

Community Empowerment (Scotland) Act 2015

Asset Transfer Request Form

IMPORTANT NOTES:

Please make sure that you have read the asset transfer guidance provided by the Scottish Government and by Clackmannanshire Council before completing this Asset Transfer Request Form.

You do not need to use this form but using it will help you to make sure you include all the information required under the legislation.

We welcome the opportunity to discuss your proposals with you informally before you make a formal asset transfer request. If you have not already made an Expression of Interest, we recommend you do that first by contacting the Asset Transfer point of contact using the telephone number or the email address below, or by completing and submitting an Expression of Interest from which you can find on our website.

When completed, return this form using the Asset Transfer email address assettransfer@clacks.gov.uk or by handing it in to us at Kilncraigs.

Asset Transfer point of contact
Kilncraigs, Greenside Street, Alloa, FK10 1EB
Tel: 01259 452012/450000
Email: assettransfer@clacks.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

Clackmannan Development Trust

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

Postal address:

Bruce Lounge, 1 Main Street, Clackmannan
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Postcode: FK10 4JA

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: Sandeep Dhariwal

Postal address: Bruce Lounge, 1 Main Street, Clackmannan
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Postcode: FK10 4JA

Email: sandeep@clackmannandevopmenttrust.org
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Telephone: 07421 329893

- ✓ 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 us to stop sending correspondence by email, or change the email address, by telling us 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.

X	Company, and its company number is	464770
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	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	
	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?

It is a community-controlled body, incorporated as a Company limited by Guarantee and not having a share capital.

Section 2: Information about the land and rights requested

2.1 Please identify the land /buildings 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/buildings on our asset register or on our 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.

Clackmannan Town Hall and former library/CAP, including car park and community garden.

Address 64 Main Street, Clackmannan FK10 4JA

Map attached

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: Not known

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
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☐ 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: £40,000.

The market value is £80,000 and we estimate £40,000 will be required to make the library useable. Replace boilers and install a heating system. Plus a fire alarm system throughout.

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.

Clackmannan Development Trust (CDT) was formed in 2013 and works to support the development and regeneration of Clackmannan and its neighbouring villages. The Development Trust is a membership-led charity striving to make Clackmannan, Kennet and Forestmill a better place to live, work and visit. Working with community partners, we help to deliver a range of services and activities that have been developed in response to the needs of the community.

To achieve this, we collaborate with local residents, community groups, schools, businesses, local authority services and other partners to improve communication and partnership working on various community projects that will address the current needs of the community.

CDT offer a wide variety of activities and have come to a point where we are outgrowing the space available. Every week the Bruce Lounge holds a range of activities and classes such as Chair based exercise, Art groups and Knit and Natter sessions. Our Warm Space runs weekly and brings together relevant local services such as Adult Social Care, Citizens Advice, Family Support, Skills Development Scotland and a Community Food Larder to

allow the community to discuss issues with professionals and access support in a safe and non-judgmental manner. We also provide a safe and comfortable space for meetings of local groups such as the Clackmannan Heritage Group and Forth Valley Art Collaborative as well as local charities without an office base such as Forth Valley Welcome. Over the past year the Bruce Lounge has also served as a venue for school holiday activities, seasonal events for the whole community training and workshops including first aid, drug awareness, and fall prevention.

The Objective:

We propose that Clackmannan Town Hall and the former library/CAP is purchased for the community. This would allow CDT to continue to have a base in the Main Street with substantially more space to expand our activities. We will provide a friendly, spacious, accessible community owned facility providing a range of activities for *everybody* in the community, including flexible opening hours i.e. evening and weekends. We will ensure current activities within the Town Hall continue including function and private hire, local community group use and maintain current lets including the art studio. Further we will continue to provide community events (Christmas Light up Event, Fairs), fitness and recreational classes, fundraisers and charity events, community consultations, education and training, seniors groups, active travel activities, a community space and information and signposting to local services.

Our mission is to become a sustainable, self-sufficient organisation working to support community development and the regeneration of Clackmannan and our neighbouring communities.

Our vision is to retain the Town Hall for use by the community, providing recreational and educational activities

Our intention is that we enhance the Town Hall and further create an engaging, inviting, inclusive and vibrant community hub, offering a range of support and services to our community.

How we aim to support the needs of the community in Clackmannan:

Since early 2022 the CDT premises have been developing into a local “hub” to increase awareness of and access to local services and support available. Since Citizen’s Advice Bureau started attending the CDT’s warm-space, they have dealt with 254 enquiries, giving a financial gain for clients of £95,112.06, advising on 690 advice topics, with 51% of their enquires related to benefit advice. The community space also provides free soup supplied by the Gate ensuring those who need it have access to a hot, nutritious meal and a kind word. The Gate also provides a food larder during this time where, in 2024, a total of 201 visits were made from individuals requiring support with a food parcel.

