

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**

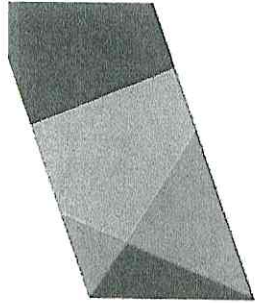
1.1 Name and address of the CTB making the request. This should be the registered address, if you have one.

Name	TURRIFF TOWN PRIDE/TURRIFF IN BLOOM GROUP
Postal Address	[REDACTED]
Postcode	[REDACTED]

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	[REDACTED]
Position in CTB	[REDACTED]
Postal Address	[REDACTED]
Postcode	[REDACTED]
Email	[REDACTED]
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.*



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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	
	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	
	Community Benefit Society (BenCom), and its registered number is	
X	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 x

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 X

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.*

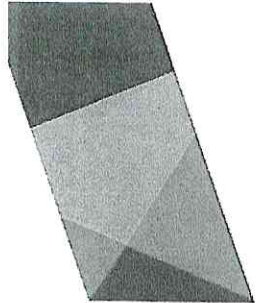
*It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must attach a map and full description of the boundaries of the area to which your request relates. If you are requesting part of a building, please make clear what area you require. a drawing may be helpful.*

Name of Asset	STATION YARD DEPOT AND OLD STATION YARD
Address of Asset	STATION YARD, TURRIFF
Postcode of Asset	AB53 4ER

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: 151650652



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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

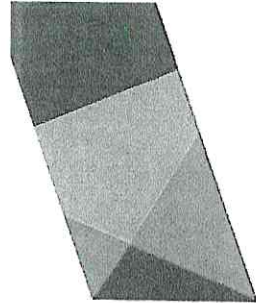
**3A – Request for ownership**

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.





## From mountain to sea

### 3B – Request for lease

What is the length of lease you are requesting?

15 YEARS

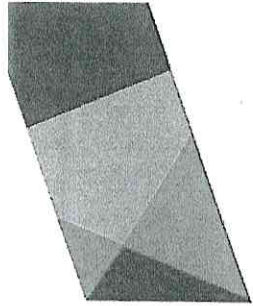
How much rent are you prepared to pay? Please make clear whether this is per year or per month.

Proposed rent:

£ 1.00 per ANNUM

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.

ACCESS TO STATION YARD IS CURRENTLY VIA THE MAIN ENTRANCE OFF THE A947 INTO TURRIFF CARAVAN PARK, WHICH IS CURRENTLY LEASED FROM ABERDEENSHIRE COUNCIL BY TURRIFF CARAVAN PARK LTD. THE ENTRANCE ROAD SPLITS ON THE SITE, GIVING ACCESS TO STATION YARD & DEPOT



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### 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.*

THE STATION YARD BUILDING WOULD BE USED AS STORAGE FOR THE WATERING VEHICLE AND TRAILER, GARDENING EQUIPMENT, EMPTY HANGING BASKETS AND TUBS DURING THE MONTHS WHEN NOT IN USE. AT PRESENT THESE ARE STORED OUTSIDE AT VARIOUS VOLUNTEER'S ADDRESSES WITHIN THE TOWN. THIS BUILDING WOULD PROVIDE SAFE AND DRY STORAGE FOR ALL OF THIS EQUIPMENT.

THE GROUP WOULD PROPOSE TO DEVELOP THE BUILDING AND LAND AREA BY INSTALLING POLYTUNNELS FOR GROWING PLANTS AND UPGRADE THE DEPOT.

ALL VOLUNTEERS WOULD BE ENCOURAGED TO MAINTAIN THE AREA AROUND THE BUILDING IN GOOD ORDER WHICH IN TURN WILL ALSO ENHANCE THE ADJACENT CARAVAN PARK FOR VISITORS TO THE TOWN. WITHIN THE AREA THERE IS ALSO THE OPPORTUNITY FOR SPACE TO GROW PLANTS FOR THE TOWN'S FLORAL DISPLAYS AND THIS WOULD ENABLE THE GROUP TO ENCOURAGE YOUTH ORGANISATIONS SUCH AS BOYS BRIGADE, BROWNIES, GUIDES AND MEMBERS OF THE COMMUNITY TO GET INVOLVED.

