



## Community Empowerment (Scotland) Act 2015

### Community Asset Transfer Request Form

#### IMPORTANT NOTES:

This form is for use by an Organisation wishing to request transfer of an asset from Glasgow City Council.





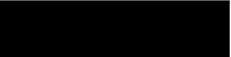

You should read the [asset transfer Guidance for Community Transfer Bodies](#) provided under the Community Empowerment (Scotland) Act 2015 before making your request. This form includes page numbers of parts of the Guidance that will help you to complete the form. We also provide additional information on our website.

When completed this form and accompanying documents (see checklist at end of this form) should be sent to:

[communityassettransfer@glasgow.gov.uk](mailto:communityassettransfer@glasgow.gov.uk)

**This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.**

## Section 1 Organisation Information

Please provide details of the Organisation making the request		
1.1 Name of Organisation:	North Kelvin Sports Development Group	
1.2 Address of Organisation (this should be the registered address, if you have one):		
1.3 Contact Name:		
1.4 Position in Organisation:	General Manager	
1.5 Correspondence address:		
1.6 Postcode:		
1.7 Telephone Number:		
1.8 E-mail address:		
Do you agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above?	Yes	
1.9 Website Address (if applicable):	www.northkelvinsports.org	
1.10 Please provide the date that the Organisation formed:	May 2005	
1.11 Please indicate what type of Organisation you are, along with the official number (if applicable): (see pages 11-15 of <a href="#">Guidance</a> )	Company Limited by Guarantee and its company number is:	
	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is:	SC40027
	Community Benefit Society (BenCom) and its registered number is:	
	Voluntary or Unincorporated Organisation (no number)	



	Other Please specify:	
1.12 Please indicate what type of Community Transfer Body you are (see pages 11-15 of <a href="#">Guidance</a> )  Please tick only one	Community Controlled Body (see pages 11-14 of <a href="#">Guidance</a> )  We changed the name to be more reflective of offering a broader range of sports than only football.	X
	Your Organisation is individually designated as a community transfer body by Scottish Ministers? (see pages 14-15 of <a href="#">Guidance</a> )  If yes, please give the title and date of the designation order:	
	Your Organisation falls within a class of bodies which has been designated as community transfer bodies by Scottish Ministers? (see pages 14-15 of <a href="#">Guidance</a> )  If yes, what class of bodies does it fall within?	

Please **attach** a copy of the Organisation's constitution, articles of association or registered rules.

## Section 2 Asset Information

2.1 Please provide the Name (if it has one), Address and Postcode of the asset.	Netherton Bowls & Playing Fields 70 Knightscliffe Avenue Glasgow G13 1AX
2.2 Please provide the name of the Landlord or Owner of the asset	Glasgow City Council (owner) & Glasgow Life (tenant)
2.3 Is the asset a Building or Land or both?	Both
2.4 Please provide the UPRN (Unique Property Reference Number) if known (This may be given in the authority's register of land)	906700401956

Please **attach** a location plan of the asset, if available.

## Section 3 Type of request, payment and conditions

<p>3.1 Please indicate what type of request is being made:</p> <p>See <a href="#">Community Empowerment (Scotland) Act 2015</a> for relevant sections (also see pages 29-30 of <a href="#">Guidance</a>)</p>	<p>For ownership (under section 79(2)(a)) – go to section 3.2A below</p>	X
	<p>For lease (under section 79(2)(b)(i)) – go to section 3.2B below</p>	
	<p>For other rights (section 79(2)(b)(ii)) – go to section 3.2C below</p>	
<p>3.2A – Request for <b>ownership</b>: What price are you prepared to pay for the land and/or building requested? (see parts 11 and 12 of <a href="#">Guidance</a>)</p> <p>(Please <b>attach</b> a note setting out any other terms and conditions you wish to apply to the request)</p>	<p>Proposed price: Glasogw Life has indicated there will be no cost as per email dated 5<sup>th</sup> October 2018 from [REDACTED] Cluster Manager.</p>	
<p>3.2B – Request for <b>lease</b>: What is the length of lease you are requesting?</p> <p>How much rent are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year. (see parts 11 and 12 of <a href="#">Guidance</a>)</p> <p>(Please <b>attach</b> a note setting out any other terms and conditions you wish to apply to the request)</p>		
	<p>Proposed price: £</p>	
<p>3.2C – Request for <b>other rights</b>: What are the rights you are requesting?</p> <p>Do you propose to make any payment for these rights?</p> <p>If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year.</p> <p>(Please <b>attach</b> a note setting out any other terms and conditions you wish to apply to the request)</p>		
	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
	<p>Proposed price: £</p>	



4.1 Please set out the reasons for making the request and how the land and/or building will be used. (see pages 30-33 of [Guidance](#))

(This should explain the objectives for your project, why there is a need for it, any development or changes you plan to make to the land and/or building, and any activities that will take place there.)

