

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

Helmsdale & District Development Trust

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

Postal address:

Community Centre

Dunrobin Street

Helmsdale

Sutherland

Postcode: KW8 6JA

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

Contact name: Mary Stewart (Local Development Officer)

Postal address:

HDDT

Community Centre

Dunrobin Street

Helmsdale

Sutherland

Postcode: KW8 6JA

Email: ldo@hddt.org

Telephone: 01431 821141

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.

<input checked="" type="checkbox"/>	Company, and its company number is	SC 420622 (and Charity Registration Number SC043078).
<input type="checkbox"/>	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	
<input type="checkbox"/>	Community Benefit Society (BenCom), and its registered number is	
<input type="checkbox"/>	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 Controlled Body

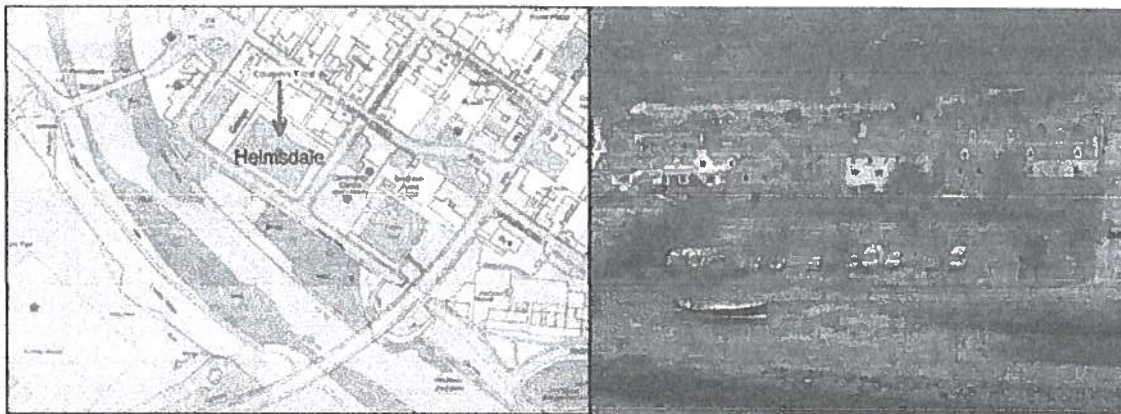
Section 2: Information about the asset requested

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.

Coupers Yard is located on Shore Street, Helmsdale, KW8 6JZ. The map below shows that the yard is situated near the northern bank of the Helmsdale River and its old harbour. There are residential houses with backyards to its North and LSH Transport Ltd to its Western aspect. The Yard is Easting 302704 and Northing 915341. The total site area is 2419.87 m².



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: HC 07040

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: £1.00

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?

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?

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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
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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.

Helmsdale & District Development Trust (HDDT) aims to maximise the use of existing assets within the community to encourage sustainable development. With this in mind, we would like to purchase and redevelop a little used site within the Helmsdale village known as Coupers Yard. The site is currently owned by the Highland Council (HC).

(1) Local demand has indicated that there is a need for small industrial space, with two businesses already identified. There is a concern businesses could move elsewhere should they be unable to find the necessary space in Helmsdale. HDDT are therefore keen to provide some space as part of our Coupers Yard project.

HDDT plan to take ownership of the whole site and accommodate LSH Transport Ltd on the western side of the site. LSH Transport Ltd were previously granted full planning permission to create four new access doors in their building facing East and close off the South facing access. During a previous meeting with HDDT, LSH Transport Ltd were in favour of the HDDT operating model which included purchasing the entire site and leasing the Western side to LSH Transport Ltd.

HDDT will also provide business space for a local Builder in the North Eastern part of the site. LSH Transport Ltd and the Builders would carry out the works required to satisfy the conditions of their own planning permission as required.

(2) Tourism is a major driver of the economy in the North Highlands. The North Coast 500 (NC500) has become a phenomenal success and is now regarded as one of the top touring routes in the world. It covers the best the Highlands have to offer, with the route running through Helmsdale. The NC500 marketing and social media profile has increased awareness of the North Highlands and has benefited the Highlands and Scotland as a whole – as evidenced by the Rough Guide naming Scotland as the 2nd top country to visit in 2017.

This increased traffic has resulted in increased occupancy levels across all accommodation types. The NC500 Visitor Survey found that the most common type of accommodation used by survey respondents was motorhome/campervan (51% of visitors), followed by B&Bs and Guest Houses (37%), hotels (32%), self-catering (8%), Hostel/Bunkhouse (7%), Friends/family (2%) (Note - some residents had used

different types of accommodation during a single trip). Local accommodation owners were interviewed as part of this research and it has been noted that they have seen improved bookings and increased demands for diverse accommodation types (from camping and bunk houses to glamping pods and hotels).

