



COMMUNITY ASSET TRANSFER

ASSET TRANSFER REQUEST under Part 5 of the Community Empowerment (Scotland) Act 2015 (FORM C)

IMPORTANT NOTES

All community bodies intending to make an asset transfer request to Moray Council are encouraged to take advantage of our pre-application service before making a request for the transfer of an asset. This can help improve outcomes and ensure that your request is processed through the most appropriate route. Details of the pre-application service are available from the Council's Asset Transfer Team by telephone on 01343 543451 or by email via CAT@moray.gov.uk.

Eligible Community Transfer Bodies have a right to make an asset transfer request under Part 5 of the Community Empowerment (Scotland) Act 2015. Those wishing to make a request under the Act should follow the guidance prepared by the Scottish Government. You can find this on the Scottish Government website at <http://www.gov.scot/policies/community-empowerment/asset-transfer/>.

There is no legal requirement that all requests must go through the process set out in the legislation where both parties are otherwise able to reach agreement. If you are in any doubt about which route to follow then please discuss this with a member of the Asset Transfer Team before making your request. If you are ready to proceed and wish to make your request under Part 5 of the Act, then please complete and submit this form. **If you do not intend to make your request under the Act then please complete Form B.** All forms are available from the Asset Transfer Team.

Please complete all sections of the form as fully as possible (if a question is not applicable please mark with N/A) and, where possible, submit the form electronically to CAT@moray.gov.uk.

This form and ALL supporting documents will be made available online for any interested person to read and comment on. Personal information will be blacked out before this form and its accompanying submissions are published.

Office Use only:

Reference:	115
Date Received:	28/10/21
Date Acknowledged:	01/11/21
Validation Date:	

Section A:**Information about the organisation making the request**

• Organisation Details	
Name	Transition Town Forres Ltd (TTF)
Registered address	Transition Town Forres
Postcode	

• Contact Information	
Contact name	
Position in organisation	
Postal address (inc postcode) <i>If different from above</i>	
Contact telephone no.	
Contact email address	

We agree that correspondence in relation to this request may be sent by email to the address given above. (tick to indicate agreement)	<input checked="" type="checkbox"/>
<i>You can ask us to stop sending correspondence by email, or change the email address, by telling us at any time; please give 5 working days' notice.</i>	

<ul style="list-style-type: none"> Please tick the corresponding box(es) below to confirm the type of organisation and its official number(s), where applicable: 		
<ul style="list-style-type: none"> Company and its company number... 	√	SC346142
If the company is a registered charity, please tick this box and provide its charity number...	√	SC040314
<ul style="list-style-type: none"> Scottish Charitable Incorporated Organisation (SCIO) and its charity number... 		
<ul style="list-style-type: none"> Community Benefit Society (BenCom) and its registered number... 		
<ul style="list-style-type: none"> Unincorporated association (no number) 		<i>LEAVE BLANK</i>
If the association is a registered charity, please tick this box and provide its charity number...		

<ul style="list-style-type: none"> Please tick the corresponding box below to confirm which documents accompany this asset transfer request: 	
Constitution	
Articles of Association	√
Registered Rules	
<i>Please note that a formal asset transfer request will only be considered from those community-controlled bodies with a written constitution.</i>	

<ul style="list-style-type: none"> Has your organisation been individually designated as a Community Transfer Body by an Order made by Scottish Ministers? 		
Yes		Please note that this question relates only to those bodies referred to in section 77(2)(a) of the Community Empowerment (Scotland) Act 2015. If you are in any doubt then please tick 'Don't know'.
No	√	
Don't know		
If yes, please give the title and date of the Designation Order:		

<ul style="list-style-type: none"> Does your organisation fall within a class of bodies designated as Community Transfer Bodies by an Order made by Scottish Ministers? 		
Yes		Please note that this question relates only to those bodies referred to in section 77(2)(b) of the Community
No	√	

Don't know		Empowerment (Scotland) Act 2015. If you are in any doubt then please tick 'Don't know'.
If yes, please give the class of bodies it falls within together with the title and date of the Designation Order:		

Section B:

