

Highland Council Asset Transfer Request Approach Asset Transfer Request Form

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

Nairn Citizens Advice Bureau Ltd.

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

Postal address:

6 High Street,

NAIRN.

Postcode: IV12 4BJ

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: Louise Clark

Postal address:

6 High Street,

NAIRN.

Postcode: IV12 4BJ

Email: lpclark@btinternet.com

Telephone: 01667 451030 or 01667 456677 (Gill Maclean, NCAB

Manager)

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.

X	Company, and its company number is	SC173195
X	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	SC023356
	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:

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?

1. Community of interest - Nairnshire and adjoining areas. "Adjoining areas" allow for clients who may live in the surrounding areas to Nairnshire who we do not wish to

disenfranchise due to boundaries which could change as has happened with the local Ward.

2. Membership is open to any member from the community of Nairnshire.
3. Majority of membership from community - no members from outside designated area of Nairnshire.
4. Membership - 70.
5. "Control of body" - Board of Directors oversees management of NCAB, currently 12 in total.
6. Aims and purposes - as stated in our Memorandum and Articles of Association.
7. Surplus funds/assets - will not be distributed to Directors/Members but used for the benefit of the community.
8. If wound up - provision within memorandum and articles of association to transfer to some other body with charitable purposes whose objects are altogether or in part similar to the objects of the company and whose constitution restricts the distribution of income and assets among members.

Section 2: Information about the asset requested

2.1 Please identify the asset - land or building(s) - 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.

60 – 62 King Street,

Nairn. IV12 4DN

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 asset requested? :

Proposed price: £1.00

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

- Purchase not to include public toilets.
- Purchase subject to successful awarding of grants towards the renovation.

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?

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.

Nairn CAB has provided an independent, free, confidential and impartial advice and information service to the Nairnshire community for over 21 years. In 2017-18, Nairn CAB assisted 1,987 clients by giving advice 9669 times. The total of verified client financial gain is £1,591,201. However, we reached the position some time ago of

requiring bigger premises to deal with the level of enquirers and resolving the problems of:-

- Inadequate space and not enough computers/telephones for advisers;
- Not enough interview rooms (3);
- Only 1 toilet to cater for staff/volunteers/public;
- Kitchen used as overflow office;
- No meeting/training room;
- No disabled access including into interview rooms and toilet;
- Unable to take on more volunteers due to lack of space.

We are looking to purchase and renovate the vacant building at 60 – 62 King Street, Nairn. IV12 4DN (previously the Police Station/Social Work Office/ Tourist Information Centre).

New premises would provide:

- 3 additional interview rooms (6);
- A community digital access hub;
- Office accommodation for existing and new staff/volunteers;
- Toilets for staff/volunteers/public;
- Disabled access and accessibility within building, incl. lift;
- Online training room to assist with complex legislation;
- Office accommodation for possible income stream.

And services:

• Existing services such as:-

- Welfare Rights Team; • Armed Services Advice Project; • Community Link & Outreach Project (at Nairn Healthcare); • Money Advice Service; • Pension Wise; • Energy Advice; • Midwifery Project; • Scottish Legal Aid Board Housing Project; • Nairn Work Club; • Housing representation work; • Patient Advice & Support Service;
- Issuing food vouchers for Nairn Food Bank and • Work Club.

and

- Reinstate Work Club;
- Ability to take on more project work and associated staff.

- Offer further new services as listed below.

Community Digital Access Hub to provide:-

- Supported internet access for clients to maintain their online commitment for social security payments, community care grants, online energy, house insurance, car insurance comparison sites.
- Nairn is now Full Service for Universal Credit so clients have obligation and requirement to engage digitally.
 - Hot desks with computers for those involved in social enterprises or charities or planning to start a social enterprise or charity.
 - Computer availability and assistance for the elderly and others who do not have a computer or are not conversant with safe online processes – accessing products and services they might order online locally, nationally or internationally.
 - Links to local services such as Handypersons, volunteering for home visits, services offered by Signpost which is closing in Nairn and Credit Union which does not currently operate in this area .
 - Space, with computers, where people could meet to work together, give advice, receive advice on setting up a charity etc.

Benefits of the proposal

- 4.2 Please set out the benefits to the community that you consider will arise if the request is agreed to. This should include:- economic, regeneration, health, social wellbeing, environmental benefits; or how this will tackle inequalities.

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.

We see this facility as a catalyst for new services, new partnerships and increasing volunteering across the age spectrum. We deal with our clients' financial welfare and help them overcome particular problems by tackling inequality, reducing fuel poverty and improving access to services for hard-to-reach and disadvantaged groups.

We look to:-

Increase capacity for advice and information giving and be able to support more clients to challenge unfair decisions, thereby reducing stress and anxiety, by seeing more people more swiftly.

Increase the money that is brought into the local community by helping people access their entitlements.

Reduction in the number of people disadvantaged by lack of digital access - in terms of not being able to afford the technology required, living in an area without access to the internet or being without the skills to use the internet.

Increase in the number of volunteers we recruit, train and support some of whom will go on to find paid employment.

Have the capacity to see older clients , those with disabilities and/or caring responsibilities more swiftly so they do not give up waiting to be seen by an adviser.

The community to be better able to cope with budgeting and less likely to be in debt - to be able to heat their homes, eat healthily because they have had income maximisation and financial literacy help from Nairn CAB.

Nairn CAB has provided an independent, free, confidential and impartial advice and information service to the Nairnshire community for over 21 years. In 2017-18, Nairn CAB assisted 1,987 clients by giving advice 9669 times. The total of verified client financial gain is £1,591,201. With new premises, we would expect these totals to rise with clients' financial gain increasing to £2M.

Independent research shows that our clients benefit from our services in a very wide range of ways, including:-

- Increased income, which is used to enable people to heat their homes, eat enough and more healthy food, remain in their homes and avoid homelessness, provide enhanced care for their dependents and get out and socialise more
- Improved money management skills, enabling people to budget more effectively, pay off their debts and avoid future indebtedness and access affordable credit and appropriate financial products and services
- Support to exercise their rights and responsibilities and to access services, meaning that they can remain at home with appropriate support, retain their jobs with appropriate and improved terms and conditions, and deal with issues relating to purchase or products and services
- Improved health and wellbeing as result of reduced stress and anxiety
- Improved quality of life and feelings of confidence and self-esteem and ability to cope with future problems

We would also look to:-

- Recruit and train an additional 20 volunteers in the first year after the new premises opens and 20 per year thereafter.
- Provide 10 more training courses and opportunities per year for our own volunteers and for volunteers and staff from external agencies
- Re-starting the Work Club which will assist people into employment, estimated at 10 per year.
- Providing a Credit Union Outreach (having been approached). 1 day per week – run by their local volunteers to encourage savings in particular.
- Providing a Community Digital Access Hub which we see as a catalyst for new services, new partnerships and increasing volunteering across the age spectrum.
- With the Hub, we could offer Scottish Vocational Qualifications to volunteers which would enhance their skills and improve their employability.
- Making available a Meeting room/office for community groups i.e. NICE, BID, Hive, Credit Union Outreach.
- Renovating a building in a central prime site which forms part of a main short-term outcome of the 2012 and 2014 Nairn Charrettes.

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.

The building is not listed nor does it require change of use but will require building warrant, all as discussed with Planning & Building Control Service.

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.

The building is currently an eyesore in a very prominent location adjacent to the town centre. The building was due to be demolished along with the former community centre and petrol station but the community requested through the 2012 and 2014 Charrettes that the building be kept for community use. Two other community groups have tried to take on the building but failed. Nairn CAB has the advantage of being a long standing organisation within the community and able to generate enough income to continue its role. The renovation would complete the triangle of new public buildings i.e. police station and community centre. The new facility will also provide easier access and parking.

The only negative issue would be if we are unsuccessful in our attempts to take on the building through a combination of the asset transfer and funding failing leaving the building to deteriorate even more. Gutters are broken with weeds growing while trees in the courtyard are now visible above the roof line.

It was central to the Charrette outcomes that bringing the building back into community use and tidying up the surrounding area would make a huge difference visually and encourage visitors to stop and shop.

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

Nairn CAB is fortunate in having available a mix of skills.