NKSDG is already a successful lead community organisation. The club is currently based in a community centre with no sporting facilities. As a result the club has to access a myriad of facilities across Glasgow and in neighbouring local authorities to provide football, training and matches as well as delivering community projects and school holiday camps. The average monthly outlay for the club for these facilities is between £2.5k and £3k.

It has long been recognised that to develop the club further, and to become more financially efficient, that a club managed facility was essential and to this end this has always been the goal of the club. Many consultations with Glasgow Life have taken place over the years and as a result of this work Glasgow Life staff alerted the club to the possibility of a CAT at the Netherton site.

The Netherton site is ideal because the grass football pitches & ancillary changing rooms are already used on a weekly basis by the club's youth & adult football teams.

It is intended to bring back into use a disused red blaze football pitch by laying a 3G astroturf surface and adding floodlights. This will increase revenue and improve facilities for members and the local community.

Also, it is intended at a later date to convert the two disused bowling greens into a football training pitch by laying a 3G Astroturf surface. This will also increase revenue and improve facilities for members and the local community.

The existing changing facilities would continue to be used in the short to medium term however it is anticipated that they would require to be substantially upgraded or replaced within the next ten years. This will enhance the site for all concerned.

The club would therefore intend to replace the existing facility with a new building containing changing rooms, office accommodation and a community space.

4.2 Please set out the benefits that you consider will arise if the request is agreed to. (see pages 30-33, 41-43 of [Guidance](#))

(This should explain how the project will benefit your community, and others.)

There would be clear benefits to the local community due to the expanded facilities available; instead of having just two grass football pitches there would be a new floodlit & artificial surfaced football training pitch and a second training pitch.

These facilities would be available to local football clubs, local primary schools & community groups.

Also, the new community space/hall would be available to local groups to use for meetings, functions & children's parties etc



4.3 If there are any restrictions on the use or development of the land and/or building, please explain how your project will comply with these. (see pages 44-45 of [Guidance](#))

(Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.)

There are planning regulations with regard to the addition of floodlighting for the new 3G-astroturf pitch and redevelopment of the changing block however the club would aim to work with the local community and the planning authority to avert any concerns that neighbours and local people may have.

4.4 What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these? (see page 45 of [Guidance](#))

(You should consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.)

There would be more intensive use of the facility which may result in increased demand for car-parking, however this would be accommodated by ample on-street parking around the perimeter of the site and the site car park.

Also, players/users would be encouraged to travel by bicycle to the facility and cycle-loops/racks would be provided.

The addition of floodlighting would be carefully implemented to minimise any effect on nearby housing.

We would propose to minimise any community disruption through regular contact and communications with the local community.

4.5 Please show how your organisation will be able to manage the asset and achieve your objectives. (see pages 32-33 of [Guidance](#))

(This could include the skills and experience of members of your organisation, any track record of previous projects, whether you intend to use professional advisors, etc.)

Whilst NKSDG does not currently manage any sports facilities directly, the Club currently employs 15 staff operating from the Glasgow Life facility at Maryhill Community centre. From this base NKSDG already book training and match facilities for twelve football teams and several projects run by the club. As detailed in 4.6.

The club has a wealth of experience in this staff base and bank of volunteers. The majority of these employees are professionally qualified to degree level. The volunteers include management board members who have an impressive record of experience in employed roles, such as Senior Education Officer, Surveyor, Accountant and School Teacher.

It is the intention of the club, particularly in the short to medium term, to continue managing the facility as it currently operates now. The experience of the staff and volunteers will mean that there will be no capacity issues with this intention. 2 members of the club have been involved in sports based administration for 20 years and 1 other for 14 years.



It would be the intention to offer a facility booking and payment service for the site, managed by NKSDG staff.

It is the intention of NKSDG to go out to tender for the maintenance of the buildings and ground works and work in partnership with Community Jobs Scotland and Elmwood College to oversee this maintenance. We would liaise with Glasgow Life staff to ensure the maintenance tender covered all areas of work arising.

4.6 Please provide details of any partnership working arrangements in place with other organisations.

(Please include both current arrangements and proposed partner relationships and how these will impact on the service.)

The organisation runs several projects in conjunction with the Scottish Government, Glasgow City Council (Education Services), Glasgow Life and several other local authorities throughout the country.

Bridges and Barriers is the North Kelvin Sports Development Group's successful anti-sectarian project that has been delivered across Glasgow and beyond since August 2013.

Fit and Able is North Kelvin Sports Development Group's sport based initiative that offers fun games and sports sessions to young people with disabilities or assisted needs since January 2015.

The North Kelvin Academy is North Kelvin Sports Development Group's afterschool sports project that was launched in January 2018 and currently operates at four school sites across the north-west of Glasgow.

We work in particular with Queens Cross Housing Association providing walking football.

We work with Maryhill Integration Network providing Football for All sessions.

We have worked for several years in partnership with SCVO to provide employment training opportunities for unemployed young people.

We are long term partners of Scottish Football Association through their accredited Quality Mark Scheme.

## Section 5 Support

5.1 Please provide details of the level and nature of support for the request from your community and, if relevant, from others. (see pages 33-34 of [Guidance](#))

(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 NKSDG membership community (currently 130) are very enthusiastic about the potential CAT of this site. It has long been the opinion of the membership that having a dedicated club facility will greatly enhance the already impressive success



of the club. In addition the Club engages with approximately 500 service users who engage with the Club through partnerships and projects.

Representatives of the club have regularly met with Glasgow Life staff, prior to this application, who have enthusiastically encouraged NKSDG to apply for this CAT.

It is the stated intention of NKDG to consult with other local community groups and residents should this application be successful to enhance partnership opportunities and improved facility access for the local primary schools for example.

The club has a proven track record of engaging with local primary schools in Glasgow and the schools which NKSDG currently engage with are enthusiastic about accessing the facility for the delivery of the club community sports education programmes.

## Section 6 Financial Information

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land and/or building, and your proposed use of the asset. (see page 33 of [Guidance](#))

(You should show your calculations of the costs associated with the transfer of the land and/or building and your future use of it, including any redevelopment, ongoing maintenance, running costs 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 the understanding of NKSDG that no purchase fee will be applicable. Therefore no funding would be required for this. The annual turnover for the period to March 31 2018 was in excess of £106,000 and the Club Accounts to 31<sup>st</sup> March 2019 will show a turnover in the area of £192,000.

With regards to ongoing maintenance costs there are a number of revenue streams we will access.

We would continue to charge letting fees for the use of the facility to community partners and other sports clubs who regularly access the facility.

The club currently generates a significant sum through member subscriptions which provides monthly cash flow through the organisation. The club has a membership upwards of 130 people. We would envisage that the membership of the club would increase significantly through the position of having our own facility. This will in turn increase revenue.

The club would also make a significant saving from current costs through the CAT of the Netherton site as letting fees would no longer be required.

The club operates a successful funding model and has a proven track record in securing funding to finance community based projects.

As such the club has identified a list of potential funders who we intend to approach for the associated costs of facility upgrade projects. These funders include Cashback for



Communities, Sports Scotland and various UK based trust fund bodies.

In terms of running cost such as ground maintenance we have been provided with the annual sum of £15000 as the current cost. NKSDG will be in a position to reduce this significantly by tendering the maintenance contract on an annual basis and by the increased use of volunteers to provide labour.

6.2 Please provide a copy of your most recent accounts / income & expenditure

Yes x ☒ No ☐

6.3 ONLY for organisations **formed within the last twelve months** unable to submit accounts:

6.3a When was the organisation formed?

N/A

6.3b What is your projected annual income for 2018/19?

£

6.3c What is your projected annual expenditure for 2018/19?

£

6.4 Does the organisation hold a bank account? If so please provide full details (name of Bank, address, sort code, account number etc.)

Bank Name:

[REDACTED]

Bank Address:

[REDACTED]

Sort code:

[REDACTED]

Account Number:

[REDACTED]

6.5 Is your organisation currently in receipt of funding from any public body, Glasgow City Council, Big Lottery Fund or similar organisations? If so, please list these here with the amounts awarded and dates.