Clackmannan suffers from poor access to public transport and a large portion of the community do not drive. This significantly impairs access for the community to access services and support available to them. Much of this support is based Alloa or is positioned based on secondary school catchment areas. Clackmannan's catchment school is Lornhill Academy which is not actually the closest secondary school to the town so our allocated services can be based closer to Tullibody. By bringing information services together locally to Clackmannan we would ensure that residents are equipped with the right information and support they need.

Due to the demand for services in the community for families, the CDT has had to seek alternative venues to facilitate other specialist and in-demand services including Play Roots, Bumps and All, and Family Learning sessions delivered by Clackmannanshire CLD. Hiring out other venues comes at a cost and limits the future scope of sustainable activities that CDT can offer. By having a larger space available to us we would be able to provide more support to residents from a wider variety of demographics.

CDT will continue to deliver and expand on its current services and activities to address the needs and wishes of the community. An issue currently being addressed is that of the lack of childcare provision within the town. We received funding from the Family Wellbeing Partnership to expand this provision utilising a codesign methodology to ensure it meets the needs of families within Clackmannan. The Bruce Lounge is not a suitable venue for such activity and so the larger space afforded by the Town Hall and CAP would allow us to deliver this. This will also open opportunities for us to bring relevant training, skills development and advice to parents to support them into employment or access promotion opportunities.

Clackmannan has also seen a rise in anti-social behaviour in recent months. Purchasing the Town Hall would allow us to provide a safe space for young people to socialise with friends as there is not much for them to do in Clackmannan and offer opportunities to support them accessing positive destinations after leaving school.

Clackmannanshire and Stirling Community Link Worker 'Growing Together' Report 2024/2025 indicates that there is a large number of referrals for mental health and social isolation within these areas. 4 out of the top 10 referrals made are relating to mental health, social isolation and general mental well-being (*see graph 2 in appendix*). Having access to larger and more flexible spaces can allow us to expand our outreach activities, providing a wider variety of groups reaching more isolated members of our community that we have been unable to engage to date.

CDT's Active Travel project is a major part of our delivery to support people to be more physically active, improve mental health, reduce social isolation, and consider alternative means of transport. The Town Hall would ensure ample space for Bike Repair Workshops,

fundraising activities to expand the service, and a meeting place for volunteers and the active travel project officer to discuss and design future social ride opportunities and events.

The Town Hall acts as a polling station, and this would continue. There are predictable dates, and the Council Elections Team would give sufficient notice to allow all other uses of the premises to be cancelled. (Plan for first Thursday of May in 2026 and 2027. Between Scottish Parliament, Local Government and UK, we can expect 3 elections every 5 years. In addition, any by-elections that arise. Open 6.15 am and close 10.30 pm on the day and close the building for all other activities the night before. Council reimburses for use.)

It is also a location under Rest Assured and we would expect to continue this provision for the community in emergency situations. The Emergency Resilience Team at the Council would need a contact to provide access day or night.

There are continuing challenges being faced by local people and the CDT will continue to work with the community and partners to identify where changes need to be made or where there are gaps. Given the experience we have, the enhanced engagement and the trust that the community has in us, we believe we are best placed to continue to deliver and expand on the current priorities for our community and any future emerging issues.

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 and Social Benefit

The community and social benefit provided through our current and planned activities is far reaching, given that we will run programmes through the CDT as well as hosting groups, organisations and external agencies in the Town Hall.

Our community benefits includes:

- Preserving and promoting local heritage, history and culture
- Providing volunteer hours
- Building people's confidence and esteem through participatory projects
- Improving health
- Improving wellbeing
- Reducing isolation and loneliness
- Increasing community connectedness
- Increasing awareness of local resources and amenities
- Increasing participation rates in decision making

- Bringing together partners and the community to encourage behavioural change
- Encouraging visitors and tourists to the local area and increasing economic benefit and benefiting local employment

The Community Action Plan (CAP) for Clackmannan, Kennet and Forestmill for 2024 – 2029 has identified some emerging themes including community involvement, activities, and events; community services, facilities, and amenities; local heritage and town environment and appearance. Having the Town Hall as a base would allow CDT to work in partnership to make progress on the plan with outside agencies and local people and groups.

We plan to bring about long term, sustainable, community, social, economic and environmental benefits to the Clackmannan, Kennet, Kennetpans and Forestmill communities through the asset transfer of the Town Hall and adjoining library. As a community led and community driven charity, we ensure that we are guided and steered by our core values to be community focused, inclusive, responsible, sustainable and accountable.

Central to the transfer of the asset is the continuing and increased use of the Town Hall, and for it to be the focal point for the communities that use it. This would best be achieved through the community transfer of the Town Hall to CDT.

