

## COMMUNITY ASSET TRANSFER

### ASSET TRANSFER - STAGE 2 APPLICATION FORM

#### SECTION A – ABOUT YOU AND YOUR ORGANISATION

<b>1a. Please provide the details of the organisation making the application</b>	
Name of Organisation	East Loch Lomond Community Trust
Address of Organisation including postcode	██████████ ██████ ██████
Telephone Number	████████████████████
Fax Number	-
E-Mail Address	secretary@ellct.scot

<b>1b. Please provide details of the contact person in relation to this application</b>	
Full Name	Margaret McDonald
Position in Organisation	Secretary
Contact Address (if different from above)	As above
Telephone Number	As above
Fax Number	-
E-mail address	As above

<b>2. Please describe the legal status of the organisation</b>	
What type of organisation are you?	Registered charity
If you are a partnership please provide details of all the partners involved.	N/A
Does the Organisation have a written Constitution (Yes/No)?	Yes
When was the organisation established?	11/10/17
Does the organisation produce an annual report on its activities (Yes/No)?	Yes

<b>3. Please give details of the organisation's structure</b>	
Please identify current Board / Management Committee / Trustees / Directors and Chair	Walter McAllister – Chair Margaret McDonald – Secretary David Fraser – Treasurer Arthur Hannan – Trustee Sandy Fraser – Trustee Maureen Saunders – Trustee Louise Doherty – Trustee
How often does the governing body meet?	At least monthly, sometimes more frequently
Please identify how many people are:- Full-Time Staff Part Time Staff Volunteers	0 full-time 0 part time 7 volunteers

<b>4. Please give details of the organisations main purpose and current activities</b>	
Briefly describe your organisations main aims and objectives	<p>4. The organisations purposes are:</p> <p>4.1.To advance the range of social, fitness and leisure opportunities available to the local and wider communities;</p> <p>4.2.To advance citizenship through volunteering opportunities and environmental improvement by managing recreational facility;</p> <p>4.3.To promote the conservation, protection and improvement of the physical and natural environment;</p> <p>4.4.To advance arts, heritage, culture and heritage including lifelong learning.</p>
What are the current services provided by the organisation?	<p>We own and manage the village gateway at the entrance to the car park in Balmaha.</p> <p>We are also working with Highland Small Communities Housing Trust to fund and build four affordable homes for local workers. We have been awarded ta Scottish Land Fund Grant towards the land purchase. This is recognised as extremely innovative solution to address local housing needs.</p>
<p>Does the organisation have previous experience of managing an asset?</p> <p>If yes please provide details.</p>	<p>Yes, we have successfully completed the asset transfer of the 'old toilet block' site alongside the asset being applied for.</p> <p>In the proposal for that asset transfer it was cited that the project would comprise of three stages and with Stage 3 being the acquisition of the Balmaha car park.</p>

<b>5. Please give details of partnership arrangements which support your proposal</b>	
Briefly describe the partnership(s), including their constitution, membership, structure, formal status if applicable.	<p>We worked in partnership with representative bodies and the wider community to engage. Consult and develop our local community action plan 2015-2020. The plan identifies parking management as a priority.</p> <p>We also work in partnership with other representative bodies/groups within the community. We anticipate this proposal will be a productive partnership with Stirling Council and Loch Lomond and Trossachs National Park.</p>

## **SECTION B - YOUR PROJECT**

**6. Please provide details of the asset (building or land) you are interested in (name, address etc).**

Create a focal welcoming point for the village.

Stage 1 – Old Toilet Block Site, Main Street, Balmaha G63 0JQ – COMPLETED

Stage 2 – Picnic Site, Main Street, Balmaha G63 0JQ – COMPLETED

Stage 3 – Car Park, Main Street, Balmaha G63 0JQ – asset transfer requested.

**7. Will any modifications need to be made to the asset to make it suitable for your purposes? If yes, please describe these modifications**

No.

**8. Please provide details of any service you wish to take over from the Council**

We would wish to take over the maintenance and operation of the car park.

**9. Please describe how you will use the asset. If the asset is to be used by the general public please provide details of lettings policies and opening times. Please describe what provisions will be provided for people with disabilities**

The old toilet block site and picnic area as areas for the general public are free to use. The car park would have appropriate charges levied and revenue will contribute towards maintenance of all areas and any profits, would be reinvested for the local community and visitors.

The carpark will have designated parking spaces for blue badge holders and we anticipate we will incorporate electricity charging points for both cars and bikes within the design.