Information about the land and rights in which you are interested

<ul style="list-style-type: none"> You should provide a street address and/or grid reference and any name by which the land or building is known as. If you have identified the land via the Council's register of land, please enter the details we have listed. 	
Name of Asset	Community Gardens and Allotments at Bogton Road, Forres
Name Asset otherwise known by	TTF Centre (Environmental Education & Healthy Living Centre) and TTF Community Gardens
Asset Address	Bogton Road Forres Moray IV36 3TW
Grid Reference of Asset	304273 859523
Asset UPRN (Unique Property Reference) as listed on Council Register	133000842

<ul style="list-style-type: none"> Please provide a sketch or drawing showing the boundaries of the land or building in which you are interested. If you are interested in part of a piece of land or building, please explain clearly your requirements in your answer to question 3 below. 	
Sketch/drawing attached	<input checked="" type="checkbox"/>

<ul style="list-style-type: none"> Please provide a description of the asset in which you are interested. Please give enough information to identify your requirements clearly. 	
The asset is as described in our lease and comprises common good land. We wish to purchase the TTF Centre (Environmental Education & Healthy Living Centre) and TTF Community Gardens.	

Section C:
Type of Request

1. Please indicate below what type of request you are making:

Ownership (section 79(2)(a) of the Act) – go to question 2	√
Lease (section 79(2)(b)(i) of the Act) – go to question 3	
Other rights (section 79(2)(b)(ii) of the Act) – go to question 4	

2. Request for Ownership

What price are you prepared to pay for the asset?	£233,750
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3. Go to question 5.

Request for a Lease

What length of lease are you proposing?			
How much rent are you prepared to pay?	£	per	

Go to question 5.

4. Request for Other Rights

What rights are you requesting?			
Do you propose paying for these rights? (tick box)	Yes		No
If yes, how much are you prepared to pay?	£	per	

5. Please set out any other terms and conditions that you wish to apply to your proposals.

(This should include details of any responsibilities that you would wish the Council to retain, e.g. responsibilities under a proposed lease arrangement.)

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Section D: Reasons for Request

Community Proposal

Please set out the reasons for seeking an asset transfer and describe how the land or building is intended to 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 asset, and any activities that will take place there.)

Reasons for seeking an asset transfer:

We seek an asset transfer due to the increase in rent requested by the council following the conclusion of our previous lease at the end of March 2020. Any focus on payment of rent at the level demanded would inevitably take focus away from our social and community building objectives which are at the heart of our organisation and constitution.

Through ownership of the site, we wish to provide the long-term security for Transition Town Forres that will enable us to deliver greater benefits for the community by further developing the land and buildings and increasing our activities.

There is a need for our project to help address the challenges identified for the Forres community summarised as:

- Slightly higher levels of poor health
- An older age profile
- Higher numbers of people living alone and potentially socially isolated.

On a wider basis, the overarching challenge to be tackled by TTF and the community worldwide is climate change.

TTF is addressing these challenges in a number of ways:

Environmental education – The Transition Centre activities will help to secure Forres community's future by sharing skills, knowledge, space, tools and renewable resources to enable people to change their lifestyles and move towards more sustainable activities for the common good.

Supporting people limited by poor health and tackling social isolation – by working with partners to deliver health and well-being activities and providing social groups and opportunities to meet informally.

Providing activities and opportunities for engagement for people, including

informal learning and social activities that increase confidence and skills.

Tackling inequality - by bringing people together socially and delivering projects for the benefit of the whole community, including intergenerational activities and opportunities to volunteer, so sharing skills and experiences.

What we intend to do with the land and building once it has transferred:

Kindly refer to our business plan attached for full details of our proposals following the asset transfer.

We intend to continue to offer a community resource through our TTF Centre (Environmental Education & Healthy Living Centre) and TTF Community Gardens. It will enable us to:

- Dedicate ourselves to our constitutional objectives: To secure our community's future by environmental education, sharing skills, knowledge, space, tools and renewable resources for common good.
- To allow the land to be used in accordance with Moray Council's own development plan 2020 ref open spaces
- To act as a facility for social prescription. We have and will continue to have supportive links with our local General Practitioner Practice
- Develop partnerships with local schools; empower children to take practical action to deal with environmental challenges
- Reduce social isolation by offering community events; repair café; wellbeing and healthy eating classes;
- Increase the profile of the Centre in particular by partnering with other local organisations with complimentary goals and aspirations to include local schools as mentioned;
- Increase the generation of income from the Centre by diversifying what is offered please see our business plan;
- Avoid diversions from our objectives and support of target groups. We believe this would happen were we diverted by attempts to meet present and any future rent increases;
- Increase engagement of members, volunteers, community and visitors;
- Continue to lead the community by example – demonstrating ways in

which
people can live more sustainably and in harmony with their environment;

- Build on the support we already demonstrated within our community.

