

# Highland Council Asset Transfer Request Approach

## Asset Transfer Request Form

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.

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

1.1 Name of the CTB making the asset transfer request

Strathnaver Museum

1.2 CTB address. This should be the registered address, if you have one.

Postal address:

Strathnaver Museum

Bettyhill, By Thurso,

Caithness,

Postcode: KW14 7SS.

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

A large black rectangular box redacting the contact details for the CTB.

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.*

1.4 Please mark an "X" in the relevant box to confirm the type of CTB and its official number, if it has one.

x	Company, and its company number is .....	SC 297877
x	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is .....	SC 012016
	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.**

1.5 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

No

Yes

Please give the title and date of the designation order:

1.6 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?

**Community transfer body**

## 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.*

Business Unit Name	Bettyhill Visitor Centre
Category	Community Asset
Function	Visitor Centre
Listing	271530
Northings	962168
Address	Bettyhill Visitor Centre, Bettyhill, THURSO, KW14 7SZ
Building Count	1
Site Count	1
Total Building GFA (m <sup>2</sup> )	188
Total Site Area (m <sup>2</sup> )	1448.79
Business Unit Tenure	Feehold

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: HC04912

### Section 3: Type of request, payment and conditions

3.1 Please tick what type of request is being made:

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

Please attach a note setting out any other terms and conditions you wish to apply to the request.

#### 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 attach a note 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.

### 3C – Request for other rights

What are the rights you are requesting?

N/A

Do you propose to make any payment for these rights?

Yes

No

If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day?

Proposed payment: £                      per

Please attach a note setting out any other terms and conditions you wish to apply to the request.



## 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.*

### Objectives of project

- To increase the movement of visitors within the locality.
- To ensure a catering and information centre remain at this site.
- To generate income and keep operating costs to a minimum.
  - To develop networks with other Tourist Information Centres and attractions.
  - To enhance visitor enjoyment and encourage repeat visits and longer stays.
  - Provide residents with local and national information and services in order to demonstrate the benefits of tourism to the local economy.
  - To liaise with and support local tourism providers.
  - To gauge customer satisfaction with our service.
  - To promote accommodation establishments.
  - To make the Café a community hub.

### Why there is a need for it

- Bringing the facility into community ownership would secure the future
- Under-served need for a friendly dining/coffeehouse establishment for the numerous residents in the area, particularly visitors to the immediate area.
- establishing the locality as an informative heritage hub for the gateway to northwest Sutherland and beyond
- Currently the lack of catering establishments in the area and centres providing information of what the area has to offer

### Activities that will take place there.

- Bettyhill café and TIC concept can build upon the success of the NC 500.
- The facility will be divided between the cafe/restaurant function and the information exhibition function.
- The Bettyhill café will provide accessible and affordable quality food, coffee-based products to cater for the ever growing cycling trade and respite to the residents and visitors. The integral TIC will market the area and form local alliances with among others the North West Highlands Geopark, Mackay Country Community Trust, NC500, Forsinard Flows Visitor Centre and local accommodation providers across Mackay Country to promote and highlight what the north Highlands has to offer. It will also promote the nearby Strathnaver Museum as an important and informative attraction. The intention is not for the museum to run the catering establishment but to franchise this aspect to a local interest.

- The Tourist Information Centre will enhance the enjoyment of the tourists' visit, entice them to stay longer, and spend more money throughout the economy. The TIC will also provide a venue to gain more knowledge and appreciation of Mackay Country and its people.

Development or changes

Initially we propose to make no changes. Our medium term plan is set out in the attached business plan

### **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, health, social wellbeing, environmental benefits; or how this will tackle inequalities.

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

We believe community ownership will help our neighbourhood to thrive and create long-term resilience bringing confidence for the community and an increase in engagement. This pioneering and creative approach has a great potential as a sustainable enterprise. Losing this local amenity and building, of great importance, is unimaginable the importance to the community's social well-being and worth has to be secure. Its current use and interests of the local community, and use in the recent past has established the significance.

