

# Community Asset Transfer

## Stage 2: Asset Transfer Form

Using 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 along with the local guidance provided on the Council's Asset transfer website.

The Council actively wishes to support community groups to meet the ambitions of their local communities and can provide practical advice and support through our local ward officers. You are strongly advised to contact the Council to discuss your proposals before making an asset transfer request.

Further guidance is available on the Council's asset transfer Website

When completed, this form must be sent to:

[CommunityAssetTransfer@dumgal.gov.uk](mailto:CommunityAssetTransfer@dumgal.gov.uk)

Or by post to:

**Community Development and Empowerment Manager**

Communities Directorate

Dumfries and Galloway Council

Municipal Chambers

Buccleuch Street

Dumfries

DG1 2AD

Tel: 030 33 33 3000

Section 1: Information about the Community Transfer Body (CTB) making the request

1.1 Name of the CTB making the asset transfer request

DUMFRIES MEN'S SHED

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

Postal address: MOFFAT MEMORIAL HALL,  
NOBLEHILL PARK,  
ANNAN ROAD,  
DUMFRIES

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: Telephone:

Email:

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 tick 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 45382
- 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?

Yes  No

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?

Yes  No

If yes what class of bodies does it fall within?

SCIO

**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 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.*

FORMER OFFICES AND ADJOINING LAND.