Benefits of the Proposal

Please set out the benefits that you consider would arise if the proposed request were to be agreed.

(This should explain how the project would benefit your community and others. Please refer to the Scottish Government Guidance document on how the Council will consider the benefits of the request.)

TTF offers a sum which is 15% less than the agreed market value of the property.

The offer/value reflects the following present and future benefits Transition Town Forresbring/will bring.

This asset transfer will allow us to continue delivering benefits from our current projects and expand to offer additional benefits to the community

Community benefits in areas such as health, wellbeing, social cohesion and the environment

- Financial savings to the public sector through preventative projects which reduce the strain on acute services run by the NHS and Council
- Contribution to a range of National and local Priorities including the National Performance Framework, Local Outcome Improvement Plans and the UN Sustainable Development Goals

As part of our funding proposal to the Scottish Land Fund we expect to secure the services of a Development Officer. This will give us the capacity to attract funding to develop the site and expand out range of projects and services. Research conducted by the Development Trusts Association shows that having core staff like this in place can bring in significant amounts of additional funding to the organisation, improve partnership working with other organisations and improve the general financial health of our organisation.

TTF's aims are to:

- To foster sustainability and resilience in the local community.
- To move Forres beyond fossil fuel dependency.
- To encourage and promote health, choice and empowerment for the

people of Forres and local community networks, within an ecologically and ethically grounded framework.

Examples of benefits from our Centre, Repair Café, and Let's Eat and Wellbeing Projects include:

Minimising social isolation and loneliness (which are rife in the Highlands and modern life) hence improving mental health;

- Growing, and promoting local, organic food; and exercise and contact with nature that takes pressure off health services locally;
- Saving energy, natural resources and space in landfills by helping people to maintain / repair items that would have been discarded;
- Supporting local suppliers and producers where possible supports our local and creates a circular economy;
- Providing low cost and in many cases free access to health promoting activities;
- Offering a platform for easily accessible environmental education, in response to climate emergency;
- Promoting community resilience, empowerment and cohesion, and developing social connections and networks.

These benefits show that our activities deliver significant improvements to the lives of the individuals involved in our projects. For example, evidence suggests that gardening on allotments improves general health, aids recovery from stress, increases life satisfaction, promotes social contact and provides opportunities for physical activity, all of which promote mental well-being. By improving individuals' health and wellbeing, our activities are preventative, saving the public sector money by reducing the need for individuals to access expensive acute and reactive services run by the NHS and Council.

Contribution to Local Outcomes Improvement Plan and National Performance Framework

Current Activities

TTF Activity	Outcomes	National Performance Framework	Moray LOIP
Cooking Classes	Enhancing practical life skills. Reducing social isolation. Maximising employability.	We are healthy and active	Empowered and Connected communities: More people participate in community activity
Community Gardens	People of all ages have improved access to healthy food Improvements in peoples physical and mental wellbeing	We are healthy and active	Empowered and Connected communities: More people participate in community activity
Wellbeing Classes for the over 50's	Improved physical and psychological wellbeing for 60 people. Increased confidence and decision making.	We are healthy and active. We live in a safe inclusive community.	Empowered and Connected communities: More people participate in community activity
Open wellbeing classes, yoga, drumming, music	Cross generation wellbeing opportunities for 50 people every week	We are healthy and active. We live in a safe inclusive community	Empowered and Connected communities: More people participate in community activity

Planned Activities

TTF Activity	Outcomes	National Performance Framework	Moray LOIP
Work with local schools to empower children to: Take action on	Working with 3 primary schools, 1 class per school,, 30 children per class 90 children take	We live in communities that are inclusive empowered resilient and safe. We grow up loved, safe	Empowered and Connected communities: More people participate in

