, Community Care and Criminal Justice teams. He is currently vice-chair of Kildrum Community Council and an active member of Scotland's Climate Assembly. A keen performance musician, photographer and writer, Iain has a particular interest in community participation in creativity and performance.

██████████ is an experienced social care practitioner and manager, having been employed within the local government and voluntary sectors for over 25 years. For the past decade he has run his own successful business. He went back to University to get a degree in Business and marketing in 2013 and earned a place in Entrepreneurial Spark and Strathclyde University entrepreneur programme.

██████████ works with the National Trust for Scotland as a member of the Education team at one of Scotland's pre-eminent historical sites. She has experience in social media management and written communication in both Scots and English and is passionate about keeping the Cottage for the community to use

██████████ has a Masters in Heritage, Environment and Policy with a focus on our industrial heritage, and what remains of it in our landscapes and the social values that we place on our heritage places. Her background is in Primary teaching but for the last 8 years she worked on community heritage based projects. These projects have ranged from building traditional boats, the excavation of a hill fort, conserving our historic waterways and developing engaging learning activities that inspire people of all ages to get involved.

██████████ works for one of Scotland's leading law firms, Qualifying in 2017, her experience

extends to representing clients in tribunals, mediation and dispute resolution around commercial and residential property disputes.

██████████

██████████ has been involved in the Leisure Industry most of his working life, running successfully licensed Restaurant & fast food outlets within Cumbernauld & Kirkintilloch areas. ██████████ brings good business acumen, experience and entrepreneurship in the management of food outlets.

████████████████████ works in television production and has a ten year long career turning ideas into action. ██████████ is passionate about sustainability, renovation and art and design and is dedicated to creating The Cottage community hub for all to enjoy

The CTB has drawn on specialist support from a number of consultancies and organisations.

- Cumbernauld Cottage Trust commissioned Alan Jones Associates in 2019 to carry out a feasibility study and options appraisal for continued community use of the building.
- Two firms of architectural consultants have worked to assess the redevelopment potential and current condition of the building. An architectural feasibility study report was produced in 2021 by Anderson, Bell and Christie.
- The CTB has received Stage 1 funding from the Scottish Land Fund to support business planning and has been invited to submit a Stage 2 Application towards purchase costs and associated expenses.
- A consultant from Bruce Tait Associates has assisted the Trust in the formulation of their initial Business Plan
- The Trust has benefited from advice and information provided by COSS, DTAS, Firstport and VANL.

Section 4: Level and nature of support

4.1 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.

The Cottage is held in great affection by all who came into contact with Cumbernauld Theatre's activities there – local families, residents who were regulars in the bar and café over the years, members of theatre, music and arts communities at local, national and international levels.

A survey conducted by Alan Jones Associates as part of the feasibility study they carried out in 2019 gathered in excess of 1500 responses, not just from the local area but from as far away as the USA and Australia. Since the establishment of the Trust in 2018 from a number of

public meetings held in the old Theatre, we have been aware of a groundswell of community support for the retention of a venue that is seen as something valuable to our communities.

We regularly keep in touch with our mailing list of around 60 people; we have a formal membership of fifty-six and are actively recruiting for new members; our Facebook page has garnered approximately 1700 followers and continues to grow.

Our project has been featured in the media, including most recently the Cumbernauld News, Cumbernauld Community News; The Daily Record; Cumbernauld FM.

We recognise the importance and benefits of working in partnership with others and have already started to build and develop these including close links with the following organisations:

- Voluntary Action North Lanarkshire
- DTAS/COSS
- North Lanarkshire Council
- Scottish Land Fund
- Cornerstone House
- Woodlands Trust
- Cumbernauld Theatre
- Kildrum Community Council
- Cumbernauld Village Community Council
- Cumbernauld and Carbrain Community Hub
- RECAP
- Cumbernauld Bron Association

Feedback from our local partners regarding the development of The Cottage has been overwhelmingly positive. Further community engagement initiatives are planned to inform development of operations, should the CAT application be accepted.

Section 5: Funding

5.1 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.

