



## **REPORT TO KINCARDINE AND MEARN'S AREA COMMITTEE – 31 AUGUST 2021**

### **ASSET TRANSFER – FORMER COMMUNITY CENTRE, 148/152 HIGH STREET, LAURENCEKIRK, AB30 1XL**

#### **1 Reason for Report / Summary**

- 1.1 As required by Section B.9.2.6 of the List of Committee Powers in the Scheme of Governance, the Area Committee are required to determine the granting of the transfer of an asset to a community group and the terms and conditions of that transfer. This report seeks the approval of the Kincardine and Mearns Area Committee to transfer the former Community Centre in Laurencekirk to Catalyst Community Regeneration Company.

#### **2 Recommendations**

**The Committee is recommended to:**

- 2.1 **Consider and agree the application from Catalyst Community Regeneration Company for the Asset Transfer of the former Community Centre in Laurencekirk and instruct the Area Manager to issue a Decision Notice;**
- 2.2 **Agree to invite submission of an offer to purchase from the Catalyst Community Regeneration Company to be received within 6 months of the date of the Decision Notice;**
- 2.3 **Delegate authority to the Area Manager to instruct Legal and People to conclude the transfer of the former Community Centre, Laurencekirk to Catalyst Community Regeneration Company; and**
- 2.4 **Agree that the purchase price should be set at a nominal sum of £1, which takes into account the community benefit and costs of refurbishment.**

#### **3 Purpose and Decision-Making Route**

- 3.1 Requests for Asset Transfers from community bodies are governed by the provisions of the Community Empowerment (Scotland) Act 2015. Community bodies can request ownership, lease or other rights, as they wish. The Act requires local authorities to assess requests transparently against a specified list of criteria and to agree the request unless there are reasonable grounds for refusal. This shifts the balance of power clearly towards the community body.
- 3.2 The Committee must therefore determine the application presented based on the statutory criteria as set out below:
- The reasons for the request
  - Any other information provided in support of the request
  - Whether agreeing to the request would be likely to promote or improve

- Economic development
  - Regeneration
  - Public health
  - Social wellbeing
  - Environmental wellbeing
- Whether agreeing to the request would be likely to reduce socio-economic inequalities
- Any other benefits that might arise if the request were agreed to,
- How the request relates to the relevant authority's duties under Equalities legislation
- Any obligations that may prevent, restrict or otherwise affect the authority's ability to agree to the request.

## 4 Discussion

- 4.1 A report was presented to the Kincardine and Mearns Area Committee on 8 June 2021. The Committee agreed to defer the application to request that the applicant attends the next Area Committee and to allow for the submission of further information as outlined below:
- Further clarity on what is meant on the application form "the ethos of the Church", what groups could be restricted and how would that impact on people with protected characteristics;
  - To clarify that the services they offer are inclusive to everyone and outline what happens in the classes;
  - Suggested Road Officers look at parking provision at the site and provide assurances; and
  - Suggested the need to ensure that the Business Case is robust.
- 4.2 A valid Asset Transfer request was received on 20 November 2020 from the Catalyst Community Regeneration Company for the former Community Centre in Laurencekirk (see **Appendix 1**). The proposed use of the building is to create a community hub to support the activities of the Catalyst Church but also provide a facility that community groups are able to let. The Catalyst Community Regeneration Company is a Scottish Charitable Incorporated Organisation (SC049708).
- 4.3 The Community Empowerment (Scotland) Act 2015 recognises faith groups as a Community of Interest group who are required to define the community it relates to and ensure the body is open to and controlled by members of that community and uses its assets to benefit that community. Legal Services have confirmed that these requirements have been demonstrated through the Constitution and are further scrutinised through registration as a Scottish Charitable Incorporated Organisation (SCIO).
- 4.4 The Catalyst Community Regeneration Company (CCRC) was set up to support the work of the Catalyst Vineyard Church by acquiring buildings that might be under utilised or in need of refurbishment and overseeing their rejuvenation and redevelopment for the benefit of the wider communities where the Church groups are located.

- 4.5 The Catalyst Vineyard Church is a Christian gospel faith group whose charitable purposes are the advancement of the Christian religion for the public benefit through provision of resources to the community through outreach and social transformation activities.
- 4.6 The ethos of the Church is to make their services available to all persons, with equal and fair treatment being provided. As with all Churches, the Catalyst Church is open to anyone in the community who seek solace and help in any way. This has been demonstrated through their work throughout Covid-19 by continuing to deliver food parcels to those in need. They accept referrals of individuals and families without vetting and ensure that the confidentiality of the individuals is maintained.
- 4.7 Prior to Covid-19 the Church group ran services on a Sunday morning from the Mearns Academy Campus. They also operated Music sessions from Dickson Hall and a drop-in coffee morning from The Venue in Laurencekirk, which was open to anyone to pop in for a coffee and a chat or to seek out further services offered by the Church. By acquiring their own facility, the Church group will also be able to offer additional activities including holiday clubs for primary school children, mum's and toddler's groups, youth groups, student groups, marriage courses, debt counselling, support to ex-offenders and those with addictions. All of these activities and classes are advertised widely on all their social media platforms and anyone can attend, they are not limited to only members of the Church group. Many of the activities are free or there is a minimal charge to help cover costs of running the particular activity such as the music sessions where £1 is charged per child. This is done to make the classes as accessible as possible to everyone in the community. When not in use by the Church group the building will be available for let by other groups within the Mearns community. As requested by the Kincardine and Mearns Area Committee representatives from the Catalyst Church will be in attendance at the Committee meeting to answer any questions about the activities they run.
- 4.8 The Catalyst Church has worked with its sister charity Transform (formerly known as Integrate Scotland) for over 10 years. Transform work with HMP Grampian, the Police, Criminal Justice Service as well as Third Sector organisations. They offer Restorative Justice Courses and community integration for ex-offenders, helping them adjust back into society and find employment. They also offer drug and alcohol awareness programmes working in prisons, caring for the marginalised and for those with offending behaviour.
- 4.9 The Catalyst Church have been active in the Mearns area for a number of years, as stated above, operating from a number of venues in Laurencekirk. However, this has limited the number of activities they can offer to the community and having their own premises will bring all of these activities into one building and allow them to expand their activities and remove the need to constantly plan ahead to make room bookings, worry about transportation and setting up of equipment etc. When the former Community Centre was closed and activities moved to the Mearns campus many of the elderly in the community objected to the closure as they felt the new building was too far for them to walk to. Therefore, establishing a community hub in this location will provide an