Ownership of the Town Hall by CDT:

- Will help empower the local community
- Encourage community investment in the building and increase civic pride
- Enable CDT to apply for more diverse funding streams
- Strengthen our ability to secure and attract revenue and capital funding
- Reduce the financial liability for Clackmannanshire Council
- Enable CDT to drive its vision for the community
- Support our aims to build a community hub where services and activities are designed by the community to address their specific needs and desires.

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.

Clackmannan Town Hall is in a conservation area. Our proposals should not be affected by this as the purchase of the adjoining former library/CAP would improve access to the Town Hall without altering the external appearance. Any future alterations, such as direct access to the community garden, would be subject to Planning Consent.

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.

None envisaged.

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.

Professional advisers will be appointed for the alterations to the former library/CAP. A project development officer may be required for the first year to oversee the work to integrate the two buildings. The CDT staff would manage the running of the properties with the support of the CDT Board. List of Board members and their relevant skills attached.

The Town Hall Trustees have managed the Town Hall and carried out internal maintenance for twenty years. They are familiar with the building and will be able to advise us in the future. Several of the Town Hall Trustees have plans to join CDT as Board members.

Section 5: Level and nature of support

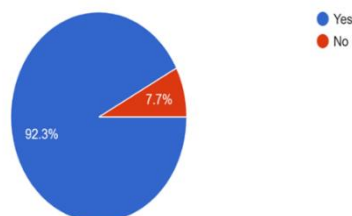
- 5.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

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.

We have been working with the Town Hall Trust who are keen to ensure the building is kept open for the use of the community. This is the sole purpose of their constitution. An on-line survey of the community has been carried out and the full results are attached.

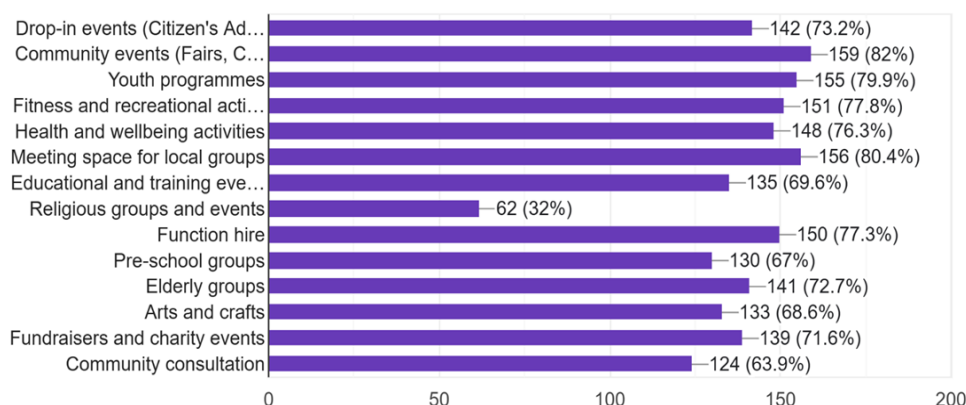
Do you support the Community Asset Transfer of Clackmannann Town Hall and former Library?

194 responses



What activities or services would you like to see offered at the Town Hall? (select all that may apply)

194 responses



Section 6: Funding

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land/building, and your proposed use of the land/building.

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 Scottish Land Fund (SLF) have approved a Stage 1 grant to allow the Asset Transfer Request to be made. They have advised that we are eligible to apply for a stage 2 application for 95% of the purchase cost, plus Health and Safety work and professional fees.

Clackmannanshire Council are holding a £93,000 grant for capital works to the former library/CAP.

The Architectural Heritage Fund have confirmed that our Trust and the project are eligible for funding to improve the energy efficiency of the property.

We have registered an expression of interest with the Scottish Government's Community Renewable Energy Scheme (CARES). They confirm our organisation and project are eligible for funding. Grants are up to 80% of eligible costs to a max of £80,000. They can assist with Planning and Building Warrant processes, including up to 80% of fees.

CDT has a grant from the Big Lottery to cover staff costs to 2027/28.

CDT currently receives the following: Donations £3,000, Sponsorship £1,000 and Local Lottery £1,200

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.

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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 Sandeep Dhariwal

Address

[REDACTED]

Date 11.06.25

Position Community Development Officer

Signature

[REDACTED]

Name Margaret Schofield

Address

[REDACTED]

Date 11.06.25

Position Secretary

Signature

[REDACTED]

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: Articles of Association

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

Documents attached: UK Planning Map and Valuation Report

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: List of Board members and their relevant experience. Community Benefit of volunteering time.

Section 5 – evidence of community support

Documents attached: Survey results

Section 6 – funding

Documents attached: