



From mountain to sea

Asset Transfer Request

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015. Please read the applicant notes before completing this form.

Section 1: Information about the community transfer body (CTB) making the request

- 1.1 Name and address of the CTB making the request. This should be the registered address, if you have one.

Name: Ellon Baptist Church

Postal address:

Postcode:

- 1.2 Contact details. Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.

Contact name: Rev William Butchart

Position in CTB: Minister

Postal address:

Postcode:

Email:

Telephone:

Yes - 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.*



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1.3 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	
X	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	SC028365
	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.

1.4 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:

1.5 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?



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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.

Name of Asset: Ythan Centre

Address of Asset: Station Road, Ellon,

Postcode of Asset: AB41 9AE

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:



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Section 3: Type of request, payment and conditions

3.1 Please mark what type of request is being made (mark one only):

- 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 give information setting out any other terms and conditions you wish to apply to the request. (continue on a separate sheet if necessary)

We would want to ensure that the council took responsibility to ensure that the building is structurally sound and habitable after having lain empty for so long before we took full responsibility.

We would also want the opportunity to make some decorative changes to the property as felt necessary to allow us to make use of its full potential.

3B – Request for lease

What is the length of lease you are requesting?

Minimum 2 years.



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How much rent are you prepared to pay? Please make clear whether this is per year or per month.

Proposed rent : £1 per year

As the building has lain empty for a number of years we would be keen to negotiate regarding this. As a registered charity with no outside income we are totally dependent on the generosity of our church family. The less money we have to pay for the property, the more will be available to continue and build upon the holistic activities that we believe will benefit the whole community. We are aware of at least one other church in Aberdeenshire - Riverside Church, Banff, who negotiated a 175 year lease at £1 per year with Aberdeenshire Council.

Please give information 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.

We would expect exclusive rights to the building at all times but would be keen to negotiate with other community groups who would wish to gain access at specific agreed times. With the building having lain empty for a number of years we would expect that it would be handed over for lease in a structurally sound state and that the council would retain responsibility for any large scale or structural issues that may arise. As a church we would expect to take responsibility for basic routine upkeep and maintenance and would like to be allowed to make decorative changes as required.



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3C – Request for other rights

What are the rights you are requesting?

N/A

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.

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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 main purpose of Ellon Baptist Church is to be a group of people who, through their shared Christian faith, aim to support and serve each other, the local community and wider world.

Ellon Baptist Church has never owned its own building, we have consistently rented a number of buildings for different purposes since our inception so having a base in the centre of Ellon would be a real asset for us and the wider community.

We are keen to acquire the Ythan Centre to establish a single base in Ellon town centre from which the church can continue to reach out to all the people of Ellon, and beyond, with a holistic approach which currently includes:

- *Sunday services that are well attended and open to all in the community where we cater for every age group with a crèche and lively “Sunday Squad” group.*
- *Two separate Parent and Toddler Groups, again open to all in the community, which are well attended by many including childminders and grandparents, as well as parents.*
- *Youth Groups two evenings a week which are open to all Academy aged young people.*
- *Pastoral and Practical Care e.g. providing such things as meals/childcare/help with transport etc during crisis life events such as birth, illness, bereavement etc*
- *Various Social Events which are open to all ages e.g. ceilidhs, family fun days etc*



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- *Support for local children and families through the Social Work Department as and when requested e.g. baby baskets and Christmas toys and hampers for vulnerable families.*
- *Operation Christmas Child (shoebox appeal) which we have supported for many years, we packed and over 200 boxes last year.*
- *Supporting Overseas Work e.g. Tearfund (a member of the Disaster Emergency Committee); also people working in Ecuador & Indonesia and the sponsorship of two children.*
- *Free Annual Holiday Clubs for Primary & Secondary pupils which have run for the past 6 consecutive years with growing numbers year on year, again open to all in the locality.*
- *Foodbank – Ellon Baptist Church initiated and co-ordinate the local Ellon Trussell Trust Foodbank, organising food deliveries in Aberdeenshire with support of many volunteers from the locality. They are keen to further develop this service by offering cookery classes to those they serve as has been done in Huntly and other places, however to do this suitable kitchen facilities are required.*



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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, public health, social wellbeing, environmental benefits; or how this will reduce inequalities.

This section should explain how the project will benefit your community, and others. Please refer to the applicant notes on how the relevant authority will consider the benefits of a request.

