

## 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**

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:

Postal address: **Community Centre, Dunrobin Street, Helmsdale**

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.

<b>X</b>	Company, and its company number is .....	SC 420622 (and charity number SC 043078)
	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is .....	
	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** **X**

**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** **X**

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.*

<b>Business Unit Name</b>	<b>Helmsdale Public Toilets</b>
<b>Business Unit Ref</b>	<b>HC 04934</b>
<b>Category</b>	<b>Other Land and Buildings</b>
<b>Function</b>	<b>Public Convenience</b>
<b>Easting</b>	<b>302633</b>
<b>Northing</b>	<b>915418</b>
<b>Address</b>	<b>Helmsdale Public Toilets, Dunrobin Street, Helmsdale, KW8 6JX</b>
<b>UPRN</b>	<b>130112978</b>
<b>Building Count</b>	<b>1</b>
<b>Site Count</b>	<b>1</b>
<b>Total Building GIA (m2)</b>	<b>32.78</b>
<b>Total Site Area (m2)</b>	<b>40.00</b>
<b>Business Unit Tenure</b>	<b>Feuhold</b>



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 04934**

### 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: **£0**

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

**The following assumptions apply to the Helmsdale Public Conveniences Project and will be essential in the decision to move forward with transfer of ownership.**

- **HDDT's existing Insurance Policy will cover this additional facility.**
- **Funding is available for initial costs to bring the building up to an acceptable standard.**
- **Funding is available for the position of cleaner on an ongoing basis.**
- **As a Community Organisation HDDT pay no business rates for the Public Conveniences.**
- **The Highland Council will make a payment of £200/month to HDDT to help cover the ongoing running costs of the Public Conveniences. This payment may increase as a result of the planned upgrades.**

### 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.*

In February 2018, due to budgetary pressures, The Highland Council proposed the rationalisation of 29 existing public toilets, including those in Helmsdale. The Helmsdale toilets are still targeted for closure.

Conditional upon the assumptions in 3A above, HDDT would like to take ownership and responsibility for the Helmsdale Public Conveniences with a view to continuing to provide this service in our Community. This is an important service, not only for visitors to our area, but also for delivery drivers, those driving emergency service vehicles and the local people. Keeping the Public Convenience open is another reason for people to stop in the village which could be positive in boosting the local economy.

The Helmsdale Public Conveniences are currently well used by a mixture of demographics and with the increasing popularity of the North Coast 500 this includes an ever increasing number of tourists. As well as this there are regular visiting cars, coach parties, football teams playing in the Highland leagues and lorry drivers making regular stops at the facilities. Removing the Public Conveniences in Helmsdale would cause problems for anyone needing a comfort break during their travels.

HDDT also plan to provide them with a much needed upgrade. We plan to include disposal facilities for campers along with disabled facilities, changing facilities and showers.

### **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.*

The proposal for refurbishment to the current Helmsdale toilets and added facilities of chemical disposal and showers will significantly make a difference to the way visitors dump their waste and allow for them to access better facilities that are more suited to their needs.

The lack of Public Conveniences would negatively impact all age groups but in particular the elderly, infirm, disabled and toddlers, who require regular rest break during long journeys. A lack of public toilets while out and about can result in 'holding on' which research suggests can lead to adverse health results. It may cause people to avoid going to new places and leaving their homes – leading to isolation and reduced quality of life. A report for Help the Aged in 2007 found that 80% of respondents did not find it easy to locate a public toilet, 78% found that public toilets were not open when they needed them and over half (52%) agreed that lack of provision prevented them going out as often as they liked. We do not wish to exacerbate these issues by allowing the Helmsdale Public conveniences to close.

### **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

### **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 main risk that HDDT have to consider is that if we take ownership of the toilets there are many ongoing operating costs to be covered. Our Business Plan shows that (apart from cleaners salary) we should be able to cover these costs with the projected income. We do however need separate funding for a cleaner as we do not have the resources to cover this cost. We aim to ensure we have funding to cover this costs before any work begins on the toilets.

## 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.*

The Trust 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. 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.

(f) The trust recently led the refurbishment of the Helmsdale War Memorial in time for the 100<sup>th</sup> anniversary in November of the end of World War 1.

(g) As part of our kitchen garden project we have recently secured funding to employ 2 people for the next 2 years as Project Officer and Head Gardener and this recruitment is about to take place over the next few weeks.

(h) We have recently secured funding to roll out a wireless broadband programme for the Strath of Kildonan and Kinbrace. We are now working alongside a local company to deliver this project which will transform the lives of many in our community.