alternative venue for members of the community living in the southern half of the town.

- 4.10 In line with the Community Empowerment (Scotland) Act 2015 public consultation must be undertaken with notice of the asset transfer request being published online and notices put up on site. This process was undertaken with one letter of objection being received (see **Appendix 2**). However, it was felt that the majority of the issues raised would be addressed by the improvements to be undertaken by CCRC during the renovations and there would also be an additional opportunity for comment from the public through any future Planning applications. The purpose of running the facility as a community hub means that the classification of use for the building has not changed and therefore should not create any additional disturbance to neighbouring properties.
- 4.11 The property was previously run as a community centre and library service by Aberdeenshire Council's Community Learning and Development Service. Activities were transferred to the newly built Mearns Academy Campus which was opened in 2014. The building has since lain empty and unoccupied. Not taking into account the portacabin, the building currently consists of 2 meeting rooms, a reception/office, kitchen, toilets and a small office and PC room. The building will require upgrading with a new heating system, refurbishment of the kitchen and toilets, repairs to the roof and decoration throughout. The portacabin at the rear is no longer in a safe condition and will have to be removed but this could provide an area for car parking. The works have been estimated at a cost of £86,300 with a contingency surplus taking the total estimated refurbishment costs to £100K. The cost of the works will be underwritten by the Catalyst Vineyard Church by way of a loan to cover the works. The business plan is attached as part of the application submitted. Estimates for works have been provided and these were considered to be reasonable and in line with expected costs for such works. The Kincardine and Mearns Asset Transfer Steering Group which comprises representatives from Finance, Economic Development, Legal, Property and the Area Team consider the business plan to be robust and deliverable. The Asset Transfer application and supporting documentation can also be viewed on the Aberdeenshire Council website - [Publications - Aberdeenshire Council](#).
- 4.12 Informal discussions have taken place with the Planning Service who have indicated that the proposed use would continue to fall under use Class 10 (Non-residential institutions) and therefore no planning consent would be required in relation to the proposed community transfer. However, if a new access is to be formed onto the site to facilitate on-site parking, a planning application would be required. As a result, initial discussions have also taken place with the Roads Service who have indicated that it should be possible for cars to take access from the High Street with parking being provided at the front, side and rear of the building. These views are based on the information provided at the time and approval will require full drawings to be submitted for the proposal. A Building Warrant application will also be required for the various internal works.
- 4.13 The property was independently valued and has a market value of £175,000. Following an analysis of the community benefits that the Group can provide using the "Best Value Consideration" template, which takes into account the Council's

priorities, Officers have determined that a nominal value of £1 should be applied. This takes into consideration the anticipated refurbishment costs of circa £100,000 which includes the removal of the portacabin at the rear and creation of a car park.

- 4.14 The Kincardine and Mearns Asset Transfer Steering Group in considering the community benefits that the Group can bring to the Mearns community have taken into account the positive feedback of those who have availed themselves of the services offered by the Church through the music and drop-in sessions (Feedback forms are attached as **Appendix 3**). The Church have demonstrated the ability and commitment to undertake a number of outreach activities in other locations such as Aberdeen City and Stonehaven and having ownership of their own facility will allow them to offer far more activities to the Mearns community.

## 5 Council Priorities, Implications and Risk

- 5.1 This report helps deliver the Strategic Priorities “Health & Wellbeing”, “Resilient Communities” and “Tackling Poverty and Inequalities” within the Pillars “Our People” and “Our Environment”.
- 5.2 The table below shows whether risks and implications apply if the recommendations are agreed.

Subject	Yes	No	N/A
Financial	X		
Staffing		X	
Equalities	EIA attached as <b>Appendix 4</b>		
Fairer Scotland Duty		X	
Town Centre First		X	
Sustainability		X	
Children and Young People’s Rights and Wellbeing		X	

- 5.3 An equality impact assessment has been carried out as part of the development of the proposals set out above. It is included as **Appendix 4** and there is a positive impact as follows:

- The activities on offer by the Catalyst Church are inclusive to anyone in the community of Laurencekirk and beyond and help to bridge a current gap in provision. The venue will also provide an additional community facility for people living in the southern half of the town.

- 5.4 There are no ongoing staffing implications.

- 5.5 There will be a reduction in the ongoing financial costs of circa £8,300 per annum for rates and utility charges. There is a potential loss of a capital receipt of £175,000 that could have been achieved if the property was put on the open

market, but the Community Empowerment (Scotland) Act puts an onus on local authorities to agree to any Asset Transfer request unless there are reasonable grounds for refusal. In this particular case it is felt that there are strong community benefits to be achieved from the transfer.