<p>climate change</p> <p>Take a lead on composting and reducing household waste</p> <p>Grow food for personal and familial needs</p>	<p>composting techniques into their home environment and create small growing spaces.</p> <p>Young people are better informed to make decisions that have a positive effect on climate</p>	<p>and respected so that we realise our full potential</p> <p>We live in communities that are inclusive empowered resilient and safe.</p>	<p>learning opportunities</p> <p>Building a better future for our children and young people in Moray: Ambitious and confident healthy children who have found their voice.</p>
<p>Therapeutic Garden</p>	<p>Supporting 15 people per month. Reducing the burden on services currently provided by the NHS.</p>	<p>We are healthy and active</p> <p>We live in communities that are inclusive empowered resilient and safe.</p> <p>We live in communities that are inclusive empowered resilient and safe.</p>	<p>Empowered and Connected communities: More people participate in community activity.</p> <p>People are healthier and their relationship with addictive substance is changed.</p>
<p>Creating opportunities for under 25's in a plastic free upcycling retail initiative</p>	<p>10 young people to convert 2 containers into a shop..Creating links between generation using trishaws as transport/delivery vehicles. Fostering intergenerational connections at the rate of 4/5 people per day. Redirecting 20 kg of waste from landfill per month. Developing low-cost dwelling skills for 10 young people who will then share their skills with the community. Creating jobs for 6-8 local suppliers –</p>	<p>We grow up loved safe and respected and fulfil our potential.</p> <p>We have thriving innovative businesses with quality jobs and fair work for everyone.</p> <p>We live in communities that are inclusive, empowered resilient and safe.</p> <p>We enjoy protect and enhance our environment</p> <p>We are healthy and</p>	<p>Empowered and Connected communities: More people participate in learning opportunities</p> <p>Building a better future for our children and young people in Moray: Ambitious and confident healthy children who have found their voice.</p>

	providing up-cycled products	active	
Community Workshop – providing a space with access to high-tech and high-cost tools with guidance.	<p>Growing employable technical skills in local youth.</p> <p>Providing a social space for crafters and creative entrepreneurs to meet.</p> <p>Local empowerment by access to production space for testing out start-ups, especially new green-tech businesses and circular economy focused enterprises.</p>	<p>Economy: We have a globally competitive, entrepreneurial, inclusive and sustainable economy.</p> <p>Education: We are well educated, skilled and able to contribute to society.</p> <p>Young People: We grow up loved, safe and respected so that we realise our full potential.</p> <p>Communities: We live in communities that are inclusive, empowered resilient and safe.</p> <p>Environment: We value, enjoy, protect and enhance our environment.</p> <p>Poverty: We tackle poverty by sharing opportunities, wealth and power more equally.</p>	<p>Empowered and Connected communities: More people participate in learning opportunities</p> <p>Building a Better Future for Our Children</p> <p>a place where children and young people thrive; a place where they have a voice, have opportunities to learn and can get around; a place where they have a home, feel secure, healthy and nurtured; and a place where they are able to reach their full potential</p>
Tool Library – providing affordable access to many infrequently-used tools, gadgets and	Local empowerment and poverty alleviation by access to high-value infrequently-used tools for DIY and	We live in communities that are inclusive, empowered	Empowered and Connected communities: Improving life chances and

<p>items that improve quality of life for locals.</p>	<p>professional work.</p> <p>Poverty alleviation and health improvement, by providing access to toys and other things that children quickly grow out of, lifting a burden on family finances.</p> <p>Reducing the overall numbers of tools purchased and ultimately ending up as waste. Making home maintenance more accessible and affordable. Offering opportunities to skill share</p>	<p>resilient and safe.</p> <p>We enjoy protect and enhance our environment</p> <p>We live in an entrepreneurial inclusive sustainable economy.</p>	<p>developing a more supportive inclusive community.</p> <p>A thriving and well connected place, where more people live well in their communities</p> <ul style="list-style-type: none"> • Confident, skilled and self-reliant communities where expectations and aspirations are raised and achieved <p>Building a better future for our children and young people in Moray: Ambitious and confident children; Healthier Children:</p>
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Enhancements

The lease to the property was originally agreed with the council at a time when there was no habitable dwelling on the land. Investments repairs and enhancements made using charitable funds total a sum in excess of £60,000. The Sept 2021 supplementary valuation carried out by Shepherds makes it clear that the land value without the habitable dwelling would be £230,000. In addition, to the benefits described TTF contends that charitable funds were offered and spent for a specific purpose ieto pursue TTF objectives. Consequently we contend it would be inequitable to require a purchase price requiring TTF to pay for enhancements already made.