**10. What charges will there be to use the asset, i.e. entry/hire fees etc?**

Charges for the car park would be in keeping with others in corresponding areas.

**11. What is the catchment area for the project? What population will the asset serve?**

The catchment area is the local East Loch Lomond area as well as the ever increasing number of tourists.

**12. Please provide details of how the wider community and service users will be involved in running the project**

We engaged, consulted and developed a community action plan 2015-2020. This involved a range of questionnaires; focus group meetings and drop in meetings, where members of our communities identified their priorities and collectively we agreed community priorities. We also engaged with local businesses within the process and continue to engage and involve the wider community.

As the overall enhancement project has been ongoing for a number of years the community has benefitted to the current improvements and there will be further discussion to ensure continued support for the project.

Car parking issues within the community are well documented and are a priority, as evidenced in our latest local community plan.

A wide range of community volunteers will utilise their skills, expertise and knowledge to develop and maintain the asset. Skills include architect; ground maintenance; drystone dyke; fundraising. Individuals will give freely of their time and skills to ensure the asset is maintained to a very high standard and continues to enhance the village – complying with any legislative requirements including planning, road safety and design.

The asset will enhance and compliment the surrounding beauty and support positive tourist experiences, more importantly we will utilise the asset to address key concerns of the community, including traffic management. The revenue from the car park, which model for managing and enforcing is to be determined, will allow us to progress other aspirations of the community by generating an income, not only allowing us to maintain the carpark but also enabling improved path access.

**13. Please explain how the use of the asset will benefit the local community e.g.:-**

Employment Opportunities	Car park attendants; ground maintenance workers.
Income generation	Car park revenues – car park is busy all year round.
Training Opportunities	We aim to offer development of skills as part of the development.
Environmental benefits	Using traditional methods enhancements will be in keeping with the village use of local materials and skills.
Quality of life benefits	By utilising range of skills existing we would aim to provide employment to operate the car park and use profits for the benefit of community agreed projects and activities.

**14. Please describe the type of transfer you are looking for. If leasehold please indicate desired lease term.**

We are looking for transfer of ownership. This is the final part of a 3 stage project. The original proposal with Stirling Council agreed to split the project into 3 stages, this would allow us to evidence we could manage assets effectively and offer confidence to the council that the project would support wider community benefit and meet value for the public purse.

Community Safety	<p>The car park would be monitored and operated to enhance community safety.</p> <p>By managing the carpark effectively and incorporating the model within solutions to addressing visitor management we would envisage a reduction in inappropriate parking on the clearway.</p>
Meets an existing need resulting from lack of local service	<p>Revenue generated will be used with community consent for agreed projects and community activities.</p> <p>eg purchase and operate an electric vehicle/s for local people to hire; support maintenance of paths/other open spaces within the community; organise/fund community activities to alleviate isolation.</p>
Others (please specify)	<p>Car parking has been an ongoing concern of our community. We welcome visitors to our local environment, we however wish to provide solutions which supports managing visitors and enabling our permanent residents to access the much needed facilities including our only shop within the community.</p>

**15. Please give details of the person who will be responsible for managing the project**

**What arrangements will be put in place for monitoring, reporting, administration and financial management of the project?**

Margaret McDonald and Sandy Fraser will oversee the project and partnered with a specialist car park management company.

The East Loch Lomond Trust have engaged an accountant to manage the financial aspects of the project.

<b>16. Please give details of which key stakeholders were consulted, method of consultation and the support shown for the project</b>		
<b>Stakeholder Group</b>	<b>Method of Consultation</b>	<b>Overall support for project</b>
Current asset users	Questionnaires & interviews	Very supportive.
Local community	Questionnaires; community meetings & interviews	The community are extremely supportive of the aspiration to take on ownership and management of the car park, as this will enable local solutions to local issues. Supporting local community democracy.
Elected members	We have had regular contact with our local and national elected representatives.	They are in support of our aspiration to take ownership of the car park.
Other local community groups	We have actively engaged with other community organisations however we no longer have an established community council.	Community Groups; Buchanan Memorial Hall Committee and the local church are very supportive.
Others (Please specify)	LLTNP, Community Partnership & Stirling Council  Friends of Loch Lomond Winnock Hotel Rowardennan Hotel Oak Tree Inn Drymen Community Development Trust	An initiative with the now folded Buchanan Community Partnership & Stirling Council were well advanced in previous years with Joe Twaddle and Kevin Lilburn.  Local business stakeholders are enthusiastic supporters of the plan, via 1:1 conversation and community consultations.