- 5.6 The following Risks have been identified as relevant to this matter on a Corporate Level:

ACORP001 - Budget pressures in terms of the ongoing holding costs of the vacant property [Corporate Risk Register 2021 \(aberdeenshire.gov.uk\)](#).

The following Risks have been identified as relevant to this matter on a Strategic Level.

BSSR006 - Support Community Asset Transfer [Business Services Directorate Risk Register \(aberdeenshire.gov.uk\)](#).

ISSR008 – Placemaking – supporting communities to help themselves, enabling wealth building that supports local economic opportunities. [Infrastructure Services Directorate Risks \(aberdeenshire.gov.uk\)](#).

## **6 Scheme of Governance**

- 6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.
- 6.2 The Committee is able to consider and take a decision on this item in terms of Section B.9.2.6 of the List of Committee Powers in Part 2A of the Scheme of Governance as it relates to the determination of the granting of a transfer of an asset to a community or voluntary group and the terms and conditions of that transfer.
- 6.3 Where the Committee does not agree with Officers' recommendations or existing Council policy, the Scheme of Governance provides that the decision must be referred to the appropriate Policy Committee for determination.

**Alan Wood**  
**Director of Infrastructure Services**

Report prepared by Bruce Stewart, Area Manager Kincardine and Mearns  
Date: 13 August 2021

### **List of Appendices:**

- Appendix 1 – Asset Transfer application
- Appendix 2 – Letter of Objection
- Appendix 3 – Feedback Forms
- Appendix 4 – Equality Impact Assessment

APPENDIX 1



**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:	Catalyst Community Regeneration Company
Postal address:	Catalyst Vineyard Church 49 Gilcomston Park Aberdeen
Postcode:	AB25 1PN

- 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:	Neil Simpson
Position in CTB:	Community Hub Development Manager
Postal address:	Catalyst Vineyard Church 49 Gilcomston Park Aberdeen
Postcode:	AB25 1PN
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.*





## From mountain to sea

- 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 <sup>646049</sup> .....	X
	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is <sup>SC049708</sup> .....	X
	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:

n/a

- 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?





## From mountain to sea

### 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: Mearns Community Centre

Address of Asset: 148/152 High Street  
Laurencekirk  
Aberdeenshire

Postcode of Asset: AB30 1BL

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:



## From mountain to sea

### 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: £ 1.00

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 wish to own the property outright so that we can upgrade the facility to turn it into a community hub that will bring benefit to the Mearns community .

We would like full title to pass to CCRC so that we are able to spend the required monies that it would take to carry out the upgrades and alterations that we be associated with such a project - See BusinessPlan



## From mountain to sea

### 3B – Request for lease

What is the length of lease you are requesting?

N/A

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

Proposed rent:

£                      per

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.



## From mountain to sea

### 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.



## From mountain to sea

### 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.*

Catalyst Community Regeneration Company (CCRC) supports the activities of the community of interest among the local church groups operating as part of Catalyst Vineyard Church (charity number SC012824) by acquiring buildings that might be under-utilised or in need of refurbishment and overseeing their rejuvenation and development for the benefit of the wider communities where the local church groups are located.

Its charitable purposes are the advancement of the Christian religion for the public benefit through the provision of resources to the community of interest for outreach and for social transformation, motivated by a response to the Christian gospel. Its activities include the prevention or relief of poverty, the advancement of religion, community development, and the relief of those in need.

CCRC wishes to acquire the Mearns Community Centre for use by Catalyst Vineyard Church's Mearns congregation as a community hub providing a broad range of mid-week community activities and hosting Sunday church services. Catalyst Vineyard Church and its sister charity Integrate Scotland have established track records over the past 10 years of successful delivery of social transformation activities.

These include the provision of pastoral care and food banks for homeless people and for those with addictions, holiday clubs for primary school children, mum's and toddler's groups, youth groups, student groups, marriage courses, lunch and chat clubs for elderly and lonely people, men's and women's drop-ins for those in difficult life situations, debt counselling and support to ex-prisoners.





## 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.*

The social transformation activities of Catalyst Vineyard Church and Integrate Scotland have a track record of generating a highly positive effect on the communities in which they take place. All members of the public can benefit from the services and activities that will be provided, although they will be primarily targeted at people living in the local communities in which Catalyst Vineyard Church is active. The social transformation activities generally involve no charge or fee. As most of the services are provided free of charge, concessions are not required. There are no membership fees.

It is intended to develop more engagement with those living in the local communities and to foster a positive quality of local community life by renting out the buildings for local community clubs and groups. The rental of building space for use by local club groups is likely to involve a fee being charged, taking account of affordability, to recover running costs.

There are no known physical or practical restrictions to accessing the services the charity will provide. The physical lay-out of the buildings to be used in the future is unknown. Reasonable steps to provide adequate physical access, including disabled access, will be taken.

The social transformation services are made available to all persons, with equal and fair treatment being provided to all those who wish to avail themselves of the services. The services are not restricted to people with any of the protected characteristics listed in the 2010 Equality Act. The rental of building space to local clubs and groups could be restricted if the ethos or activities of any club is in direct conflict with the Christian ethos of the Catalyst Vineyard Church, church communities



## 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.*

No known restrictions

### 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.*

Parking / congestion could possibly be an issue , however we would plan to make good the playground area once the derelict portacabin has been removed which should mean that approximately 15 parking spaces would be available on site .