BY HAVING A DEDICATED BASE THERE WOULD BE MORE POTENTIAL TO EXPAND ON OPERATIONAL ACTIVITIES TO BENEFIT THE GROUP AND THE COMMUNITY. THIS COULD ALSO HELP TO DRAW IN FUNDING OPPORTUNITIES GOING FORWARD.





## From mountain to sea

### 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.*

THIS UNIT WOULD ALSO HAVE A COMMUNITY BENEFIT BY ENCOURAGING MORE VOLUNTEERS TO HELP WITH PLANTING UP THE HANGING BASKETS AND TUBS WHEN REQUIRED, IN TURN ENHANCING THEIR PUBLIC HEALTH AND SOCIAL WELL-BEING.

THIS PROJECT WOULD REGENERATE THE STATION YARD AREA AND IMPROVE THE ENVIRONMENT FOR THE VISITORS TO THE ADJACENT TURRIFF CARAVAN PARK.

FOR THE GROUP TO HAVE THE OPPORTUNITY TO GROW PLANTS FOR THE FLORAL DISPLAYS AROUND THE TOWN WOULD IN TURN GIVE MEMBERS OF THE COMMUNITY THE OPPORTUNITY TO BECOME INVOLVED, THIS WILL BENEFIT WELL BEING, MENTAL HEALTH AND ALSO PROMOTE OUTDOOR ACTIVITY.

ECONOMICALLY IT WOULD BE MORE BENEFICIAL FOR THE GROUP TO GROW THEIR OWN PLANTS. THIS COULD BE ACHIEVED BY THE USE OF POLYTUNNELS.

THE GROUP WOULD ENCOURAGE PARTICIPANTS FROM ALL AGE GROUPS AND BACKGROUNDS TO BECOME INVOLVED BY HOLDING OPEN DAYS FOR THE COMMUNITY TO SEE WHAT ACTIVITIES ARE AVAILABLE, THE EQUIPMENT USED AND EXPLAIN HOW THE WATERING VEHICLE IS UTILISED. YOUNG PEOPLE FROM THE SCHOOLS, PLAYGROUPS ETC WOULD BE ENCOURAGED TO HELP WITH PLANTING.

TURRIFF MEN'S SHED, WHOSE MEMBERS HAVE A WIDE RANGE OF SKILLS AND EXPERIENCE, WOULD BE APPROACHED FOR THEIR HELP IN ANY WAY TOWARDS REPAIRS AND MAINTENANCE OF THE DEPOT AND BUILDING PLANTERS.





## From mountain to sea

### 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 GROUP ARE NOT AWARE OF ANY RESTRICTIONS ON THE USE OF THE LAND. IT HAS BEEN USED BY ABERDEENSHIRE COUNCIL LANDSCAPE SERVICES FOR MANY YEARS AS AN AREA FOR TIMBER AND GRASS CUTTINGS.

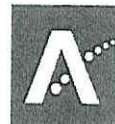
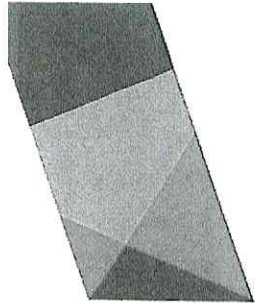
### Risk Analysis

- 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.*

DISCUSSIONS HAVE BEEN HELD WITH THE DIRECTORS OF TURRIFF CARAVAN PARK LIMITED, WHO CURRENTLY LEASE THE CARAVAN SITE FROM ABERDEENSHIRE COUNCIL, ABOUT THIS PROPOSAL BY TURRIFF TOWN PRIDE GROUP. THEY ARE FULLY SUPPORTIVE OF THE PROJECT AS IT WOULD ALSO GIVE ADDED SECURITY TO THE CARAVAN PARK DURING THE CLOSED PERIOD (NOVEMBER TO MARCH) WHEN THE OWNERS AND THE WARDEN'S STATIC CARAVANS REMAIN ON SITE UNOCCUPIED.