- Having been an active part of Ellon community for over 30 years, we are a Church that is very aware of the diverse needs in our local community and this convinces us that there is good reason for Ellon Baptist Church to have premises in the town centre.*
- We would be open to liaise with other community groups who may require use of the premises for example we have been in touch with others who previously ran groups from the Ythan Centre and would be keen to investigate how we could facilitate that if we were granted sole use of the building. Ellon Resource Centre have also contacted us to enquire about the possibility of using the building.*
- Having our own building will mean that our members would be free to serve the local community more effectively, without concern for room bookings and transportation of large equipment, and would be able to be more flexible to provide services quickly when required.*
- With adequate facilities we would aim to run various courses to benefit the community e.g. the CAP Money Management Programme and debt advice, Parenting and Drug Awareness courses, Foodbank cookery courses etc etc.*
- We are aware that some Local Authorities in Scotland offer premises rent free to Foodbanks in support of the community service they provide. A building of our own would enable us to run the Foodbank more efficiently, as at the moment we are struggling with temporary accommodation and have moved premises 5 times within the last 4 years.*



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- *Other opportunities that we may explore in the future include; support for the elderly and those with additional needs and a drop in café etc etc.*
- *During the floods of January 2016 we established a working party to help those affected in practical ways including the refurbishment of homes and are keen to continue to serve the community as needs arise.*
- *In summary, if we had our own premises we would seek to use them daily, (during the day and evening), to benefit the whole community in as many ways as we could. We hope that our long-term community service over many years will be viewed as evidence for this statement and emphasise the urgency of our need.*

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 unaware of any restrictions on the use or development of the land however would be happy to comply with anything required.



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Risk Analysis

- 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 that may occur if our request is agreed to. In fact our presence in the town centre may increase footfall to the local town centre businesses.

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.

As a long-standing charitable organization that is well-known within Ellon we have been consistent in our ability to provide and manage all the services we have detailed above despite the hindrances of no permanent accommodation, therefore our ability to continue to deliver for the people of Ellon would only increase.

We have proven our ability to care appropriately for the buildings we have access to over the past 30 years and are recognized key holders for two of these premises. Within our church there are a number of individuals with practical skills and abilities who would be able to advise and assist in any routine building maintenance requirements that may arise. A number of our members hold recognized positions of responsibility within our local community - both employed and voluntary roles eg community council, foodbank co-ordinator, chair of Castlepark community Hall etc.



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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, their response and how the community have contributed to the design of the project. You should also show how you have engaged with any other communities that may be affected by your proposals.

This request has the backing of all of our church members and adherents as well as all those from the local community who we serve through our various ministries eg Toddler groups, holiday clubs, foodbank etc.

As stated previously we are aware of other community groups who have approached us re use of the hall and would be supportive of our CAT application. It has been very evident on social media that local people are keen to see the Ythan Centre being used and many people have expressed their support to us in various ways.

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.



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At present we pay rent for a number of premises throughout Ellon and have done so since our inception. All of our financial commitments and local activities are completely self-funded through the giving of our members.

A copy of our annual budget is attached.

Section 7: Business Plan including a 3-year financial forecast

7.1 Please give details of your Business Plan

You should include a statement of your goals, reasons they are attainable, plans for reaching them and a forecast of future revenues and expenses.

Our goals as stated above are to serve Ellon Community as a charitable organization rather than a business however we are keen to expand the work we already undertake in every way possible, having access to premises of our own will help make this a reality. Our financial records are attached in order to prove our ability to meet all our financial obligations.



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Signatures

Two authorised signatories (e.g. manager, 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



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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:

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

Documents attached:

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:



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Section 6 – funding

Documents attached:

Section 7 – business plan including a 3-year financial forecast

Documents attached:

Completed applications should be sent to your **local Area Manager** and marked “**Asset Transfer**”. **Contact addresses are listed below:**

<p>BANFF & BUCHAN</p> <p>Area Manager Town House 34 Low Street Banff AB45 1AY</p> <p>Tel. no: 01467 537131 Email: banffandbuchanamo@aberdeenshire.gov.uk</p>	<p>BUCHAN</p> <p>Chris White Area Manager Buchan House St Peter Street Peterhead AB42 1QF</p> <p>Tel. no: 01467 537634 Email: buchanareaoffice@aberdeenshire.gov.uk</p>
<p>FORMARTINE</p> <p>Elaine Brown Area Manger Formartine Area Office 29 Bridge Street Ellon AB41 9AA</p> <p>Tel. no: 01467 538439 Email: formartineareaoffice@aberdeenshire.gov.uk</p>	<p>GARIOCH</p> <p>Margaret-Jane Cardno Area Manager Gordon House Blackhall Road Inverurie AB51 3WA</p> <p>Tel. no: 01467 539371 Email: garioch@aberdeenshire.gov.uk</p>
<p>KINCARDINE & MEARNES</p> <p>William Munro Area Manager Viewmount Arduthie Road Stonehaven AB39 2DQ</p> <p>Tel. no: 01467 534684 Email: kincardine&mearnsareaoffice@aberdeenshire.gov.uk</p>	<p>MARR</p> <p>Janelle Clark Area Manager Alford Area Office School Road Alford AB33 8TY</p> <p>Tel. no: 01467 5346421 Email: marrareaoffice@aberdeenshire.gov.uk</p>