Given that 51% of visitors are choosing to stay in motorhomes/campervans and the majority are staying in the North of Scotland for a week or more, we can therefore conclude that services are required for these visitors along the route. Many camper vans park at the harbour in Helmsdale during their tour but they have no facilities available to them at this time. Initial feedback from these visitors indicates that they would use the facilities we are proposing in Helmsdale if they were made available.

HDDT would like to capitalise on the increased demand for accommodation and services and provide electric hook-ups and disposal facilities for the campers as well as additional accommodation in the form of Glamping Pods. This would cover the main Eastern side of the site. The yard surface will be of a hard standing material with electric hook ups located on posts and marked out bays, indicating a restriction on the amount of visitors. It will also provide much needed disposal facilities for these Campers. Glamping Pods will provide additional accommodation for Visitors to the area. There are associated services located within the adjacent community centre, such as toilets and showers.

It is our aim to put Helmsdale on the map as a major destination along the NC500 route. Helmsdale already has the potential to become a high spot on the NC500 as it is a very pretty village with a beautiful harbour and a rich heritage. It also has the added benefit of a vibrant museum and arts centre, several shops, cafes and restaurants to attract tourists.

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.

This proposal will maximise the social and economic benefits to the community by supporting local businesses which may employ several local people. Not only will we be providing space for 2 local businesses to grow but the dedicated camping area will make Helmsdale a destination in particular for the NC500 and therefore this will in turn encourage spending in the village.

This project will generate an income to support the activities of HDDT and to help us become self-sustaining. This will in turn allow us to invest the money into other community projects which we have planned for the area.

The proposal will not only help to meet identified needs as per the community business development plan but it also fits the mixed use designation allocated to Coupers Yard by the Caithness and Sutherland Plan (CaSPlan, 2016).

It is our intention, as part of this development, to make the yard look more attractive to improve the quality of life for the locals and to make the village a more attractive destination.

It is also our hope that our visitors experience of staying in Helmsdale could in time lead to more people considering living, working and/or starting a business in our Community, therefore boosting the local population and economy.

Restrictions on use of the land

4.3 If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.

The site is allocated for mixed use development in both the adopted Sutherland Local Plan and the Caithness and Sutherland Local Development Plan. The allocation outlines that the site should be developed for business and community uses. The proposed development is therefore in accordance with the development plan allocation.

There is one aspect that requires consideration in terms of the site - The site lies adjacent to an area which has been identified as being at risk of flooding on SEPA's flood risk map. As the proposed development comprises residential use, it must be demonstrated that the site is not at risk of flooding or that any flood risk can be mitigated. HDDT will work with the Council's Flood Risk Management and SEPA in order to discuss what should be included as part of any assessment.

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.

The site adjoins the rear garden area of a number of residential properties which are at a higher level. The established amenity of these houses will be considered as part of our development – in terms of noise impact and lack of privacy. We will also consider our neighbouring business, LSH Transport Ltd, and will ensure they are also protected in this regard. Our application for planning will include details as to how we will operate and manage the development to include limited operating hours to minimise risk of excess noise or invasion of privacy.

Additional requirement for parking will be required as we add accommodation to the site. We will ensure that 1 parking space is provided on site for every glamping pod.

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.

HDDT has experience in bringing about many improvement projects in our Community over the last few years, some of which are listed below -

(a) The Trust has built 4 community houses, the first houses built in 35 years. The houses are fully accommodated by people that were living in the community. This project involved a lot of negotiation and funding from a variety of sources but careful and thorough management brought the project to fruition in time and on budget of £644K. The housing accommodates four families at any one time.

(b) By liaising with Highland Council the Trust has helped to develop the harbour, by installing more pontoons to accommodate more leisure craft. Project value £214K.

(c) Heading up the Helmsdale Environmental Improvements plan, which included the refurbishment of the Bridge End Car Park, installation of electric vehicle charging points, along with visitor pathways and interpretation panels at Coupers Park (Emigrants statue) - £130k

(d) The Trust were approached by the Gartymore Common Grazings Committee when they were given the opportunity to purchase all the land owned by Sutherland Estates in the parishes of Portgower, Gartymore, West Helmsdale and Marrel. The trust created a steering group and recruited a ScotGrad Project Officer to help get the project to a stage where the residents were in a position to create their own group Garbh Alt Community Initiative who have since successfully applied to Community Land Scotland for funding and have taken ownership of the land. Project costs £19.5K. This project affects 185 persons approximately.

(e) The Trust has provided assistance and support to set up a community transport group which has been successfully operating for several years.

As part of our market research into the Coupers Yard project we have been discussing our plans with the folks at the Loch Clash stopover (Kinlochbervie) and the North Coast Touring Park (Hallidale). These groups are happy to share their experience with us and, as a qualified builder, the owner of the Glamping Pods at Hallidale has offered his building services if required to replicate what they have done at Hallidale. We have gained a lot of information from these groups and will use their experience to help us make the best decisions for our site.