TTF is also contributing to Moray Council's Growing Food Strategy; and environmental, social and wellbeing, and economic outcomes for the local area and region.

Scotland's Economic Strategy (March 2015) sets out four Key Priorities for Scotland: Investment, Innovation, Inclusive Growth, Internationalisation. These are all influenced by two overarching themes: Tackling Inequality and Competitiveness.

The proposed TTF asset transfer is a community facilities project that directly

adheres to the aims of the Inclusive Growth priority and tackles inequality, by delivering an important service for a local community. The recognition that TTF needs to become sustainable in the long term, and less reliant upon grant funding is also in line with the direction of the Scottish Economic Strategy, growing opportunity and sustaining services long-term.

The Scottish Government Health Policy (2017) recognises that encouraging people to be more active could help prevent and treat more than 20 chronic diseases, increase life expectancy and reduce pressure on the NHS. The sustainable community growing resource, education and support provided by TTF supports gardening activity across all ages.

Community wealth building (CWB) is a people-centred approach to local economic development, which redirects wealth back into the local economy, and places control and benefits into the hands of local people. Three of the five core principles are directly related to TTF taking ownership of the Transition Centre site and help to show specifically how TTF will be working towards community wealth building through its local growing and reuse/repair ethos:

- Shared Ownership of the Local Economy
- Socially Just Use of Land and Property
- Making Financial Power work for Local Places

The Scottish Government

Specific recommendations made by the **Just Transition Committee** around empowering local communities:

Empower and invigorate our communities and strengthen local economies-

An inclusive transition ensures people have a say in climate action and strengthens local economies. A just transition is shaped by Scotland's citizens, not imposed on them. It energises social partnerships and local democracy and develops places and communities that are designed for net-zero and improved wellbeing. It empowers consumers to choose local, sustainably produced food and drink

And the **2018-2032 Update to climate change plan** which includes a commitment to *“a ‘green recovery’ from COVID-19, one which captures the opportunities of our just transition to net zero. That means creating green jobs, developing sustainable skills and nurturing wellbeing. This approach recognises climate change as a human rights issue and the transition to net zero as an opportunity to tackle inequalities.”*

Restrictions on use of the land

If there are any restrictions on the use or development of the land, please explain how your project would 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.)

As mentioned previously we intend to operate on the land in accordance with Moray Councils own development plan 2020 ref open spaces

Negative consequences

What negative consequences (if any) may occur if your request were to be agreed? 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.)

Although the Common Good Fund will receive a capital sum from the Asset sale this will be exhausted in around 17 years.

A small number of negative responses to the community survey were received about the sale of Common Good land. It is our view that as the site will continue in the same use and will be owned by a democratic two-tier organisation that is controlled by the community of Forres, with an asset lock and charitable status, there will be significant protection in place for the asset.

The Organisation will save the council money by meeting its current obligations under Part 9 section 112 of the Community Empowerment (Scotland) Act 2015:
Allotments:

Duty to provide allotments.

In addition, our projects supporting health and alleviating poverty will contribute strongly to delivery of Moray Council priorities as outlined above and reduce the burden on Council services.

Capacity to deliver

Please show how your organisation would be able to manage the project and achieve your objectives.

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

We are currently supported by representatives from the Community Assets Team for Highlands and Islands Enterprise, the Community Ownership Support Service and TSI Moray.

TTF has successfully delivered two successful rounds (4 years plus) of a Wellbeing project for the over-50s, funded by Awards for All.

Prior to interruption caused by lockdown and associated restrictions the Let's Eat project ran from January 2015, delivering classes to some 2500 individuals, with the collaboration of cross-sector partnerships including NHS, DWP, local businesses, schools, other community-based groups and Third sector organizations, and two people entering employment as a result of skills developed.

As well as delivering the above projects the following are all successful partnerships undertaken:

- **Forres Scouts** 2009-11 had their own pod in the garden
- **Scottish Government Good Food Coalition** with of the
- **Bumblebee Conservation Trust** and Nairn and District Beekeepers' Association in public information re pollinator crisis and need for biodiversity
- **Community payback**
- **Forres in Bloom** through and who was a Board Director for 3 years.
- **Applegrove Primary** some of the children grow veggies in a veggie box and tomatoes in the Polytunnel.
- **Scottish Natural Heritage** (now Nature Scotland) in educational materials for Scottish Biodiversity Action week 2016
- **Edinburgh University Centre for Human Ecology** via former Board Director, who developed teaching modules and TTF educational workshops on the Circular Economy.

TTF is focused upon supporting and empowering members to create and manage their own projects in line with TTF's overarching vision and objectives. To this end, we are developing cross sector partnerships, working towards a sustainable food economy and increasing our engagement with the community. In addition to the wide range of classes and activities that we will facilitate at the Centre, we have identified a number of future growth projects that we will develop with local partners to make the very best use of the space, each with a lead Board Member. This work will dovetail with our expansion of the use of the Centre and lead to rental / hire income for projects as they grow. Further information about TTF partnerships and future project development is provided in appendix 5.

TTF Growth Project	Led by	Partners
Expanding the repair cafe Creating a tool library Establishing a community workshop		The T-Exchange, Moray Waste Busters,
Creating a plastic-free upcycle shop		Local Food Growers and Suppliers
Creation of space to support social enterprise/ green economy ventures		tsiMORAY, Business Centre, UHI, GSA
Creation of a youth group/committee		UHI, XR Forres, The T-Exchange
Re-establishing a farmers market and community events (e.g. pizza nights)		Local Food Growers/ Suppliers
Film nights		Forres Film Club
Developing a therapeutic garden. Creating a growing/ composting outreach programme with schools		Applegrove Primary School, REAP
Creating space to provide practical advice and guidance around reducing personal carbon footprint		REAP
Expanding our wellbeing and food growing & preparing programmes to serve wider sections of the community.		Moray Wellbeing Centre, FACT, Men's Shed
Creating better transport links		Forres Osprey Bus, Moray Car Share

Our Board Members include:

Section E:

Level and nature of support

Please provide details of the level and nature of any existing support from your community and describe any consultations carried out.

(This could include information on the proportion of your community who are involved with the project, how you have engaged with your community beyond the members of your organisation. You should also show how you have engaged with any other communities that may be affected by your proposals.)

The following are testimonials:

From one of our community garden members –

“For me growing things is just a very natural thing that keeps me connected to the changing seasons, the earth, sun, air, rain, nature. In the spring, get your seeds, sprout them in pots on the windowsill, watch them grow like little babies, prepare the ground, plant them out, weed them, harvest them.

Eat them fresh and rubbish-free, give some to neighbours, family, food banks, connect to people. The cycle of life, just do it, keeps you fit, have a bit of fun, join the crack, an antidote to various forms of nonsense. Simplicity. Weeding .. meditation in action. The mind is happier in nature doing things. No plastic wrapping, food miles or antidepressants.

Strawberries, tatties, kale, squash, leeks, currants..... do what you want.

Grow flowers and keep humans and bees happy

Friendship can be easier in sharing mutual tasks and participation.

You are the boss. Become an aristocrat in your very own 0.01 acres.”

From a participant in the wellbeing project –

“I was referred to the wellbeing project by my mental health link worker because as well as having a number of health problems I was also suffering from anxiety. I had only recently moved to the area and wasn't mixing with people either in person or online. My budget is an issue so I was a bit restricted in terms of what I could do. When initially referred me, I was a little apprehensive as I really didn't like being asked questions and tend to find questions a bit intrusive. Once I pushed myself out of my comfort zone there were some activities, I really found beneficial. I particularly liked the singing and the sewing. In fact, as far as the sewing is concerned I was learnt a new skill which I am still using. I recently made myself a new bag using the skills I'd learnt at the sewing class.”

Further testimonials to the health benefits of our community garden and wellbeing projects have been provided in short mini-documentaries on our Youtube channel:

Section F: Funding

Please outline how you propose to fund the price or rent you intend paying for the asset, and your proposed use of the asset.

(You should show your calculations of the costs associated with the proposed 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.)

Where a transfer at less than full market value is being sought, your business case should include a cash flow forecast covering the first full year of operation, together with an indicative budget for at least the following 2 years.)