NEGATIVE CONSEQUENCES MAY OCCUR FROM VISITORS TO THE CARAVAN PARK DURING THE MARCH TO OCTOBER PERIOD. WE WOULD LOOK TO ENCOURAGE PARTICIPATION FROM THE STATIC CARAVAN OWNERS ON SITE. CLOSE LIAISON BETWEEN TURRIFF CARAVAN PARK LTD AND THE WARDEN WOULD BE PARAMOUNT TO REDUCE CONCERNS THEY MAY HAVE WITH THE GROUP USING THE BUILDING AND SURROUNDING AREA AND PARTICULARLY THE SHARED ENTRANCE .

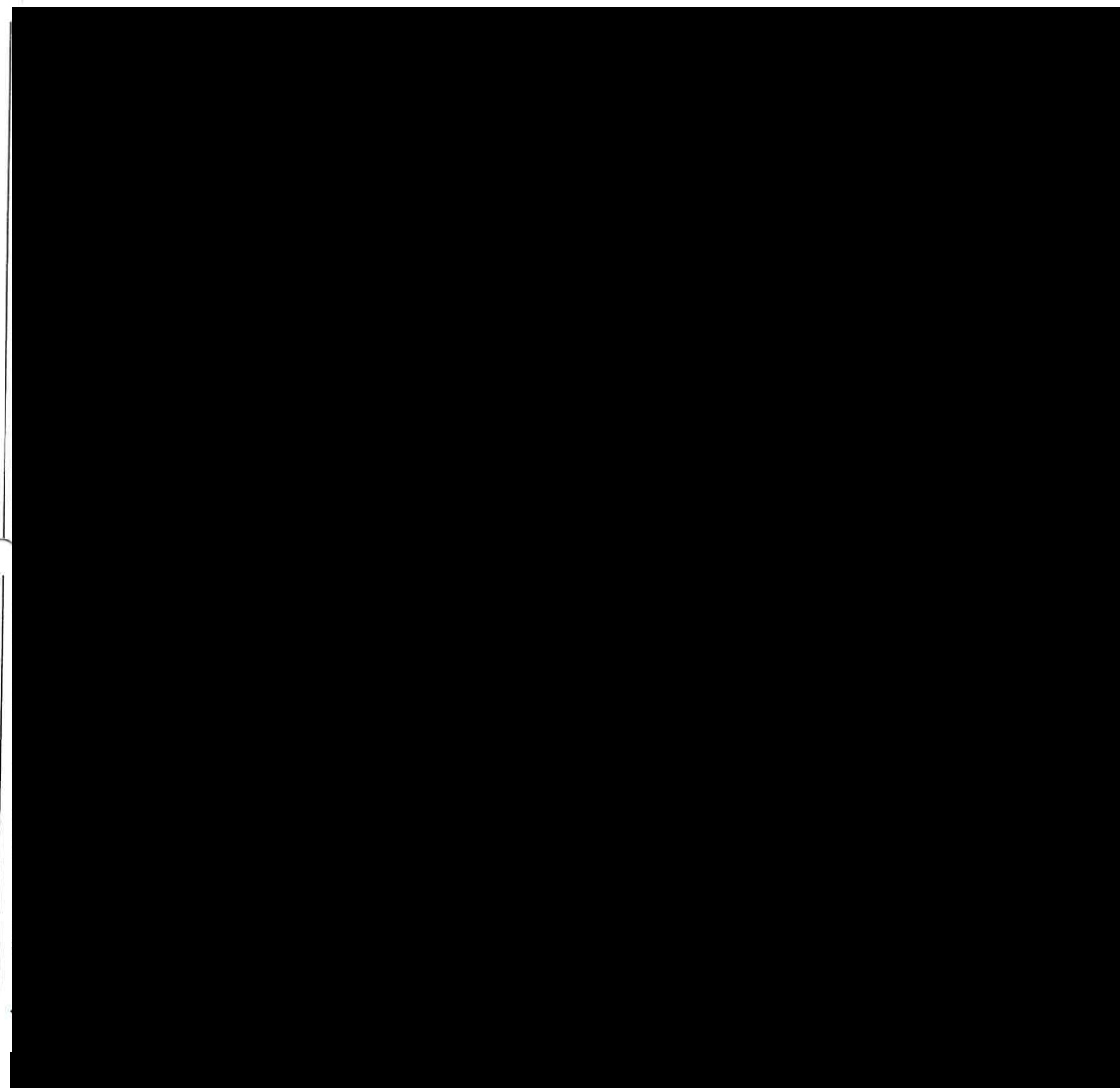


**From mountain to sea**  
**Capacity to deliver**

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.*

MEMBERS OF TURRIFF TOWN PRIDE HAVE A RANGE OF SKILLS AND EXPERTISE RANGING FROM BUSINESS MANAGEMENT, FINANCE, ENGINEERING, CONSTRUCTION, HEALTH & SAFETY AND HORTICULTURAL.



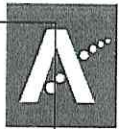


## From mountain to sea

TURRIFF TOWN PRIDE GROUP HAVE BEEN ACTIVE IN THE COMMUNITY FOR 20 YEARS PLANTING UP HANGING BASKETS, FLORAL DISPLAYS, REPAINTING THE TOWN SEATING, MAINTAINING 'COO CORNER' AND OTHER SMALL AREAS IN THE TOWN.

CURRENTLY FOUR MEMBERS OF THE GROUP ARE ALSO ACTIVELY INVOLVED WITH TURRIFF CARAVAN PARK LIMITED, WHICH WAS ONE OF THE FIRST COMMUNITY TRANSFERS BACK IN 2011/12.





## From mountain to sea

### Section

#### 5: Level and nature of support

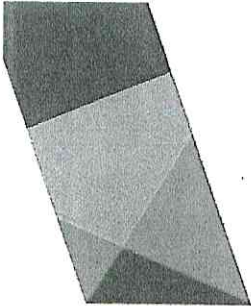
5.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

*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.*