We would also encourage local able bodied folk to walk where possible to encourage their own well-being whilst also minimising the impact on the environment





## 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.*

CCRC was established to acquire buildings for use by Catalyst Vineyard Church in the various towns and localities, currently in Aberdeen and Aberdeenshire, where it operates. One of the options to acquire buildings is to make use, where the opportunity presents, of the Asset Transfer mechanism under the Community Empowerment Act 2015. The articles and governance structure of Catalyst Vineyard Church do not comply with the requirements for a community-controlled body as defined in the Act. Rather than change the existing structure, which has served the charity well for 10 years, CCRC was set up with articles which comply with the requirements for a community-controlled body under the Act, based on a community of interest as provided for in the Act.

Rental agreements to use the buildings acquired will be put in place between Catalyst Vineyard Church and CCRC. Catalyst Vineyard Church currently has local church communities in 3 locations in Aberdeen City and in 4 locations in Aberdeenshire (Inverurie, Ellon, Stonehaven and Laurencekirk). It owns a building in only one of these locations (Gilcomston Park, Aberdeen). In all other locations it rents properties, usually local school halls, for its Sunday church services but has no permanent presence during the week in these localities. The goal is to obtain permanent facilities in all of its locations in order to provide a mid-week presence and so extend the provision of its social transformation activities.

A requirement of the Community Empowerment Act 2015 is that the company must have a minimum of 20 members, the majority of whom are members of the community of interest. The members will consist of members of Catalyst Vineyard Church who have active roles in the delivery of social and community transformation activities, including Site Pastors, Ministry Pastors (mum's and toddler's groups, children's work, youth activities, community chaplaincy, drop-ins, etc) and volunteers. In compliance with the Act, membership will be open to any person who is a member of the community of interest. The members will have control of the company through voting rights at General Meetings including the appointment of board members. The majority of board members will also be members of the community of interest. The company will not offer any benefits to members that are not available to the general public.

Trustee directors will meet on a regular basis to oversee the activities of the company. No payments will be made to trustees or connected persons, other than the reimbursement of out-of-pocket expenses, except for the remuneration of directors or members under the terms of a bona fide contract of employment. The articles make provision for the organisation to employ staff for the proper conduct of the activities of CCRC.

The Community Hub Development Manager, Neil Simpson, carries out the day-to-day activities of the company. His responsibilities include engagement with local authorities and other public organisations to identify and acquire suitable buildings under the Community Empowerment Act 2015 (Asset Transfer), and engagement with public and private organisations to acquire suitable buildings on the open market. The Community Hub Development Manager works closely with the Site Pastors of Catalyst Vineyard Church to identify suitable buildings, to evaluate how they will be used to develop the social transformation activities of the Sites and in preparing a development plan for each building. Robust development plans are prepared to support the building acquisition opportunities, including details on how each building will be used, the nature of involvement with the local community, and alignment with the Local Authority's Locality Plans for the community in question.

The company might undertake the physical development of its properties, including refurbishment, extensions and new construction.



## 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.*

As we have now been an active part of the Mearns community for a number of years now, we are well aware of the diverse needs of the local community thus affirming our vision of establishing a local community hub within Laurencekirk.

We would be able to offer support to community groups who are looking for a place to meet by renting out the centre at an affordable rate.

Having our own building would mean that we would be better placed to serve and support the local community more effectively, without the concern for room bookings and transportation and set up of equipment. We would also be able to respond more effectively to any needs within the community as they arise.

We would also look to facilitate additional community activities and support new initiatives such as breakfast clubs and after school clubs, support for the elderly and those with additional needs.

Having our own building would mean that we could use it daily (day & evening) to benefit the whole community in as many ways as possible.

We run various community events for children throughout the year. For example, we ran an Easter egg hunt around the town this year which was totally free and gathered over 200 people. We had a café running at the same time out the back of car boots. We have run scavenger hunts, fun runs, riverside walks, bug hunts and we hold our summer BBQ where all the community are invited to come along. We also have a family friendly Ceilidh where we raise money for a local charity.

For all of our Community Events & Initiatives, as well as for our regular church services, we usually use a combination of platforms to promote these. We often print posters, flyers, banners & signs, plus we engage with the community on Social Media, via our Facebook page, community groups, Instagram, etc. Our website is maintained on a regular basis and updated to reflect all this information in an attractive and accessible way.

See Business Plan and "Making a Difference " Feedback Cards



## 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.*

We estimate that the proposed refurbishment and required alterations would come in at c£100,000

The planned works would be wholly funded by Catalyst Vineyard Church . A copy of latest accounts are attached .

3 year forecast to follow





## From mountain to sea

### **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.*

Draft Attached / Final version To follow



## From mountain to sea

### 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	Neil Simpson
Address	[REDACTED]
Date	12th March 2020
Position	Community Hub Development Manager / Director
Signature	[REDACTED]
Name	Scott Robertson
Address	[REDACTED]
Date	12th March 2020
Position	Associate Pastor / Director
Signature	[REDACTED]



## From mountain to sea

### 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:

CCRC Articles

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

Documents attached:

n/a

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

Documents attached:

n/a

#### Section 4 – about your proposals, their benefits, any restrictions on the asset or potential negative consequences, and your organisation's capacity to deliver.