1 CRESSWELL GARDENS,

SUMMERS,

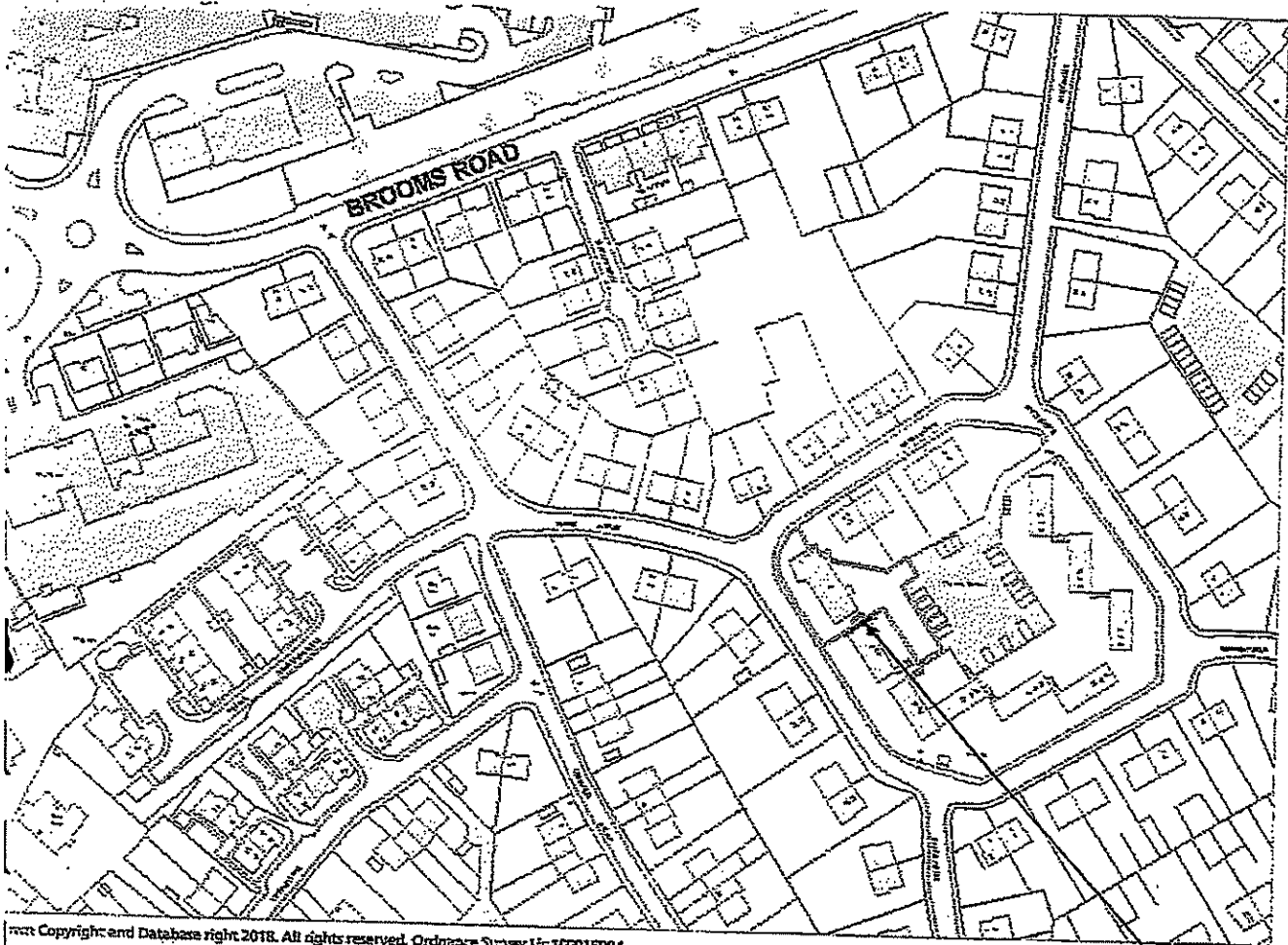
BQ1 2HH

AS SHOWN ON ATTACHED PLAN, COPY  
OF EXTRACT FROM COUNCIL'S SALE  
DOCUMENT.

**2.2 Please provide the UPRN (Unique Property Reference Number), if known.**

*This should be given in the relevant authority's register of land*

UPRN: \_\_\_\_\_



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ADDITIONAL  
AREA TO BE  
INCLUDED IN TRANSFER

LOCATION PLAN SHOWING NO1 CRESSWELL  
GARDENS HIGHLIGHTED BY RED BOUNDARY

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

ACCEPTANCE OF TRANSFER TO DUMFRIES  
MEN'S SHED DEPENDANT UPON ACCEPTABLE  
RESULTS OF STRUCTURAL BUILDING SURVEY.

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?

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.

## 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.

### BACKGROUND AND OBJECTIVES OF THE PROJECT

SINCE ITS FORMATION IN 2014 DUMFRIES MEN'S SHED HAS SOUGHT TO ADDRESS A NUMBER OF ISSUES AFFECTING LOCAL MEN SUCH AS IMPROVING THEIR QUALITY OF LIFE, WHILST ALSO ADDRESSING THEIR SOCIAL, HEALTH AND WELLBEING NEEDS. IN DOING SO, SINCE 2015 IT HAS LEASED ITS PRESENT PROPERTY, THE MOFFAT MEMORIAL HALL IN NOBLEHILL PARK, FROM DUMFRIES AND GALLOWAY COUNCIL. HOWEVER, DUE TO ITS COMPACT NATURE AND LACK OF SUITABLE FACILITIES IT IS NOW PROVEN TO BE INADEQUATE FOR BOTH THE ACTIVITIES THAT DUMFRIES MEN'S SHED CURRENTLY CARRY OUT AND THOSE IT ASPIRES TO DO IN THE FUTURE.

THE OBJECTIVE THEREFORE IS TO SECURE A PROPERTY WHICH WOULD AFFORD SUITABLE SPACE AND FACILITIES FROM WHICH DUMFRIES MEN'S SHED COULD EXPAND THE ACTIVITIES FOR ITS MEMBERS WHILST ALSO ENABLING THE BETTER, MORE EFFECTIVE RUNNING OF THE GROUP. THE IMPROVED OVERALL FACILITIES WOULD BE BENEFICIAL TO THE MEMBERS, BEARING IN MIND THE WIDE DIVERSITY OF AGE GROUPS AND THEIR HEALTH ISSUES.

### WHY THERE IS A NEED

THE ESSENTIAL NEED IS FOR A SUITABLE PROPERTY WHICH CAN ACCOMMODATE THE PRESENT AND FUTURE ACTIVITIES OF DUMFRIES MEN'S SHED WHILST ALSO CATERING FOR ITS INCREASING MEMBERSHIP NUMBERS (THIS IS CURRENTLY AROUND 70+, A 5 FOLD INCREASE SINCE 2015) AND THEIR DEMOGRAPHICS AND ACCOMPANYING HEALTH ISSUES.

IT IS CLEAR THAT DUMFRIES MEN'S SHED HAS BEEN VERY SUCCESSFUL OVER THE LAST 5 YEARS, HOWEVER THE CURRENT BUILDING IS VERY CRAMPED WITH TOTALLY

CONTINUED ON  
ADDITIONAL SHEETS

COMMUNITY ASSET TRANSFER STAGE 2

NO 1 CRESSWELL GARDENS

SECTION 4.1 (CONTINUED)

INADEQUATE FACILITIES WHICH ARE HAVING A DETRIMENTAL EFFECT UPON THE OPERATING OF THE GROUP AND ITS' MEMBERS. IT IS FEARED THAT IF ARE NOT ADDRESSED SOON THEY WILL MAY LEAD TO THE DEMISE OF THE GROUP.

IT IS FELT THAT, AS A RESULT OF THE BUILDING BEING USED BY DUMFRIES MEN'S SHED, THE PROFILE OF THE BUILDING WOULD BE RAISED IN TERMS OF ITS' POTENTIAL USE BY OTHER LOCAL GROUPS. AS SUCH DUMFRIES MEN'S SHED PROPOSE TO SET ASIDE A NUMBER OF ROOMS FOR THIS.

THE BUILDING IS SITUATED IN THE ESTABLISHED NEIGHBOURHOOD OF CRESSWELL WHICH HAS A MIXED VARIETY OF BOTH PRIVATE AND SOCIAL HOUSING. IT IS ALSO WITHIN EASY ACCESS TO THE NEARBY HOUSING AREAS OF BROOMS ROAD, ALDERMAN HILL AND GLEBE STREET ALL OF WHICH HAVE SIMILAR MIXTURES OF PRIVATE AND SOCIAL HOUSING. THERE ARE NO FACILITIES IN THESE AREAS WHICH FULLY CATER FOR THE SOCIAL AND WELLBEING NEEDS OF THE LOCAL PEOPLE. THERE ARE OF COURSE THE FORMER GEORGETOWN COMMUNITY CENTRE AND THE NEW BAPTIST CHURCH ON GILBRAE ROAD. HOWEVER BOTH

OF THESE CATER FOR MORE 'NICHE' ACTIVITIES AS OPPOSED TO THE BROAD SPECTRUM PROVIDED BY DUMFRIES MEN'S SHED AND SIMILAR ORGANISATIONS. THERE IS A SMALL COMMUNITY CENTRE AT CRESSWELL HILL BUT THIS HAS LIMITED SPACE AND FACILITIES.

IT IS BELIEVED THAT THE MEN'S SHED MOVEMENT IS VIEWED AS A 'GRASSROOTS' TYPE ORGANISATION AND WITH THE VARIETY OF ACTIVITIES IT OFFERS WOULD APPEAL TO A GREATER RANGE OF LOCAL PEOPLE.

CHANGES TO THE BUILDING AND LAND

IT IS PROPOSED TO ENLARGE SOME OF THE ROOMS IN ORDER TO ACCOMMODATE A GREATER RANGE OF PHYSICAL ACTIVITIES SUCH AS SKITTLES/BOWLS AND SNOOKER/POOL, ETC. THIS WOULD ENTAIL THE REMOVAL OF A NUMBER OF INTERNAL DIVIDING WALLS BUT WOULD ONLY BE CARRIED OUT FOLLOWING A SUITABLE SURVEY AND WITH THE RELEVANT APPROVALS FROM BUILDING CONTROL AND THE FIRE SERVICE. AS MANY OF IT'S MEMBERS HAVE PREVIOUS EXPERIENCE IN THE CONSTRUCTION INDUSTRY IT IS ANTICIPATED THAT THE WORKS WOULD BE DONE 'IN HOUSE'.

IT IS PROPOSED TO REPLACE THE EXISTING EXPENSIVE STORAGE HEATER BASED HEATING SYSTEM WITH A MORE MODERN AND EFFICIENT SYSTEM. THIS COULD INVOLVE A GAS BOILER SYSTEM ALTHOUGH THERE IS AT PRESENT NO DIRECT MAINS GAS SUPPLY TO THE BUILDING. CONSEQUENTLY



## SECTION 4.1 (CONTINUED)

OTHER ALTERNATIVE SYSTEMS ARE BEING CONSIDERED. PRIMARILY THESE ARE:

- AIR SOURCED HEATING SYSTEMS.
- INFRA RED HEATING PANELS.

IT BOTH CASES IT IS PROPOSED TO SUPPLEMENT THEM WITH ELECTRICITY DERIVED FROM ROOF MOUNTED PHOTOVOLTAIC SOLAR PANELS.

CONSIDERATION HAS ALSO BEEN MADE TO THE SECURITY OF THE BUILDING. OF CONSIDERABLE CONCERN ARE THE LARGE GROUND FLOOR WINDOWS. THE FITTING OF GRILLS HAS BEEN REJECTED AS THEY WOULD APPEAR TO FORM A 'BARRIER' TO THE LOCAL PEOPLE. A SOLUTION BEING CONSIDERED IS THE FITTING OF INDUSTRIAL STRENGTH FILM TO THE WINDOWS. IN THE SAME VEIN IT IS LIKELY THAT THE OUTER DOORS MAY ALSO REQUIRE STRENGTHENING ALONG WITH OTHER SECURITY MEASURES.

APART FROM GENERAL CLEARANCE AND TIDYING IT IS NOT ANTICIPATED AT THE MOMENT THAT ANY RADICAL CHANGES TO THE LAND AROUND THE PROPERTY. HOWEVER, A NUMBER OF MEMBERS HAVE AN INTEREST IN GARDENING AND IT IS ANTICIPATED THAT PART OF THE LAND (POSSIBLY THE SLIVER OF GROUND AT REAR, ADJACENT TO THE CAR PARK) COULD BE DEVELOPED INTO A COMMUNITY GARDEN. IN ADDITION, THE AREA AROUND THE IMMEDIATE REAR OF THE BUILDING COULD BE HARD LANDSCAPED FOR OUTDOOR ACTIVITY USE SUCH AS TABLE TENNIS, TAI CHI, DRAUGHTS, BARBEQUES, ETC.

42 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 ACQUISITION OF THE PROPERTY UNDER COMMUNITY ASSET TRANSFER WOULD ALLOW DUMFRIES MEN'S SHED TO OPERATE MORE EFFECTIVELY THAN IT IS ABLE TO DO AT THE MOMENT DUE TO THE LIMITATIONS AND INADEQUACIES OF ITS PRESENT BUILDING.

THE BENEFITS ACCURVED BY THE SUCCESSFUL REQUEST WOULD BE:

- THE PROVISION OF A GREATER NUMBER OF ACTIVITIES PROVIDED BY DUMFRIES MEN'S SHED. WITH THE LIKELYHOOD OF THERE BEING A LARGER APPEAL TO LOCAL PEOPLE.
- A GREATER ABILITY TO TACKLE MORE EFFECTIVELY THE MANY PROJECTS FOR LOCAL PEOPLE DUMFRIES MEN'S SHED CARRIES OUT.
- THE LIKELYHOOD OF OTHER LOCAL GROUPS AND INTERESTS USING THE BUILDING, EITHER IN CONJUNCTION WITH OR UNDER THE TUTELAGE OF DUMFRIES MEN'S SHED.
- IT WOULD FORM A CENTRE OF INTEREST FOR LOCAL COMMUNITY ACTIVITIES.
- IT WOULD ALLOW WORKING PEOPLE TO USE THE BUILDING AND FACILITIES FOR ACTIVITIES WHICH THEY CANNOT DO AT PRESENT DUE TO THEIR WORKING LIFE.

**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.*

ARE NOT AWARE OF ANY RESTRICTIONS.

**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.*

INCREASED NOISE: IT IS ACCEPTED THAT THERE MAY BE SOME INCREASE IN NOISE LEVELS AS A RESULT OF INCREASED BUILDING USAGE. IT IS ANTICIPATED HOWEVER THAT SUCH INCREASES WOULD BE SMALL AND ANY EVENING ACTIVITIES SHOULD CEASE AT 9.00 PM.