Success with our asset transfer request

- will create value and wealth - value is not just about money, it is also about building relationships and reputations that can create fruitful collaborations about money.
- Reduce risk – the credible request is promoted by people and organisations that have a mandate from other stakeholders.
- Tap opportunities for innovation - our stakeholders involved bring resources, skills, ideas and are available to contribute to the project.
- Improve sustainability/resilience - there is nothing like involvement to create agreement on aims and objectives, commitment to making a project happen and understanding of what needs to be done. Both the project and the organisation promoting can benefit from this.

Ensuring this facility is open and maintained will encourage visitors and locals to use the facility and allow the economic advantage to progress. Every step in keeping a business operating ensures the long term regeneration albeit small but important



steps. People will be better placed to help themselves and each other so that those who need a little extra support can find this from within their local community; Equality as a whole is now much more focused on people and communities, rather than individual 'equality strands' a community owned operation allows everyone to have a stake and this brings social equality and feelings of wellbeing.

Key to this approach is an understanding, engagement with and responding to the needs of our community. Our project recognises people's different needs, situations and goals, and removes the barriers that limit what people can do People will benefit from our services in a fairer way and will be able to have their say about them our organisational culture is one where everyone is treated with dignity and respect

The positive benefits cannot be overstated.

### **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.*

N/A No restrictions known

### **Negative consequences**

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.*

Strathnaver Museum accepts that there are risks that may arise from a community asset transfer that need to be carefully assessed before any decision can be made to use that option. This request should be considered in the widest possible context and implicit that although optimism and enthusiasm are driving factors there is recognition that the asset will have financial security, creation of new community businesses and develop as community enterprise. These bring challenges

- If this asset transfer is not agreed with a peppercorn sum there could be a lack of value for money.
- An undercurrent in every community enterprise is succession and the likely capacity of a community organisation to continue to deliver services and outcomes. Strathnaver Museum has been a community enterprise since 1972 and has maintained a volunteer base and director commitment.



- Discovering the asset is not fit for purpose and would impose an unreasonable liability to a community organisation. This would be identified early in the transfer when a building survey is carried out.

Strathnaver Museum does not intend to run the catering aspect but franchise this to local experienced persons. Although we are confident this is a reliable and paramount way to progress putting in place a correct and mutually beneficial agreement will require creating a contract with close negotiations. Strathnaver Museum has no experience and although recognises the importance of a catering establishment remaining on the site has no wish to have the responsibility of running the service.

### **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.*

Strathnaver museum has a long and impressive track record of creating and implementing community led projects, forming partnerships, developing volunteering and providing training and skills transfer. We have structure to manage our projects and in advance of actions we identify who fulfils which roles. Strathnaver Museum has a volunteer coordinator able to ensure appropriate skills are used as and when and where appropriate, a consultant development officer incorporating the plans for the new asset into mayor refurbishment plans for the Museum.

For expertise in the identified stages professional advisors will be commissioned.

The trustees have a wide range of experience from diverse backgrounds and bring knowledge of many community and economic practices. The capacity for the project to be managed lies in the solid business case for our project.

### **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 and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.*

All persons involved in Strathnaver Museum volunteer, visitors and stakeholder with whom we regular work have all been engaged in the pre application and application process for this asset transfer. Mackay Country Community Trust, CVS North, NCLC, Farr Edge have given support and guidance.

Our community involvement has 3 purposes, to inform, consult and engage and has taken 3 platforms.

An open community engagement advertised with local posters, social media, word of mouth and local press, gave a new understanding where we explained our purpose, involved the community in meeting the need, why the community might want to engage and an opportunity to record the reactions to our motives.

A resident questionnaire delivered to every house hold in Bettyhill and collected by volunteers offering a one to one opportunity to discuss and enquire about the project.

An online survey advertised in the local press.

The results are attached to this application.

## **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.*

• Building survey to establish structure	£1500
• Transfer of Asset - Legal Fees	£1000
• Purchase of current leaseholders equipment – at their retirement.	£2500
• Work to tackle flooding – We have been advised that an appropriate way to deal with potential flooding of the building, (considering the recommendations made in the flood incident report carried out by the Highland Council in 2014, have been	

completed (have all the electrics moved above potential flood level and a cement level reached to allow water to cause no harm. Within 1 year £2000

We propose to fund these actions with our own funds form reserves and a grant application to SSE.