Documents attached:

Business Plan

#### Section 5 – evidence of community support

Documents attached:

Making a difference cards attached



## From mountain to sea

### Section 6 – funding

Documents attached:  
Latest Financial Report

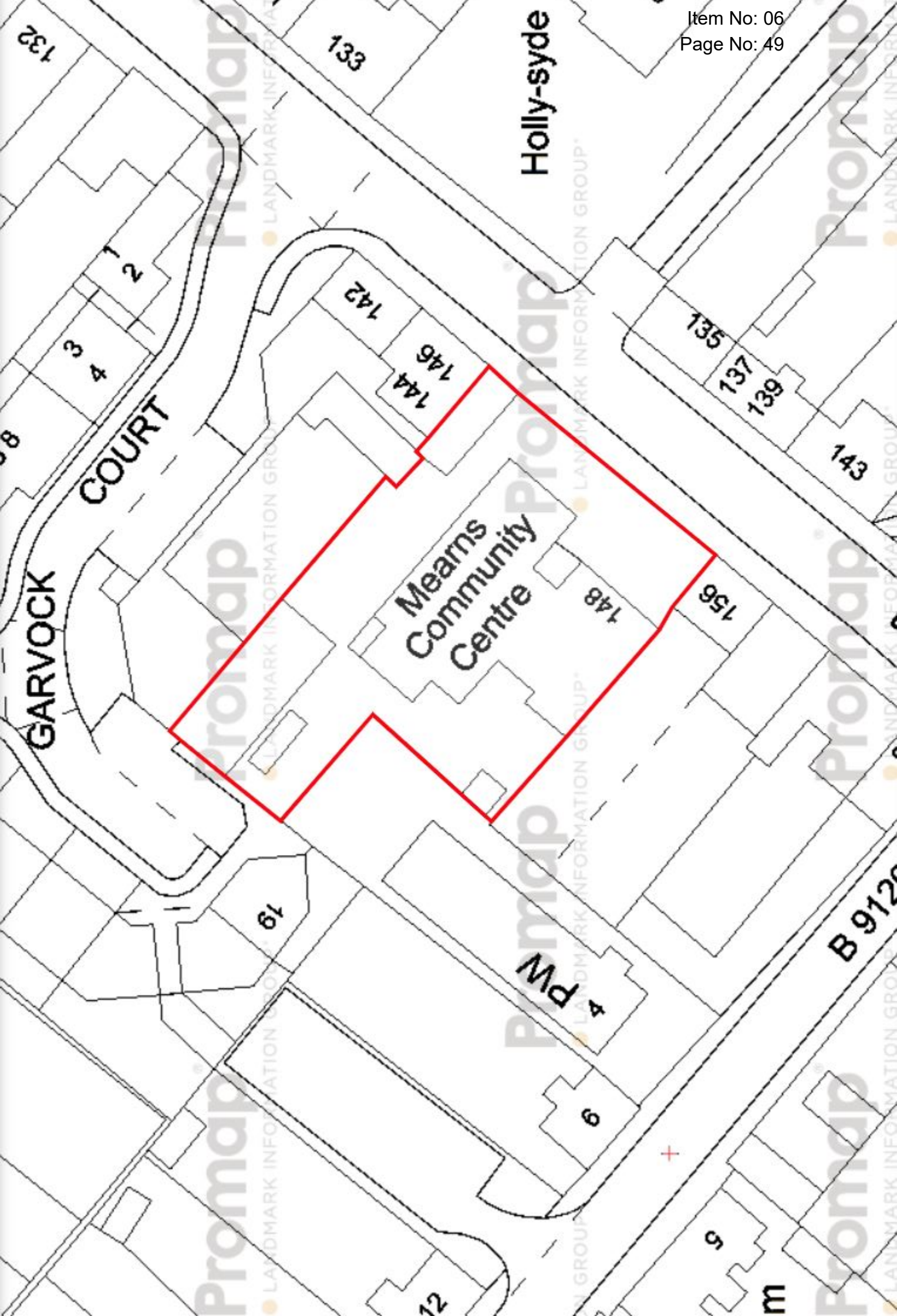
### Section 7 – business plan including a 3-year financial forecast

Documents attached:  
Business Plan

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></p> <p>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></p> <p>Chris White Area Manager Buchan House St Peter Street Peterhead AB42 1QF</p> <p>Tel. no: 01467 537634 Email: <a href="mailto:buchanareaoffice@aberdeenshire.gov.uk">buchanareaoffice@aberdeenshire.gov.uk</a></p>
<p><b>FORMARTINE</b></p> <p>Elaine Brown 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></p> <p>Margaret-Jane Cardno 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></p> <p>William Munro Area Manager Viewmount Arduthie Road Stonehaven AB39 2DQ</p> <p>Tel. no: 01467 534684 Email: <a href="mailto:kincardineandmearns@aberdeenshire.gov.uk">kincardineandmearns@aberdeenshire.gov.uk</a></p>	<p><b>MARR</b></p> <p>Janelle Clark Area Manager Alford Area Office School Road Alford AB33 8TY</p> <p>Tel. no: 01467 536421 Email: <a href="mailto:marrareaoffice@aberdeenshire.gov.uk">marrareaoffice@aberdeenshire.gov.uk</a></p>





## Mearns Community Hub - Financial Forecast

## Financial Year 2020/2021

	2020				2021								
	September	October	November	December	January	February	March	April	May	June	July	August	Total YTD
<b><u>COMMUNITY HUB</u></b>													
<b>Community Hub Running Costs</b>													
Heating/Oil	400	400	400	400	400	400	400	400	400	400	400	400	4,800
Misc	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Phone /B-Band	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Electric	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Mortgage repayments on £100K refurb loan - see below	700	700	700	700	700	700	700	700	700	700	700	700	8,400
	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>21,600</b>
Admissions income				200	200	200	300	300	300	400	400	400	2,700
<b>Total Generated Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>2,700</b>
<b>Net Running Costs less Generated Income</b>	<b>-1,800</b>	<b>-1,800</b>	<b>-1,800</b>	<b>-1,600</b>	<b>-1,600</b>	<b>-1,600</b>	<b>-1,500</b>	<b>-1,500</b>	<b>-1,500</b>	<b>-1,400</b>	<b>-1,400</b>	<b>-1,400</b>	<b>-18,900</b>
<b>Funding from Catalyst Vineyard</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>	<b>18,900</b>
<b>Net Income after Funding from Catalyst</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CATALYST VINEYARD</u></b>													
<b>Catalyst Vineyard Savings</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Total YTD</b>
Venue rental				500	500	500	500	500	500	500	500	500	4,500
Van costs				529	529	529	529	529	529	529	529	529	4,757
Van vinyl changeover costs				-700									-700
Mainly music rental savings				100	100	50	100	50	100	100	100	50	750
<b>Savings</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>329</b>	<b>1,029</b>	<b>1,029</b>	<b>1,029</b>	<b>1,029</b>	<b>1,029</b>	<b>1,029</b>	<b>1,029</b>	<b>1,029</b>	<b>8,557</b>
<b>Net cost to Catalyst Vineyard</b>	<b>-1,800</b>	<b>-1,800</b>	<b>-1,800</b>	<b>-1,272</b>	<b>-572</b>	<b>-572</b>	<b>-472</b>	<b>-472</b>	<b>-472</b>	<b>-372</b>	<b>-372</b>	<b>-372</b>	<b>-10,344</b>
<b><u>Refurb Expenditure breakdown</u></b>													
<b>Renovation Works</b>	<b>0</b>	<b>20,000</b>	<b>30,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>70,000</b>
Decoration	0	0	3,000	3,000	1,500	500	500	500	100	100	100	100	9,400
Furnishings	0	0	0	5,000	0	1,000	0	1,000	0	0	0	0	7,000
Signage	0	0	0	500	0	0	0	0	0	0	0	0	500
	<b>0</b>	<b>20,000</b>	<b>33,000</b>	<b>18,500</b>	<b>1,500</b>	<b>1,500</b>	<b>500</b>	<b>6,500</b>	<b>100</b>	<b>100</b>	<b>5,100</b>	<b>100</b>	<b>86,900</b>

**Assumptions**

Building acquired in Sept 20

Refurbishment costs not accurate at moment £86.9K

All staff positions voluntary to begin with or included in existing staff positions

Loan will be provided by Catalyst Vineyard, monthly installments to match mortgage payments of Vineyard to a mortgage secured against another property (£100k, 5% pa interest, 20 year term)



## Mearns Community Hub - Financial Forecast

## Financial Year 2022/2023

[illegible]

## APPENDIX 2

Dear Sir / Madam

I am [REDACTED] a local resident to Laurencekirk

I am writing to you today with reference to the proposed purchase and / or asset transfer of the Former community centre 148/152 Highstreet Laurencekirk, Aberdeenshire AB30 1BL from Aberdeenshire council to the Catalyst community regeneration company with a view to them creating a community hub to support the activities of the catalyst church and to provide community groups a further facility to let.

I OBJECT to this proposal for the following reasons:

Lack of General information as to the plans for the facility & what it's intended uses are which leads on the the below issues

Lack of suitable off street parking for the facility and it's user groups which would lead to further congestion in one of the busiest and congested parts of the main Street through the town. In turn disrupting the flow of traffic, generating increased traffic and reducing road safety for both users and local residents which in turn would also lead to the further issue of local residents not being able gain adequate parking near there own homes.

Lack of suitable access / egress for the various trades required to carry out the extensive renovations. Again this will impact the local residents as trades will have to access the premises from main Street with further disruptions to local parking, the traffic flow and road safety.

Lack of suitable access / egress for disabled users. The highstreet has a deep double kerb along it. I appreciate there are lowered kerbs but one is primarily for a local business and the other for a private residence.

Noise pollution from the facility once up and running affecting local residents as it is generally a quiet area of the town. This is also a concern for during the renovations but I understand this would be temporary.

Laurencekirk already has a purpose built community campus at the north end of the village which is available to use by all. I feel this campus addresses all the issues I have raised above and fail to see why this could not be used by the catalyst church in future as more suitable and cost effective option. Failing that there are various other under used buildings around the community such as the Dickson hall and masonic hall that are in very good state of repair and also address the issues that I have raised above.

I can be contacted at:

[REDACTED]

[REDACTED]

[REDACTED]

Best regards

[REDACTED]



HOW ARE WE MAKING A

**- DIFFERENCE -**

**IN YOUR COMMUNITY?**

WE WOULD LOVE TO KNOW HOW THE THINGS OUR CHURCH  
IS DOING ARE BENEFITTING YOU AND YOUR COMMUNITY.  
PLEASE TELL US IN THE SPACE BELOW.

The sense of community  
for ~~at~~ the mums & children.  
Great for the children to  
learn and play together.  
Such lovely staff and  
very welcoming.



**CATALYST**  
VINEYARD CHURCH



HOW ARE WE MAKING A

# - DIFFERENCE -

IN YOUR COMMUNITY?

WE WOULD LOVE TO KNOW HOW THE THINGS OUR CHURCH  
IS DOING ARE BENEFITTING YOU AND YOUR COMMUNITY.  
PLEASE TELL US IN THE SPACE BELOW.