**17. Timescales – please provide indicative timescales for when you would hope the project was up and running**

Since the inception of the project we have developed a comprehensive consultation process. We have undertaken a range of mechanisms including face to face & public meetings to identify if the wider community support the asset transfer and collate comments in the proposals. Feedback was extremely positive.

Information placed in key locations including, social media, village hall, local library and email to Community Trust members and specific meetings with key community organisations.

We would envisage to have the project up and running immediately after the asset transfer concluded.

We would partnering with a British Parking Association Approved Operator to ensure high standards of operation and smooth and timely transition. As no building works are necessary, on completion of an asset transfer the project would be quickly operational.

The ELLCT would also adopt the BPA Code of Practice.

**SECTION C – FINANCIAL INFORMATION**

**18. What funding have you obtained so far?**

<b>Funding Source</b>	<b>Date of Application</b>	<b>Amount</b>
Business Partner will cover capital costs	n/a	n/a
Local business NICEIC approved contractor to install single phase power and fibreoptic wire to various communication points with necessary certification.	n/a	The installer is a trustee and is willing to do this work and be recompensed over time.

**19. What funding have you applied for but are still awaiting a response on?**

<b>Funding Source</b>	<b>Date of Application</b>	<b>Amount</b>
n/a		



**20. Will you expect the Council to provide funding towards project costs? If so what level of funding would you be looking for?**

**Alternatively will you expect the Council to provide support in kind (i.e. property management and maintenance, payroll, HR etc)?**

**If so what support is required?**

No financial support required.

**21. Provide details of any other sources of funding you might have access to, i.e. voluntary donations, borrowing etc.**

In-kind contributions from trustees, volunteers, including individuals on sub-committee.

**22. Financial Information. Please provide a breakdown of costs and income for the first five years of the project**

Overall cost of project	The car park is daily oversubscribed in the summer and in winter it regularly runs at 50% - 75% - full.  Capital cost will be met by business partner. As the project requires no buildings/structures there are no additional costs.
Full costs of the asset transfer and any building works	No building works. Legal costs met by ELLCT funds.
Salary costs for staff	Met by income from parking charges.
Breakdown of overheads	Minimal overheads as install will be covered by operator.
Running costs of asset	Met by income from parking charges.
Indicative profit and loss, balance sheet and cash flow forecasts for income and expenditure	Demand for car parking regularly outweighs supply and as running costs will be minimal the projections indicate a positive profit from the outset.

### 23. Marketing Plan

Please describe how you will market the services to be provided from the asset.

There is a proven and increasing demand for car parking so marketing is not required. However, there will be onsite signage and an online social media campaign with community partners to inform users of charges.

### 24. Management Plan For The Asset

A number plate recognition system will be installed.

As part of the project there will be a comprehensive regular programme of maintenance and health and safety checks.

Public Liability Insurance will be in place.

Enforcement will be followed up by the partner operator.

We will ensure maintenance work complies with all statutory legislative requirements, including road safety/maintenance, street furniture.

The operating model will comply with appropriate legislation including Transport (Scotland) Act 2019 link to act: <https://www.legislation.gov.uk/asp/2019/17/enacted>

### 25. Risk Analysis

Please identify the main risks to your project and the action you will take to mitigate their effect.

Do not secure sufficient funding – potential very low risk.

Do not have community buy-in – potential very low risk. Community will benefit from income and have already endorsed the project.

Liability risk – potential low risk, public liability will be in place.

## SECTION D - DECLARATIONS

On Behalf Of (Enter Organisation Name)	East Loch Lomond Community Trust
I/We Declare That All The Information And Statements Contained Within This Application Are True	

Primary Contact Name (Print)	Signature	Date
Margaret McDonald		20 August 2020
Chair Of Organisation Name (Print)	Signature	Date
Walter McAllister		20 August 2020

Please tick the box to confirm that the asset will <b>NOT</b> be operated as a commercial/private sector enterprise.	✓
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Completed applications should be sent to your **Community Engagement Team** and marked "**Community Asset Transfer**". Remember to include a copy of your Business Plan with your application and any other information you feel may be appropriate in support of your application

Contact addresses are listed below:-

Community Engagement Team  
 People, Planning & Performance  
 Room 44  
 Old Viewforth  
 Stirling  
 FK82ET

Email: [communityengagement@stirling.gov.uk](mailto:communityengagement@stirling.gov.uk)