Fundraising Plan

Years 1 – 3

If our Community Asset Transfer application is successful, the focus in Year 1 will be on acquiring capital funding to cover cost of Phase 1 renovation (£600K) A successful Stage 2 bid to the Scottish Land Fund may cover purchase costs, remedial work on damp/mould due to prolonged vacancy, the salary of a part-time Development Worker to support the Management Committee in community engagement and fundraising. It is hoped to generate funds towards core costs and equipping the hub with the aim of commencing operations in the front section of the building by the beginning of Year 2.

| YEAR 1 | | | |
|--------------------------------|------------------------|----------------------|--|
| Funder | Type of Funding | Target Amount | PURPOSE |
| Scottish Land Fund | Mixed | £80K | Purchase of the Property; remedial works; legal fees; architect fees; p/t development worker (18mos) |
| Heritage Lottery | Capital | £500k | Building work |
| Robert Barr's Charitable Trust | Capital | £50K | Building work |
| FCC Action Fund | Capital | £50K | Building work |
| NLC Community Grants | Apply annually | £1,000 | Core Costs |
| Awards For All | Apply annually | £10,000 | Core Costs |
| Crowdfunder | Self- generated | £30K | Building work |
| Music Events x 2 | " | £1,000 | Building work |

Year 2 will see continued efforts to secure Capital Funding towards Phase 2 development costs £1.4 million. The CTB will also seek revenue funding towards start-up costs and equipment. It is anticipated that income generated from operations will cover a proportion of running costs.

| YEAR 2 | | | |
|----------------------------------|------------------------|----------------------|--|
| Funder | Type of Funding | Target Amount | |
| SG - investing In Communities | Capital | £300k | Building work |
| Scottish Power Foundation | Capital | £100K | |
| Community Ownership Fund | Capital | £300K | |
| National Lottery – Community Led | Revenue/ Capital | £100K | Set up costs and building costs (£50K) |
| Robertson Trust | Revenue | £10K | Volunteer programme/ staff costs - Up to 5 years funding |
| Business Start Up Grant | Local Authority | £2500 | Support start up |
| NLCCommunity Grants | Apply annually | £1,000 | |
| Awards For All | Apply annually | £10,000 | |
| Crowdfunder | Self- generated | £10K | IT Equipment |
| | | | |

Year 3 will see continued efforts to secure Capital Funding towards Phase 2 development costs £1.4 million. The CTB will also seek revenue funding to cover start-up costs and equipment. It is anticipated that income generated from operations will cover a proportion of running costs.

| YEAR 3 | | | |
|---------------|--|--|--|
| | | | |

| Funder | Type of Funding | Target Amount | |
|------------------------------------|------------------------|----------------------|--|
| Wolfson Foundation | Capital | £90k | Building work |
| Garfield Weston | Capital | £100K | Building Work |
| National Lottery – Improving Lives | Revenue/ Capital | £100K | Revenue costs and building costs (£50K) |
| Robertson Trust | Revenue | £10K | Volunteer programme/ staff costs - Up to 5 years funding |
| Clothworkers Foundation | Capital | £20K | Building work |
| NLC Community Grants | Apply annually | £1,000 | |
| Awards For All | Apply annually | £10,000 | |
| Crowdfunder | Self-generated | £10K | Equipment |
| Gala dinner with silent auction | Self generated | £4K | Building work |
| Pub Quiz night x 10 | Self generated | £2k | Building work |
| Sponsored Fun Run round park | Self generated | £2K | Building work |

In Years 4 & 5 the CTB will continue to seek Capital Funding to conclude Phases 2 & 3 of redevelopment work. As operations expand, we will seek opportunities to establish collaborative projects with other organisations and attempt to secure project funding to cover costs. The CTB will also seek revenue funding to contribute towards core costs. It is anticipated that income generated from operations will cover a growing proportion of running costs.

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

Date

Position

Signature

Name

Address

Date

Position

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: SCIO compliant constitution April 2022

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

Documents attached: Title deeds

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

Documents attached: Terms & Conditions

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:

Business Plan

Architectural Feasibility Study by Anderson Bell and Christie Architects

Section 5 – evidence of community support

Documents attached:

Feasibility Study - Community Engagement and Options Appraisal by Alan Jones Associates

Section 6 – funding

Documents attached:

Confirmation of Scottish Land Fund support