We will use the necessary professionals as required for our development and will use the varied skills of the board and the Local Development Officer at HDDT to ensure the project progresses smoothly.

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.

Through community consultation we have identified a need for small industrial space in the village in order to retain business in the area and to allow them space to grow. As a part of our Coupers Yard project therefore we plan to address this issue by providing space for 2 local businesses.

In addition, our market research has shown an increased demand for accommodation and services in the area. Our provision of electric hook-ups and disposal facilities for the campers, as well as additional accommodation in the form of Glamping Pods, will address this issue and fill this gap.

We have informed our community of our plans for Coupers Yard through social media and we have presented our plans at various Community group meetings in Helmsdale. The resulting feedback from the members of the public has been very positive. There is a general belief that if we can encourage people to see Helmsdale as a destination, this will have a positive economic and social impact on our community.

We have discussed our plans for Coupers Yard with the Pre-planning team at The Highland Council and the feedback received is that our proposal is in accordance with the Development Plan allocation. Advice has been given in order to progress with planning applications for the project.

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.

(1) The estimated costs associated with this project are as outlined below –

PRE – DEVELOPMENT COSTS (inc VAT) = £10,075

Architect – Strategic definition /prep & brief - £2,925

Surveys & Assessments (SEPA, Contamination, Flood Risk, transport etc)-£3,400

Q.S. Elemental costings - £1,140

Consultation - HDDT Membership - £180

Admin Support pre-development (1 day/week Aug-Dec) - £2,028

Planning Application - £402

DEVELOPMENT COSTS - ESTIMATES (inc VAT) – TBC during Pre-Development

Asset purchase - £1

Legal Acquisition Cost - £875

Disbursements - £240

Construction fees & materials - TBC

Construction contingency @10% - TBC

Site set up and H&S - TBC

Building Warrant - TBC

Architect - £6,405

Principle Designer - £3,203

Q.S. - £3,660

Engineer - £4,575

Valuation - £480

Admin Support (1 day/week Jan-Oct) - £3,718

OPERATIONAL COSTS – Annual = £14,439

Admin support (HDDT) - £4,394

Maintenance - £1,800

Repairs - £780

Electric - £1,200

Cleaning (Average 3hrs/wk) & Materials - £2,047

Telephone - £900

Broadband - £600

Advertising - £480

Printing - £360

Postage - £120

Stationery - £180

Heating - £900

Consumables - £300

Bank charge - £114

Insurance - £264

2) The estimated income associated with this project is as detailed below -

Income from the project will be derived from rents associated with the hook-ups, Glamping Pods and from Commercial tenants. The rental from each unit is based on a conservative estimate in the first year.

INCOME FROM HOOK UPS – Assumes capacity @ 30% spread across the year

4 hook-ups @ £15/night - £126/wk

Annual income for hook-ups = £6,552

INCOME FROM GLAMPING PODS – Assumes capacity @ 30% spread across the year (based on 3 person average per night in small pod and 4 person average per night in large pod)

2 Small Pods @£40 for 2 people/night plus £10/night for each additional person - £210/wk

2 Large Pods @£50 for 2 people/night plus £10/night for each additional person = £294/wk

Annual income for Glamping Pods = £26,208

INCOME FROM COMMERCIAL TENANTS

LSH Transport (1100 square metres) - £145/month

Builders Yard (280 square metres) - £40/month

Annual income for Commercial Tenancy = £2,184

TOTAL ANNUAL INCOME FROM COUPERS YARD = £34,944

(3) Funding

It is our intention to apply to The Scottish Land Fund for the relevant pre-development costs for this project. We are in discussion with HIE in this regard at this time.

We are currently exploring funding from the Rural Tourism Infrastructure fund for the hook-ups and the disposal facilities (in conjunction with funding for the Public toilets in Helmsdale). We have a meeting with the Highland council in this regard on 18th September and will continue discussion to progress this between now and then.

An Expression of Interest has been sent to leader to request funding for part of the development costs and the Operational costs for the next 3 years and further funding is being explored.

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.

Name RONA ELLIS

Address 

Date 29th August 2018

Position CHAIR

Signature 

Name KAREN SUTHERLAND

Address 

Date 27th August 2018

Position TREASURER

Signature K. Sutherland

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 documents attached: **Mem Arts June 2015 and Mems and Arts signed**

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

Documents attached:

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

Documents attached:

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

Documents attached:

Section 5 – evidence of community support

Documents attached:

Section 6 – funding

Documents attached:

Search “Privacy Notices” on the Highland Council website to read our Privacy Statement in regards to Asset Transfer Request forms.