It's lovely to socialise with other  
mums, parents, etc + for my son  
to socialise with children his  
age. Love the songs + the ladies  
who run it are just lovely.  
The cakes are an added bonus! (')



**CATALYST**  
VINEYARD CHURCH





HOW ARE WE MAKING A

# - DIFFERENCE -

IN YOUR COMMUNITY?

WE WOULD LOVE TO KNOW HOW THE THINGS OUR CHURCH  
IS DOING ARE BENEFITTING YOU AND YOUR COMMUNITY.  
PLEASE TELL US IN THE SPACE BELOW.

Allows myself & my daughter  
to interact & socialise with  
other mums/parents/carers &  
children. The music & songs/  
actions are fun & educational for  
the children.



**CATALYST**  
VINEYARD CHURCH



HOW ARE WE MAKING A

**- DIFFERENCE -**

**IN YOUR COMMUNITY?**

WE WOULD LOVE TO KNOW HOW THE THINGS OUR CHURCH  
IS DOING ARE BENEFITTING YOU AND YOUR COMMUNITY.  
PLEASE TELL US IN THE SPACE BELOW.

*We love the mainly music  
Class it's great for meeting  
new mums + Babies/kids.  
We enjoy the music +  
dancing.*



**CATALYST**  
VINEYARD CHURCH



HOW ARE WE MAKING A

# DIFFERENCE.

IN YOUR COMMUNITY?

WE WOULD LOVE TO KNOW HOW THE THINGS OUR CHURCH  
IS DOING ARE BENEFITTING YOU AND YOUR COMMUNITY.  
PLEASE TELL US IN THE SPACE BELOW.

A lovely group to visit, so friendly.  
Very well organised music group  
which my daughter loves and we  
have been attending for over a year.  
My 4 year old also went to  
the October Holiday club which  
he loved.



**CATALYST**  
VINEYARD CHURCH



HOW ARE WE MAKING A

# DIFFERENCE.

IN YOUR COMMUNITY?

WE WOULD LOVE TO KNOW HOW THE THINGS OUR CHURCH  
IS DOING ARE BENEFITTING YOU AND YOUR COMMUNITY.  
PLEASE TELL US IN THE SPACE BELOW.

Recently music provides a  
great space for children &  
their parents/carers to socialise.  
Children learn great skills from  
the music and always have  
every minute!



**CATALYST**  
VINEYARD CHURCH



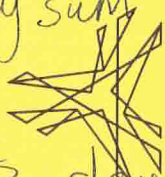
HOW ARE WE MAKING A

# DIFFERENCE.

IN YOUR COMMUNITY?

WE WOULD LOVE TO KNOW HOW THE THINGS OUR CHURCH  
IS DOING ARE BENEFITTING YOU AND YOUR COMMUNITY.  
PLEASE TELL US IN THE SPACE BELOW.

I take my 2 grandchildren to Mainly  
Music every week, it's a wonderful  
group where the children do singing  
and ~~games~~ <sup>movement</sup>, and mums and grannies  
get a chance to catch up over a cuppie  
and delicious home baking, all for the  
princely sum of £3. Benefits the



**CATALYST**

VINEYARD CHURCH

children's development and the carers' mental health!





HOW ARE WE MAKING A

# DIFFERENCE.

IN YOUR COMMUNITY?

WE WOULD LOVE TO KNOW HOW THE THINGS OUR CHURCH  
IS DOING ARE BENEFITTING YOU AND YOUR COMMUNITY.  
PLEASE TELL US IN THE SPACE BELOW.

The mainly music group provides a fun,  
and educational session that a lot of  
young children in the community really  
enjoy (and parents appreciate!)



**CATALYST**  
VINEYARD CHURCH



HOW ARE WE MAKING A

# - DIFFERENCE -

IN YOUR COMMUNITY?

WE WOULD LOVE TO KNOW HOW THE THINGS OUR CHURCH  
IS DOING ARE BENEFITTING YOU AND YOUR COMMUNITY.  
PLEASE TELL US IN THE SPACE BELOW.

my 2 year old GRANDSON AND  
I ATTEND THE MAINLY MUSIC  
GROUP HERE EVERY TUESDAY. IT  
PROVIDES US WITH FELLOWSHIP,  
FRIENDSHIP AND LOTS OF  
FUN.



CATALYST  
VINEYARD CHURCH





HOW ARE WE MAKING A

# DIFFERENCE.

IN YOUR COMMUNITY?

WE WOULD LOVE TO KNOW HOW THE THINGS OUR CHURCH  
IS DOING ARE BENEFITTING YOU AND YOUR COMMUNITY.  
PLEASE TELL US IN THE SPACE BELOW.

THIS is a FANTASTIC group. Friendl  
++, both for children & adults.  
They put sooo much effort into  
everything they do, they are warm  
and inviting and nothing is too  
much bother. I am so glad this  
group exists. It is also the best  
value for money I  
have ever had  
Continue the... XXXX



**CATALYST**  
VINEYARD CHURCH

## APPENDIX 4

### EQUALITY IMPACT ASSESSMENT

EIA Version	Date	Author	Changes
V1	26/04/2021	D Henderson	

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions including those that affect services the council delivers).	
Service	Infrastructure
Section	Area Manager Kincardine & Mearns
Title of the activity etc.	Asset Transfer of the former Community Centre, Laurencekirk to Catalyst Community Regeneration Company
Aims and desired outcomes of the activity	To establish a community hub and venue for Christian worship
Author(s) & Title(s)	Diane Henderson, Area Project Officer K&M

Stage 2: List the evidence that has been used in this assessment and explain what it means in relation to the activity you are assessing.		
Evidence	What does it say?	What does it mean?
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).		
Internal consultation with staff and other services affected.	Kincardine & Mearns Asset Transfer Steering Group have assessed the asset transfer request.	The request complies with the criteria set down in the Community Empowerment (Scotland) Act 2015.