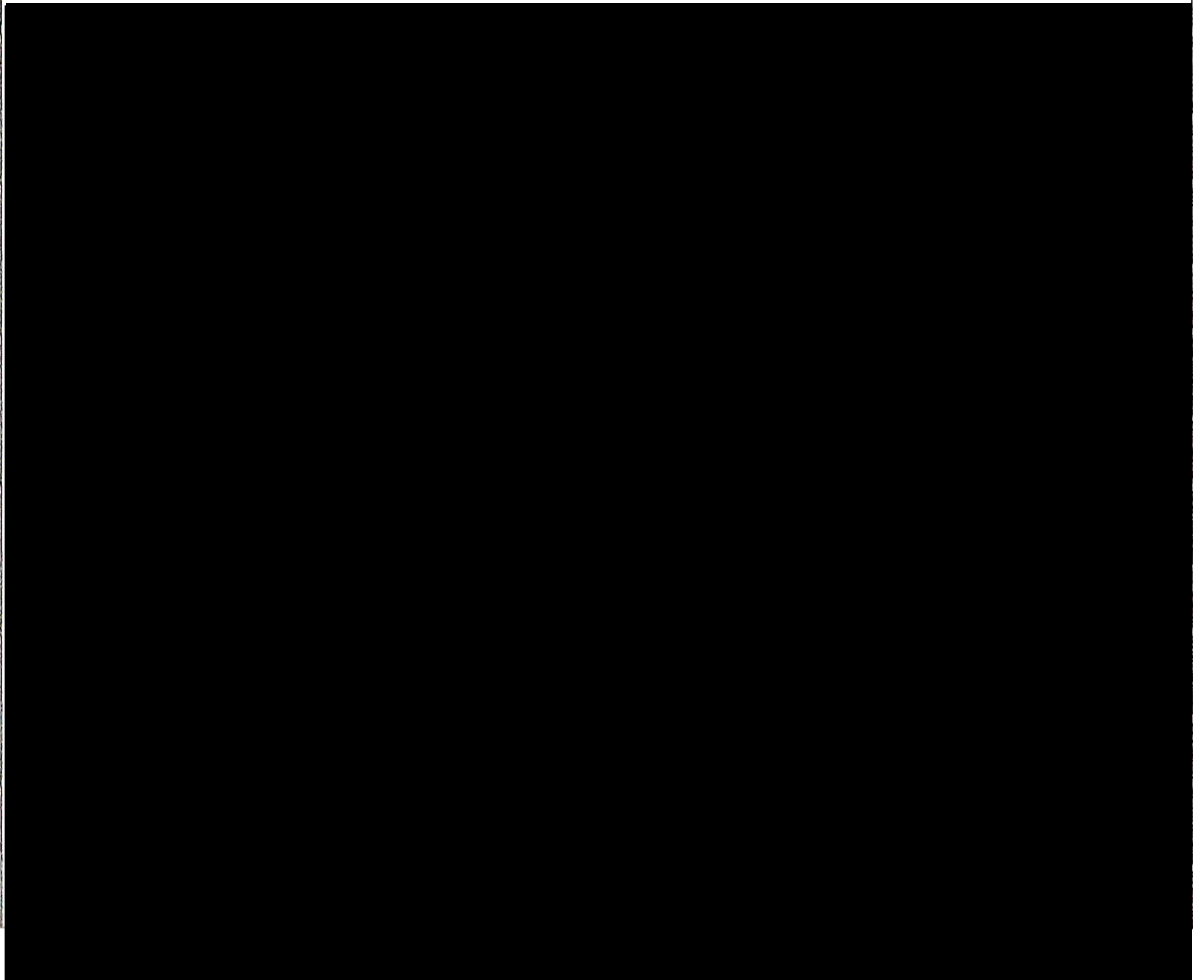
## Signature

Two office-bearers (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.**



## 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:

**Articles of association**

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

Documents attached:

Map

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

Documents attached:

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

Documents attached:

Bettyhill café and information Centre Business Plan

### Section 5 – evidence of community support

Documents attached:

Cafe consultation meeting report

Cafe consultation analysis

## Section 6 – funding

Documents attached: