

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

# 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**

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

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**

Lockerbie Old School Community Hub

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

Postal address:

[Empty box for postal address]

Postcode:

[Empty box for 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:

[Empty box for contact name]

Postal address:

[Empty box for postal address]

Postcode:

[Empty box for postcode]

Telephone:

[Empty box for telephone]

Email:

[Empty box for 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

SC467872

Scottish Charitable Incorporated Organisation (SCIO), and its charity number is

SC044998

Community Benefit Society (BenCom), and its registered number is

[Empty box]

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:

[Empty box for designation order title and date]

**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?

Community Controlled Body

## 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 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.*

The Victorian former Dryfesdale Old School building, known as the Old School is at Dryfe Road, Lockerbie, DG11 2PQ. Lockerbie Old School is a very substantial old traditional school building, built in 1875. It served as a school for many years until the primary school relocated. It was then used by the Council as a local office, housing various services until 2010 when it was declared surplus to requirements. It is adjacent to the former High School site. A new campus was built housing both the High School and the Primary School on a site opposite the ice rink.

The windows in the Old School are partially boarded up. Door entry is by key. All services are disconnected. The building has been empty for a number of years and recently suffered vandalism. The building is on three floors with lots of rooms of various sizes. Many were tall rooms but ceilings have been lowered and larger rooms have been split into two. The condition of the rooms is generally good and many look currently usable. The toilet block is a 1960s addition with a flat roof. It is the only part of the building that is condemned and would have to be demolished. There is some rain and weather damage which indicates that the roof needs attention. The outdoor area around the building was the playground so is tarred and enclosed with plenty of parking space.

#### Redeveloping the Building : Phase 1

The group started with the aim of saving the building as it is a local landmark with significant local historic value. The aim is still to preserve the building but only if it is feasible. The key requirement is that the community hub meets local needs and can be financially sustainable.

Initial work by John Gilbert Architects drew attention to the building defects noted above but considered that overall the Old School building can be largely retained, and proposed four options for development.

Having considered demand and fundability, the project is developing a phase 1 with a crucial mix of social and enterprise activity that can be achieved with a relatively modest budget. The rest of the site will be made safe for future phases.

### 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:

**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

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?

We require the building to be transferred as an asset , therefore we request that the 1960s toilet blocks that are condemned be demolishes prior to transfer.

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 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 Old School building presents an opportunity to create a new community facility providing space for a wide range of activities delivering employment, volunteering opportunities and educational, cultural and social opportunities for the people of Lockerbie. Some of the site will be shored up and mothballed with a focus on one element of the building. The aspiration is to create a multi-use facility for the town to include:

Space for community and social activities

Supporting vulnerable people through offering space to

- Dryfemount Residential Care Home
- Visibility: This charity is interested in a drop in hub, and peer support groups for blind or partially sighted people at the Old School.
- Kate's Kitchen: Provides a pop up café in Lockerbie, along with support through one-to-one sessions, life skills and signposting.
- Food train: The Food Train provides weekly deliveries of fresh groceries to older people experiencing difficulties

• A Play therapist

Performances / Events

• Community Cinema

• Local events – Lockerbie Jazz Festival (performance and rehearsal space), Country Music Festival, Rockerbie. Partnership opportunities have been explored with the following organisations in particular:

o Spring Fling

o Dumfries & Galloway Arts Festival

Other community use

• Dumfries & Galloway Housing Partnership, Annandale and Eskdale District Management Committee

• Art Classes: Local artist Marcer Campbell would be willing to deliver art classes at the Old School if commissioned by LOS.

Youth and Children

A modest soft play centre

Interest in use of a soft play centre was expressed by:

- Kate's Kitchen (described above) – some of the people attending the pop-up cafes have families and would use the soft play space.
- Mid Annandale Playcare – this Lockerbie based nursery have their own private small soft play area, but may be interested in hiring a larger soft play space.
- Quarriers advised that soft play would be of interest to some of the disabled young people they support.

Young People

• Open Youth Space: There is early potential to work with Dumfries & Galloway Council to provide a youth space

• RH Youth Group – This is a newly established youth organisation in Lockerbie, which aims to hold its first meetings in June 2019.

The Group will provide a theatre group held two evenings per week; and an outdoor adventure group held two evenings per week.

Business and Office Space

- Individuals setting up in private businesses
- Existing sole traders
- Fledgling social enterprises
- Third sector groups on a discounted rate

Cunninghamme Housing Association office and parking

Annandale Community Transport Services are interested in renting their own office space

Dumfries based IT support company Sygen Ltd have also expressed early interest in hiring space to LOS.

Training and Learning

Training hair and beauty salon / vocational training There is early potential to host a hair and beauty training salon at the Old School, in conjunction with Dumfries & Galloway College.

LOS will continue to explore how they can partner with the Academy to provide further learning and training opportunities to people in Lockerbie.

The following organisations expressed some interest in use of training room facilities at the Old School:

- Dryfemount Residential Care Home identified the potential to deliver training to carers – conducted by the NHS.
- Annandale Community Transport Services, for induction of volunteers, with the potential to deliver minibus training.
- Business Gateway.

## 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.*

#### Community cohesion and social isolation

The Old School will use the development of the asset to bring local people together to create a stronger, more integrated and cohesive community.

The Old School will offer a wide range of activities and social events, designed to include something to appeal to everyone, some targeted at specific groups, some open to all. Providing this welcoming heart for the community where people can meet and mix will reduce social isolation.

#### Addressing disadvantage

The Old School will provide a community base for services targeted at addressing various forms of disadvantage and delivered by voluntary organisations and agencies. The local availability from a community facility in the town makes it easier and more affordable for people to access these services.

#### Promoting learning

The Old School will be provide an opportunity where learning can take place, for everyone. Partnership opportunities will be explored with Dumfries & Galloway College and Lockerbie Academy, with a view to hosting vocational training and learning activities at the Old School. In particular, there is early potential to host a training hair and beauty salon with Dumfries & Galloway College which will provide training opportunities to local people, as well as a service to the community which will encourage use of other facilities at the site.

#### Enabling enterprise

The Old School will be a provide an operating base for small businesses, new businesses and social enterprises to develop and flourish, further contributing to the economic and social prosperity of the area.

There was a modest but consistent demand identified for flexible meeting space in particular, with some demand for hot desking and bookable space for small enterprises.

### 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.*

We are not aware of any restrictions on use of the land and buildings.

### 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.*

We are unaware of any negative consequences of developing this site. This was already a busy public building and re-purposing it into useful community space should not be disruptive to neighbours.

Neighbors have commented on how it would be a relief to see the building occupied again as it attracts negative attention as it sits empty.

## 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 is made up of committed people who are determined and passionate about LOS and improving life for people in Lockerbie. They bring with them a diverse range of work and life experience which will form a solid base for the Board, including experience in:

- running commercial businesses
- customer service
- marketing and merchandising
- arts, youth and community development
- commercial research
- education
- management and organisation
- interpersonal skills
- facilitation and training
- project manager
- writing successful funding bids
- serving as a charity trustee on a range of charities

The Board will recruit other trustees who bring the same passion for the project, an understanding of the local community and additional skills to build the capacity of the Board to take this project forward. This will include recruiting specific finance experience, facilities management experience and capital project management experience (at least for the build period).

The board have been approach by an accountant and solicitor who have offered the project their services.

#### Supportive Partnership

Cunningham Housing Association have indicated that they are keen to establish a supportive long term partnership with LOS. Cunninghame Housing Association have purchased land adjacent to the Old School and will develop 48 new homes on the site. The Housing Association wish to support the Old School project to ensure that the Old School is brought back into use and provides communities facilities for residents in these new homes. LOS will continue to explore partnership opportunities with the Housing Association and seek support from them where appropriate. There may also be scope for joint projects in the future, such as development of the quadrangle at the rear of the Old School into a garden courtyard

There are a range of other ways in which this partnership will develop. They have offered in-kind strategic support for example from their legal or HR teams to strengthen the governance of the organisation. This is support that can happen quickly and be responsive, rather than the group having to apply for funds to secure support.

The Housing Association may be interested in renting parking on site, and have offered some technical support to LOS, for example if they were keen to develop the adjacent house at some point in the future. This support may also include a pedestrian connections between the community development and the housing, but all of this will be scoped out in the future.



## 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.*

#### 2015/16 Research

An open facilitated public meeting attended by 36 people  
Community Survey with representing the views of 326 people  
A series of interviews with 14 potential users and stakeholders.

#### 2018/19

Following a successful bid to the Scottish Land Fund, the LOS commissioned further research to identify the nature of a first phase. This took the form of updated market research and over 20 stakeholder, potential user, supporter and partner interviews in some detail.

Throughout the consultation both local people and other stakeholders were supportive of developing the Old School as a community hub.

The responses to the community survey showed that:

- People are reasonably content with Lockerbie as a place to live with most people giving it between 5 and 8 out of 10 – an average of 6.6.
- Most existing facilities and services are regarded as "average" or "poor", with the exception of the schools, transport links, cafes, community spirit and community-based health services which are generally more highly regarded - seen as "very good" or "excellent".
- Activities for pre-5s, children and older people are mainly accessed in Lockerbie while people have to travel further within Dumfries & Galloway for training and adult education.
- Most people say they would be prepared to access these activities in a new facility in Lockerbie if they were available. Demand is particularly high for adult education, training courses and advice sessions.
- Almost everyone (96% of 234 respondents) thinks that the Old School should be redeveloped as a community hub.
- 70% of respondents said that they or a group they represent would be interested in using the facilities in a new hub at the Old School and the subsequent series of potential user interviews in 2019 also indicated interest in using facilities at the site.

There is agreement that the development of the Old School as a community hub will:

- Make people less isolated – 95% (strongly agree or agree)
- Give young people positive activities – 93%
- Bring the community together – 93%
- Give Lockerbie a better social, economic and environmental future – 92%
- Get people more active – 92%
- Help local people learn new skills - 91%.

**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

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:**

Constitution Lockerbie Old School

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

**Documents attached:**

Dryfe Road School Plan  
Business Plan

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

**Documents attached:**

Structural Survey

**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

**Section 5 - evidence of community support**

**Documents attached:**

Business Plan

**Section 6 - funding**

**Documents attached:**

Business Plan