

## 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

Grantown Initiative

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

Postal address:

The Town House

The Square

Grantown on Spey

Postcode: PH26 3HF

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: Karen Derrick

Postal address: As above

Postcode: As above

Email: treasurer@grantowninitiative.org.uk

Telephone: [REDACTED]

✓ 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.

	Company, and its company number is .....	SC453662
	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?

Grantown Initiative is a company limited by guarantee, whose Articles of Association include provision for and meet the following requirements:
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- |   |
|---|
| <p>(a) the company must have not fewer than 20 members; and</p> <p>(b) on the winding up of the company and after satisfaction of its liabilities, its property (including any land, and any rights in relation to land, acquired by it as a result of an asset transfer request under this Part) passes—</p> <p>(i) to another community transfer body, or</p> <p>(ii) to a charity.</p> |
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## 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.*

The toilet block details are:

HC asset reference: HC03265

Burnfield Toilets  
Burnfield Road  
Grantown on Spey  
PH26 3HF

- 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: HC03265

## 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: £

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?

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.*

Grantown Initiative (GI) is a not-for-profit community development company, which exists to benefit the residents and businesses of Grantown on Spey and surrounding area. It is set up with a Board of Directors and various sub committees which each run major events in the town such as Hogmanay, Christmas Festivities and Thunder in the Glens (Grantown) and also includes the Grantown Business Association.

The public toilets at Burnfield were closed to the public in 2018 and consistently since then, residents, businesses and visitors have called for them to be re-opened for the benefit of the town. The Burnfield toilet block is located in the central part of Grantown, just off the main Square and lies within the largest car park. On a daily basis, people are observed trying to access them, before reading the notice or being told by passers-by that they need to get back in their car/lorry/van and drive or cycle/walk the near half mile to the other end of the town.

On acquisition, the toilets at Burnfield would be run by the community on a not for profit basis, with any surplus retained for ongoing maintenance and improvement costs. A plan to completely refurbish the current Ladies, Gents and Disabled toilets to an improved standard has been costed by the GI board, together with local trade companies.

Please refer to the attached Business Plan for a fuller assessment of need, outline of the community benefits and detailed costed plans for the refurbishment, maintenance and running of the facility.

### 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.*

The GI board takes its mandate from its members and also from the wider community via the Grantown Community Action Plan which was last carried out in 2016. Additionally, the GI board endeavour to hold/attend regular meetings (formal and informal) and discussions with businesses and the general public and it is through all of these opportunities, that the company feels it is appropriately representing the community's aspirations and wishes, by

taking on projects that will have a longer-term beneficial impact and that enjoy the significant support of those living and working in Grantown.

Most recently, the GI has undertaken a survey of businesses operating in the Square, the High Street and other locations to ascertain local support for various projects – the key one being the reinstatement of public toilets at Burnfield in order to sustain economic buoyancy and development in the town and also allow for event providers to maximise opportunities for sustainability and growth.

Over the next 12 to 18 months, the community is looking to make significant improvements to the appearance and amenity of the Square which is Grantown's main draw for visitors and residents. Having public toilets available within easy walking distance for people using the Square, will be a great improvement as currently they have to walk at least half a mile to the other end of the town to access public toilets which are not always open. As most of the key events take place in the Square too and attract several thousand visitors at a time, this is clearly a much better solution for the town and those community organisations trying to encourage greater use, inclusivity and accessibility.

Please refer to the attached Business Plan for more details.

### **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.*

None: the building will continue to operate as a public toilet for ladies, gents & disabled users

### **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

### **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 GI currently has 8 Directors and a membership of 148 Ordinary Members and 170 Grantown Business Association Members. The board meets on the 2<sup>nd</sup> Tuesday of every month (currently virtually) to receive full updates on financial status, projects and activities. The board has also applied for charitable status from OSCR and are awaiting the status award which is imminent.

The company has numerous projects currently successfully operating under its control, which include:

- the (renowned) annual Grantown on Spey Hogmanay Street Party
- Thunder in the Glens event in Grantown Square and High St
- successful application to THC's Town Centre Fund for refurbishment of the town square including replacement of 200-year-old dead/dying trees
- Help Fund for the relief of those within the community experiencing financial hardship
- Fundraising for the 2 x Playpark areas (Mossie and Dulaig) in the town
- Covid-19 volunteer helpline for community support (shopping rotas and remote payment process via iZettle contract, food table, prescription delivery)
- Website ([www.grantownonline.com](http://www.grantownonline.com)) and social media sites
- Grantown Business Association which operates as a sub-group of the company and now has over 170 members
- Maintenance agreement for Grantown curling pond in Grant Park
- Lease agreement with Seafeld Estate for land on which to site GI-owned container for community storage of equipment for major community-run events in the town eg Motormania, Thunder in the Glens, Hogmanay, Twinning, Christmas Torchlight parade etc.

The company currently has no external professional advisers to the board as the directors' skill set includes considerable knowledge and track record of governance, financial management, project management, community engagement, communications and business experience. One of the GI directors is the retired chief executive of the Cairngorms National Park Authority and another is the current chief officer of the Third Sector Interface for Badenoch and Strathspey. Another four run their own businesses in training, hospitality and communications.

The board also has a strong working relationship with THC local elected members and Ward Manager, also the senior management team and officers in the Cairngorms National Park Authority, as well as all of the key community organisations in Grantown.

The GI board is therefore confident that it collectively and individually understands the requirements and risk associated with taking on this asset and members have been consulted and are also content for the board to go ahead with this asset transfer request.

Please see attached Business Plan for further details.

## **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.*

The 300+ membership of the GI and its sub-groups are in support of this application and we have attached letters of support and other evidence to demonstrate this.

## **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.*

### **Purchase**

It is requested that the toilet block be transferred to the GI at the nominal cost of £1. The block has been out of use since 2018 and is in a very poor state of repair, with extensive damage (standing water, damp, black mould) to the ladies toilets in particular due to considerable water ingress. In addition, there is drain collapse outside the block, leading to the main sewer, which will need repair before the building can be put back into use.

Should this request be granted, the GI has an agreement with Scottish Land Fund, that they will cover the cost of the GI legal fees incurred in the transfer process.

### **Refurbishment**

The GI commissioned a structural survey from Gunn MacPhee which was carried out in February 2020 and is attached to this application. The amount quoted by the surveyor was for a minimum of works to be carried out to allow merely for the toilets to be re-opened as is. The survey did not include an investigation of the drain, so this cost is not included.

Since then, the GI has taken on the services of Colin Lawson, a local building company which is very familiar with the building and drain issues. They have quoted for repair and refurbishment to a decent standard and the GI is actively lining up potential funding sources to cover these costs. We anticipate they will be ITRO £10-12k.

### **Ongoing Maintenance and Running Costs**

There is attached, a spreadsheet, together with the Business Plan to indicate how we plan to ensure the sustainability of the asset and its operation, following transfer to community ownership. Please refer to these documents for further details.



## 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: Karen Derrick

Address: [REDACTED]

Date: August 2020

Position: Vice Chair & Treasurer

Signature [REDACTED]

Name: Jane Hope

Address: [REDACTED]

Date: August 2020

Position: Chair

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: Grantown Initiative Articles of Association

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

Documents attached: Gunn MacPhee Structural survey incl. photos and layout drawings.

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

Documents attached: None

**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: Business Plan

**Section 5 – evidence of community support**

Documents attached: Letters of Support from community organisations

**Section 6 – funding**

Documents attached: Spreadsheet outlining income and expenditure for ongoing maintenance and operation of the public toilets.

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