Funder	Amount of award	Period of award
Scottish Government NK Academy	£98000	Dec 2017 – June 2019
Scottish Government Bridges & Barriers	£27000	April 2019 – March 2020
Robertson Trust NK Academy	£30000	Jan 2018 – Dec 2020
Youth link Scotland	£7000	Jan 2019 – June 2020
SCVO	£10000	Sept 2018 - Sept 2019
Souter Trust	£3000	April 2019 – October 2019
Endrick Trust	£3000	April 2019 – October 2019

Voluntary Action Fund	£27500	July 2018 – March 2021

6.6 How do you plan to finance any development or refurbishment costs, ongoing repair, caretaking, cleaning, maintenance, insurance, rates and other running costs? Please include details of any funding applications you have made, or intend to make.

In order to finance the running costs of the facility, we would continue to charge letting fees for the use of the facility to community partners and other sports clubs who regularly access the facility.

In addition the club generates a significant sum through member subscriptions which provides monthly cash flow through the organisation. The club has a membership upwards of 130 people.

The club would also make a significant saving from current costs through the CAT of the Netherton site as letting fees would be no longer be required.

The club operates a successful funding model and has a proven track record in securing funding to finance community based projects.

As such the club has identified a list of potential funders who we intend to approach for the associated costs of facility upgrade projects. These funders include Cashback for Communities, Sports Scotland and various UK based trust fund bodies.

Please refer to 6.1 regarding regular maintenance costs.

6.7 Please outline any contingency plans that you have in place.

NKSDG operates a financial system where reserve funds are always in place to cover for “funding gaps” and unexpected expenditure.

The reserve funds indicated are generally sufficient to cover 3 – 4 months of club operation.

It would be the club’s intention to introduce a reserve fund specifically for the Netherton facility to prepare for all eventualities.

**Please attach a copy of your business plan, if available.**



## Section 7 Risk/Social Impact

7.1 Please outline whether any other organisation/business in your area will be affected by your proposals, how you will monitor the benefits of the asset transfer and what barriers or challenges to your project succeeding you have identified.

Other current users of the facility will be affected slightly by the fact that they will deal with NKSDG instead of Glasgow Life for facility access. This should present no long term problem and indeed when the facility is upgraded they will enjoy an improved offering.

The benefits of the CAT will be monitored by the capture of user numbers information. It is the intention of the club to provide regular access to the upgraded facility to local community clubs and the local primary schools.

The local public may have objections to increased use of the site and upgrade work, However to negate this the club intends to engage with the local community through consultation meetings and publication of improvement plans.

**DECLARATION**

I confirm that the information set out in this Form, any appendices and any enclosed accompanying documents are correct.

I confirm that if there are any significant changes to the application or the project/initiative, Glasgow City Council will be informed immediately.

I confirm that the organisation will comply with any monitoring and evaluation requirements as required by Glasgow City Council.

Where the Organisation provides any personal data (as defined in the Data Protection Act 1998) to the Council in connection with this, the Council will use that personal data for such purposes as outlined here. It may share that personal data with other regulators (including the Council's and Organisation's external auditors, HMRC and law enforcement agencies) as well as with the Council's Elected Members. The personal data may be checked with other Council Services for accuracy, to prevent or detect fraud or maximise the Council's revenues. It may be shared with other public bodies for the same purposes. The Organisation undertakes to ensure that all persons whose personal data are (or are to be) disclosed to the Council are duly notified of this fact.

Where the Organisation processes (or will process) personal data (as defined in the Data Protection Act 1998), it hereby confirms that it has (or will acquire) a valid Notification with the Information Commissioner covering its processing of personal data, including in that Notification the disclosure of personal data to the Council. This requirement shall not apply if the Organisation is, by virtue of the Data Protection (Notification and Notification Fees) Regulations 2000 as amended, exempt from the requirement to notify.

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.

**1<sup>st</sup> office-bearer****Name:**

[REDACTED]

**Address:**

[REDACTED]

**Date:**25<sup>th</sup> April 2019**Position:**

Charity Trustee

**Signature:**

[REDACTED]



2 <sup>nd</sup> office-bearer	
Name:	[REDACTED]
Address:	[REDACTED]
Date:	25 <sup>th</sup> April 2019
Position:	Charity Trustee
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

Club Constitution attached.

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

Site map attached.

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

n/a

### Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation's capacity to deliver.

n/a

### Section 5 – evidence of community support

n/a

### Section 6 – financial information and business plan

Club Development Plan and Club accounts 2017/18. 2018/19 currently in draft form.