Nairn CAB Board of Directors:-

Brenda Waterfield, Rtd. NHS Nurse (Chair)

Lee Dyson, IT Consultant/Software Director (Vice Chairman)

Jo Tunstall, Accountant (Treasurer)

Louisa Burton, Accountant (Hon. Treasurer)

Frank Clark, Rtd. Estate Manager

Louise Clark, Rtd. Local Govt. Officer

John Dolan, Reporter Board Member

Iain MacDonald, Solicitor

Paul McIvor, Local Businessman

Cynthia May, Rtd. NHS Health Visitor

Alastair Nicolson, HIE Manager

Helen Rudland, Rtd. Post Office.

The following working groups have been set up especially for this project.

New Premises Funding Team

(Funding applications, appointment of Architect to carry out Stage I – design, building warrant and return of tenders).

Louise Clark - Board Member, project funding, retired LA officer with experience in economic/community development incl. three community buyouts and member of Nairn/Moray & B&S/Cairngorms Leader Groups.

Gill MacLean - CAB Manager, project management, project funding, staff management.

Carol Greer - CAS Development Officer, project funding adviser.

Jo Tunstall - Board Member, Treasurer (Accountant, Highlife Highland).

New Premises Team

(Design consultation on behalf of CAB Board, Staff and Volunteers in liaison with Architect)

Frank Clark - Board Member (Estate Management).

Pamela Muir - NCAB Staff.

Gloria Challoner - NCAB Volunteer

Gill MacLean, NCAB Manager

Louise Clark, Board Member, Project Co-ordination.

Architectural Team

Peter McIlhenny - Lead Project Architect (LDN Architects)

David Lawrie - Architect (LDN Architects)

Levant Arday - Architectural Technologist (LDN Architects)

John Mackay - Quantity Surveyor (Mcleod & Aitken)

Mark Hepburn - Structural Engineer (David Narro Associates)

New Premises Project Committee (start of contract)

(Stage II – appointment of Architect, engage contractor and supervise project to completion).

Louise Clark - Joint Project Liaison with Architect/Board

Gill MacLean - Joint Project Liaison with Architect/Staff/Volunteers

Peter Siggers - Financial Monitoring (Accountant and Board Member)

Lee Dyson – Computers/Telephony (IT Consultant/Software Director and Board Member) – Adviser.

Ian MacDonald - Conveyancing (Solicitor and Board Member) - Adviser

Peter McIlhenny - Lead Architect for contract supervision to completion.

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 consulted Highland Council's Local Members and NICE (Nairn Improvement Enterprise Company) while other community organisations have contacted us looking for accommodation.

We have letters of support from Highland Council's Local Members and the Nairnshire Community Planning Partnership.

Section 6: Funding

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

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.

In offering £1, we would be able to put more of our own resources to renovating the building which requires a great deal of work due to the lack of maintenance over a considerable time.

Funding applications for the renovation element have been made and we are currently awaiting responses from the Robertson Trust, Highland Leader and Highlands & Islands Enterprise.

We currently have to hand £324,669 for the total project and we have still to allocate phase II of the architect at £16,800.

Nairn CAB (£13,400) and VDLF (£10,000) have paid for Phase I of the architect to bring us a design and to the tender stage which we require for making funding applications.

We have also been awarded a 5-year allocation for our core costs from Highland Council. We expect this to be further reduced in future years which is why it is important for us to get more space to take on project work with associated staff to attract extra income streams. To date, we have been particularly successful in this regard and have managed to save £153,400 over a number of years to go towards new premises which our staff and volunteers see as a priority.

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 Brenda Waterfield

Address

Date 26.09.18

Position Chairman

Signature

Name Louise Clark

Address

Date 26.09.18

Position Board Director

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

Nairn Citizens Advice Bureau Ltd. Memorandum and Articles of Association

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

Highland Council’s particulars of sale.

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 asset or potential negative consequences, and your organisation’s capacity to deliver.

Documents attached:

Section 5 – evidence of community support

Documents attached:

Section 6 – funding

Documents attached:

Search “Privacy Notices” on the Highland Council website to read our Privacy Statement in regards to Asset Transfer Request forms.