We would propose to generate the majority of funding for the purchase of the asset through the Scottish Land Fund. We have already made a successful stage 1 application to the fund. We will carry out fundraising (events and donations) to raise the remaining funds. Several potential funders have been identified. Further details are available in the Business Plan.

The financial model is based upon TTF maximising the use of the assets at the Transition Centre to diversify activity.

Full financial tables and assumptions are provided in the Business Plan.

Expenditure (estimated)	2019-20 actuals	2021-22	2022-23	2023-24	2024-25	2025-26
Manager (bookings and promotions) £20k pa pro rata 2 days pw	£4,608	£4,746	£4,889	£5,035	£5,186	£5,342
Proposed additional Manager time from 2023			£15,000	£15,450	£15,914	£16,391
Heat and Light	£1,800	£1,800	£1,854	£1,910	£1,967	£2,026
Insurance for TTF (buildings and public liability)	£1,992	£2,000	£2,060	£2,122	£2,185	£2,251
Office phone and IT Website	£1,260	£1,300	£1,339	£1,379	£1,421	£1,463
Materials, cleaning supplies, refreshments etc	£450	£450	£464	£477	£492	£506
Accountancy, professional fees and bank charges	£1,100	£1,100	£1,133	£1,167	£1,202	£1,238
Lease payments (inc water rates)	£3,636	£13,200				
Sundries and equipment	£3,000	£3,000	£3,090	£3,183	£3,278	£3,377
Cleaning, repairs and maintenance (including cleaner)	£3,989	£5,000	£5,150	£5,305	£5,464	£5,628
Container purchase and siting, including planning permission			£16,500			
Total expenditure	£21,835	£32,596	£51,478	£36,027	£37,108	£38,222
Income (estimated)		2021-22	2022-23	2023-24	2024-25	2025-26
Grant funding towards rent (Common Good Fund)		£8,000				
Grant funding towards staffing (SLF Development Grant)			£15,000			
Grant funding for container and start-up costs (e.g. Awards for All)			£25,000			
Income from activities - hourly rental of indoor / outdoor space	£5,991	£6,000	£15,840	£16,315	£16,805	£17,309
Income from activities - monthly full time rental of outdoor space	£4,409	£2,000	£15,880	£16,356	£16,847	£17,353
Climate change & local resilience conversations & advice		£0	£750	£773	£796	£820
Advice on reducing your carbon footprint		£0	£1,000	£1,030	£1,061	£1,093
Transition Town speakers & events		£0	£1,000	£1,030	£1,061	£1,093
Regular TTF fundraising, small grants and community donations	£850	£2,000	£1,000	£1,030	£1,061	£1,093
Total income including grants		£18,000	£75,470	£36,534	£37,630	£38,759
Income - Expenditure		-£14,596	£23,992	£507	£522	£537
Cumulative cashflow income - expenditure		-£14,596	£9,396	£9,902	£10,424	£10,962

Section G:

Declarations

Two office bearers (board members, charity trustees or committee members) of the community organisation must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

We, the undersigned on behalf of the community organisation as noted at Section A, 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:			
Position:			
Signature:		Date:	28/10/2021

Name:			
Address:			
Position:			
Signature:		Date:	28/10/2021

Please send the completed form, together with all accompanying plans and documentation, to:

By Post: **Asset Transfer Team**, Moray Council, High Street, Elgin IV30 1BX

By Email: CAT@moray.gov.uk

If you have any queries regarding the completing of this form, please contact the Asset Transfer Team on telephone 01343 563726

Section G: Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this asset transfer request: (please tick)

Constitution	
Articles of Association	√
Registered Rules	
Financial Statements	√
Business Case	√
Sketch / drawing of asset	√
Note of terms and conditions you wish to apply	

Please note any additional supporting documents not listed above:

GP Practice Letter of Support	√

Useful Links

The following links provide sources of further information, advice or support for community bodies:

- [Moray Council Community Asset Transfer](#)
- [Moray Council Community Support Unit](#)
- [Scottish Government Guidance for Community Transfer Bodies](#)
- [Community Ownership Support Service \(COSS\)](#)
- [Development Trust Association Scotland](#)
- [Business Gateway Moray](#)
- [Highlands and Islands Enterprise](#)
- [tsiMoray](#)