INCREASED TRAFFIC/PARKING: THESE WILL LIKELY INCREASE. HOWEVER THERE IS GOOD NEARBY OFFSTREET AND ONSTREET PARKING. MOST 'SHED' ACTIVITIES ARE CARRIED OUT DURING THE DAY AND TRAFFIC VOLUMES ASSOCIATED THEM ARE SMALL IN NUMBER. EVENING ACTIVITIES ARE LIKELY TO BE EQUALLY LIGHT.

## 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 BOARD OF TRUSTEES ALONG WITH THE COMMITTEE MEMBERS OF DUMFRIES MEN'S SHED HAVE A BROAD RANGE OF SKILLS RELEVANT TO THE UNDERTAKING OF THE PROJECT.

- ONE MEMBER WHO, AS CHAIRMAN OF A SMALL LOCAL ENVIRONMENTAL GROUP, WAS SUCCESSFUL IN FORMULATING AND INSTALLING A LARGE COMMUNITY ORCHARD IN DUMFRIES.
- ANOTHER MEMBER SITS ON A LOCAL VILLAGE HALL COMMITTEE WHILST ANOTHER IS ON THE COMMITTEE OF A LOCAL BOWLING CLUB.
- ONE COLLEAGUE HAS BEEN ACTIVE IN A NUMBER OF LOCAL GROUPS INCLUDING 'DUMFRIES IN BLOOM' AND THE SCOUTS ASSOCIATION.
- MANY MEMBERS ALSO HAVE BROAD EXPERIENCE IN THE CONSTRUCTION AND ENGINEERING INDUSTRIES.

TO DATE WE HAVE NOT HAD RECOURSE TO USE ANY PROFESSIONAL ADVISERS, RELYING SOLELY ON THE HELP PROVIDED BY THE COUNCIL'S LOCAL WARD OFFICER.

THIS OF COURSE COULD VERY WELL CHANGE AS THE ASSET PROCESS PROGRESSES, AS SUCH WE ARE IN CURRENT DIALOGUE WITH THIRD SECTOR FIRST D+G, FOR THEIR GUIDANCE ON THIS.

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 RECEIVED A WIDE RANGE OF SUPPORT FROM MANY INDIVIDUALS AND ORGANISATIONS, AMONGST THEM BEING:

- LOCAL AND NATIONAL POLITICIANS.
- LOCAL BUSINESSES.
- FAMILY OF MEMBERS.
- LOCAL HOUSING ASSOCIATION.
- LOCAL NHS.
- POLICE SCOTLAND.

A FULL LIST OF LETTERS OF SUPPORT IS ENCLOSED IN APPENDIX 3 OF THE BUSINESS PLAN.

**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.*

IT IS PROPOSED TO SEEK FUNDING FOR :

- A FULL STRUCTURAL/BUILDING SURVEY.
- LEGAL REPRESENTATION.
- INSTALLATIONS OF NEW HEATING SYSTEM.

WE ARE CURRENTLY IN DIALOGUE WITH THIRD SECTOR FIRST D & C FOR THEIR GUIDANCE ON THIS.

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	

Please see checklist of accompanying documents over the page

**SUBMIT**

**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:**

DUMFRIES MEN'S SHED CONSTITUTION

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

**Documents attached:**

LOCATION PLAN (EXTRACT FROM COUNCIL SALE DOCUMENT), ATTACHED WITH SECTION 2.1 OF THIS SUBMISSION.

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

**Documents attached:**

AS DETAILED IN PARAGRAPH 3A OF SECTION 3.1 OF THIS SUBMISSION.

**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:**

AS DETAILED IN SECTIONS 4.1, 4.2, 4.3 AND 4.4 OF THIS SUBMISSION AND RELEVANT NOTES IN BUSINESS PLAN.

**Section 5 - evidence of community support**

**Documents attached:**

AS DETAILED IN SECTION 5.1 OF THIS SUBMISSION AND APPENDIX 5 OF THE BUSINESS PLAN.

**Section 6 - funding**

**Documents attached:**

AS DETAILED IN SECTION 5.1 OF THIS SUBMISSION AND RELEVANT SECTIONS IN BUSINESS PLAN.