External consultation (partner organisations, community groups, and councils).	Public consultation as part of the Asset Transfer process.  Evaluation surveys of group participants.	Members of the community have been given an opportunity to comment.  The feedback demonstrated how much those who attended valued the sessions for their mental health and wellbeing.
External data (census, available statistics).	N/A	
Other (general information as appropriate).	N/A	

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	No gaps have been identified.

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:

Stage 5: What steps can be taken to promote good relations between various groups/areas?	
These should be included in the action plan.	The Church group intend to develop more engagement with those living in the local community and to foster a positive quality of life.

**Stage 6: How does the policy/activity create opportunities for advancing equality of opportunity?**

The Catalyst Church are already active in the community providing foodbanks, holiday clubs for primary school children, running mum's and toddlers' groups, youth groups, student groups, marriage courses, lunch and chat clubs for elderly and lonely, men's and women's drop-ins for those in need of help and support.

**Stage 7a:**

Are there potential impacts on protected groups?

The protected groups covered by the equality duty are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Who is affected by the activity or who is intended to benefit from the proposed activity and how?  
Complete the table below for each protected group by inserting "yes" in the applicable box/boxes below.

	Positive	Negative	Neutral	Unknown
Age – Younger	Yes			
Age - Older	Yes			
Disability	Yes			
Race – (includes Gypsy Travellers)			Yes	
Religion or Belief	Yes			
Sex			Yes	
Pregnancy and maternity	Yes			
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership	Yes			

Stage 7b: Do you have evidence or reason to believe that this policy, activity etc. will or may impact on socio-economic inequalities?

This is about trying to be fair to everyone. Part of that is realising that not everyone may be starting at the same place. Some individuals and families may have low income, may have very little or no savings which means they are living from month to month therefore changes to council policies/services may have a greater adverse impact on them.

On this basis you should consider potential impacts on individuals/families by:

- Place: on specific vulnerable areas or communities (SIMD, regeneration, rural) e.g. housing, transport.
- Pockets: household resources, (Income, benefits, outgoings) ability to access a service
- Prospects: peoples life chances e.g. access to, or ability to access: employment, training, services (such as council or health) or support.

Groups of people who may be impacted include, but not limited to:

<ul style="list-style-type: none"> <li>• Unemployed</li> <li>• Single parents and vulnerable families</li> <li>• People on benefits</li> <li>• Those involved in the criminal justice system</li> <li>• People in the most deprived communities</li> <li>• People who live in rural areas</li> </ul>	<ul style="list-style-type: none"> <li>• Pensioners</li> <li>• Looked after children</li> <li>• Carers including young carers</li> <li>• Veterans</li> <li>• Students</li> <li>• Single adult households</li> <li>• People who have experienced the asylum system</li> </ul>	<ul style="list-style-type: none"> <li>• Those leaving the care setting including children and young people and those with illness</li> <li>• Homeless people</li> <li>• People with low literacy/numeracy</li> <li>• People with lower educational qualifications</li> <li>• People in low paid work</li> <li>• People with one or more protected characteristic</li> </ul>
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Please complete by inserting "yes" in the applicable box/boxes below.

Socio-economic disadvantage	Positive	Negative	Neutral	Unknown
Pockets: Low income/income poverty – cannot afford to maintain regular payments such as bills, food, clothing	Yes			

Pockets: Low and/or no wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	Yes			
Pockets: Material deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies			Yes	
Place: Area deprivation – where you live, where you work			Yes	
Prospects: Socioeconomic background – social class i.e. parents education, employment and income , educational achievement.			Yes	

Stage 8: What are the positive and negative impacts?		
Impacts.	Positive	Negative
Please detail the potential positive and/or negative impacts you have highlighted above. Detail the impacts and describe those affected.	Operation of foodbanks to those in financial need.	
	Help and support through difficult life situations	
	Offering support for people with addictions	
	Offering pre-marriage courses	
	Offering support to those lonely and feeling isolated	

**Stage 9: Have any of the affected groups/areas been involved, engaged with or consulted?**

If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?

Public have been consulted through notification of the Asset Transfer request.

**Stage 10: What mitigating steps will be taken to remove or reduce negative impacts?**

These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale

**Stage 11: What monitoring arrangements will be put in place? How the EIA will be used to monitor the proposal**

These should be included in any action plan (for example customer satisfaction questionnaires).

**Stage 12: What is the outcome of the Assessment?**

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
		The activities on offer by the Catalyst Church are inclusive to anyone in the community of Laurencekirk and beyond and help to bridge a current gap in provision. The venue will also provide an additional community facility for people living in the southern half of the town.
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.



	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

\* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

Stage 14: Sign off and authorisation.			
Sign off and authorisation.	1) Service and Team	K&M Area Manager Team within Infrastructure	
	2) Title of Policy/Activity	Asset Transfer	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: Diane Henderson Position: Area Project Officer Date: 20 May 2021 Signature:	Name: Position: Date: Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Bruce Stewart Date: 20 May 2021	
	5) Authorisation by Director or Head of Service	Name: Alan Wood Position: Director Date: May 2021	Name: Position: Date:
6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee.			Date: 20/05/21

	7) EIA author sends a copy of the finalised form to: equalities@aberdeenshire.gov.uk	Date:
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