TURRIFF TOWN PRIDE/TURRIFF IN BLOOM GROUP CURRENTLY HAVE THIRTEEN VOLUNTEER MEMBERS WHO HAVE CONTRIBUTED TO THE DESIGN OF THE PROJECT. MEMBERS HAVE ENGAGED WITH THE DIRECTORS OF TURRIFF CARAVAN PARK LTD AND THEIR RESPONSE WAS POSITIVE IN THAT IT WOULD ENHANCE THE AREA CONCERNED, WHICH CURRENTLY IS UNATTRACTIVE TO THEIR VISITORS.

THE GROUP HAVE ALSO ENGAGED WITH TURRIFF & DISTRICT COMMUNITY COUNCIL WHO WERE FULLY SUPPORTIVE OF THIS APPLICATION.

BY HAVING USE OF THESE PREMISES IT WOULD BE HOPED THAT MORE VOLUNTEERS FROM THE COMMUNITY COULD BE RECRUITED.



From mountain to sea

**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.*

THE GROUP ARE ESTABLISHED WITH THEIR OWN BANK ACCOUNT AND CONSTITUTION. INCOME vs COSTS TO BE CONSIDERED IN THE FIRST YEAR ARE

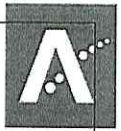
**EXPENSES**

- A) COST OF LEASE – HOPEFULLY £1.00 PER ANNUM
  - B) COUNCIL RATES, ELECTRICITY AND WATER – UNKNOWN AT THIS STAGE – ESTIMATE £600
  - C) VEHICLE COSTS – TAX/INSURANCE/REPAIRS - £350
  - D) PL INSURANCE - £120
  - E) PLANTS FOR FLORAL DISPLAYS - £900
- Total estimated costs per annum £2,171

**INCOME**

1. FUND RAISING – COFFEE MORNINGS ETC - £800
2. DONATIONS FOR HANGING BASKETS FROM BUSINESS OWNERS - £1,700
3. DONATIONS FROM GENERAL PUBLIC - £450
4. GRANTS - £500 – (PREVIOUSLY FORMARTINE AREA COMMITTEE AND FORMARTINE PARTNERSHIP)
5. VOLUNTEERS TIME – DURING JUNE – SEPTEMBER AN AVERAGE OF 2 PEOPLE OVER 165 DAYS @ 2.5hrs PER DAY = 825 hours @ £11 per hour = £9,075
6. VOLUNTEERS TIME DURING OCTOBER TO APRIL WOULD BE VARIABLE DEPENDENT ON WEATHER AND AVAILABILITY OF PERSONNEL AND PLANTING OPPORTUNITIES.

Estimate income per annum £12,525 including Volunteer contribution



**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.*

*See Appendix 1*

THE GROUP'S GOAL WOULD BE TO FIND PREMISES TO STORE GARDENING EQUIPMENT, THE WATERING VEHICLE AND TRAILER ALONG WITH HANGING BASKETS AND FLORAL JBS IN A SECURE UNDER COVER AREA INSTEAD OF AT VARIOUS MEMBERS ADDRESSES WHERE THEY ARE STORED OUTSIDE DURING THE YEAR.

THE GROUP ARE OPTOMISTIC THAT THEIR GOAL IS ATTAINABLE BY WAY OF A COMMUNITY ASSET TRANSFER FOR THE AREA KNOWN AS STATION YARD DEPOT AND STATION YARD, TURRIFF.

FORECAST FOR 2023-2025 (Excluding Volunteer Time/Income)

2023 – INCOME £3450 – EXPENSES £ 2171

2024 – INCOME £3750 – EXPENSES £ 2381

2025 – INCOME £4150 – EXPENSES £ 2851





## Signatures



### From mountain to sea

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 in 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	[Redacted]
Address	[Redacted]
Date	[Redacted]
Position	[Redacted]
Signature	[Redacted]
Name	[Redacted]
Address	[Redacted]
Date	[Redacted]
Position	[Redacted]
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: CONSTITUTION

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

Documents attached: STATION YARD DEPOT & STATION YARD, TURRIFF  
PHOTGRAPHS OF STATION YARD BUILDINGBUILDING

### 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: LETTER OF SUPPORT FROM TURRIFF & DISTRICT  
COMMUNITY COUNCIL

### Section 6 – funding

Documents attached:

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

Documents attached: BUSINESS PLAN + 3-Year FINANCIAL FORCAST



**From mountain to sea**

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

<p><b>BANFF &amp; BUCHAN</b> Area Manager Town House 34 Low Street Banff AB45 1AY</p> <p>Tel. no: 01467 537131 Email: <a href="mailto:banffandbuchanamo@aberdeenshire.gov.uk">banffandbuchanamo@aberdeenshire.gov.uk</a></p>	<p><b>BUCHAN</b> Area Manager Buchan House St Peter Street Peterhead AB42 1QF</p> <p>Tel. no: 01467 537259 Email: <a href="mailto:buchan@aberdeenshire.gov.uk">buchan@aberdeenshire.gov.uk</a></p>
<p><b>FORMARTINE</b> Area Manger Formartine Area Office 29 Bridge Street Ellon AB41 9AA</p> <p>Tel. no: 01467 538439 Email: <a href="mailto:formartineareaoffice@aberdeenshire.gov.uk">formartineareaoffice@aberdeenshire.gov.uk</a></p>	<p><b>GARIOCH</b> Area Manager Gordon House Blackhall Road Inverurie AB51 3WA</p> <p>Tel. no: 01467 539371 Email: <a href="mailto:garioch@aberdeenshire.gov.uk">garioch@aberdeenshire.gov.uk</a></p>
<p><b>KINCARDINE &amp; MEARNES</b> Area Manager Viewmount Arduthie Road Stonehaven AB39 2DQ</p> <p>Tel. no: 01467 539723 Email: <a href="mailto:kincardineandmearns@aberdeenshire.gov.uk">kincardineandmearns@aberdeenshire.gov.uk</a></p>	<p><b>MARR</b> Area Manager Alford Area Office School Road Alford AB33 8TY</p> <p>Tel. no: 01467 536421 Email: <a href="mailto:marr@aberdeenshire.gov.uk">marr@aberdeenshire.gov.uk</a></p>