We are working alongside the Rural Tourism Infrastructure team to help with funding for the Public Toilets project. We have gained a lot of information from them and will use this 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.*

**HDDT have carried out a survey to gather general opinion on the Public Toilets and the feedback was overwhelmingly in favour of keeping the toilets open and improving the facilities to provide a necessary service for our visitors and locals alike.**

### See below some of the comments received -

'Public health, human dignity, basic human needs.....improve toilet facilities'

'The closure of the public toilets would be detrimental to Helmsdale'

'I regularly travel through/ travel to Helmsdale as I find it Picturesque and the closure of public facilities means the local pubs or restaurants would need to shoulder a burden they never should'

'Closure of toilets would have a negative impact on tourism and short travel breaks, particularly those travelling the NC500'

'Buses, cars with tourists use car park to buy take away meals and then use toilet facilities'

'The public toilets are important when people are travelling the NC500'

'The toilets are so well used and gives people a reason to stop and when they do they spend more time in the village'

'If the toilets are closed this impacts on me as I walk every day and I'd have no toilet when out'

'Closing the public toilets would result in increased insanitary use of road verges by those reasonably expecting this basic village amenity'

'The village needs toilets otherwise people will be urinating, and worse, all over the place!'

'The public toilets in Helmsdale are the only place for visitors to the village to use a toilet, unless they happen to be in a restaurant or visitor centre. After a long journey the closure of these toilets would negatively impact any visitor'

'Closure of the toilets would mean there would be no public facilities, rather than the few we have now'

'The existing public toilets are a health hazard. Rather than closing them down they need to be upgraded'

'Toilet closure would have a negative impact on locals and visitors'

'Toilets shouldn't be closed! They are badly needed but need to be kept clean'

'So many tourists visit the village... public toilets are vital!'

'The toilets are essential and need updating with shower facilities'

'Toilet closure would have massive impact on tourist buses that stop throughout the summer season. I am aware toilets are regularly used even into late evening by haulage transport companies. We want to attract visitors to stop and spend time in village not drive straight past'

'The closure of the public toilets will affect the village immensely, The village is very busy during the summer months with visitors, coaches coming in, where are all these people supposed to go to the toilet. Maybe the coaches will stop coming once the toilets are closed'

'Closing the public toilets is terrible, with the amount of visitors we have coming to the village, they need money spending on them. DONT SHUT THEM!!!'

'I think the existing toilet block needs to be refurbished and additional waste facilities added to it. Make them a paid service if that's what it takes to keep them'

'The toilets are very basic at present and often dirty however they are the only toilets between Helmsdale and Wick/Thurso within easy access of the A9. Is this acceptable with an ageing population who require such facilities on a regular basis. It is the 21st century; I don't believe it would be acceptable to drive such distances on a motorway without providing such facilities so why should the people of the Highlands be discriminated against. In addition the lack of facilities must pose a health hazard, risk to the population.'

'Closure of public toilets would impact negatively. Not everyone has strong bladders even without other health issues'

'We really require the continuation of the Public Toilets for the use by tourists, locals and the ever increasing development of the surrounding areas'

'I think we need public toilets in Helmsdale, it would negatively affect the tourist industry if they closed'

'No public toilets from Brora to Wick/Thurso'

'The closure of the toilets would have a negative impact on the village. People will be leaving human waste where it shouldn't be causing a contamination risk and spoiling the landscape'

'Toilets are used a lot by people in tourist buses and cars – closure would impact the economy of the village negatively'

'Losing public toilets would be disastrous'

'If the toilets close people wouldn't stop, they would just bypass the area'

'The closing of toilets has a definite impact'

'Toilets closure impacts on everyone, personally and financially - besides visitors horror at the standard of current facilities'

'The closure of the toilets there would have a real impact on people with bladder control issues as it's a long way then to either Halkirk or Brora'

'Public toilets are essential to visitors, who stop in the village'

'The public toilets in Helmsdale are an important resource for visitors and should be retained'

'If the toilets close it'd be a huge loss to the village'

'I feel the closure of the public toilets would have a drastic negative impact on the village, we should be looking to improve them, for the growing amount of tourists that visit our village, with the popularity of things such as the NC 500, the numbers are only going to increase'

'The toilets provide a necessary service to both tourists and local visitors'

'They should be upgrading the toilets in Helmsdale as there are a lot of tour busses that stop in Helmsdale, there is also a lot off camper vans and other visitors to the village'

'If the public toilets close, there will be nowhere for anyone to use - I am sure the shops & businesses will soon get fed up of people traipsing through their properties. Also, I think there would be a huge increase in people using the area around to do their business. It could also have a disastrous effect on tourism / visitor numbers'

## 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.

<b>Finance Table Pre-Development</b>				
<b>Budget Headings</b>	<b>£</b>	<b>RTIF</b>	<b>SSE - Gordonbush</b>	<b>Other - TBC</b>
Architects - Feasibility	2000	n/a	1,000	1,000
Surveys & Assessments (SEPA, Contamination, Topo)	3400	2,380	1,020	
Quantity Surveying - outline schedule & Costs	1794	1,255	539	
Admin Support	1037	n/a	1,037	
Legal & Planning Fees	402	281	121	
Building Warrant	1879	1,315	564	
Valuation	480			480
Land	0			
<b>Total for 2018-19</b>	<b>10992</b>	<b>5,231</b>	<b>4,281</b>	<b>1,480</b>

<b>Finance Table Development Stage</b>				
<b>Budget Headings</b>	<b>£</b>			
Disbursements	240	168	72	0
Construction & materials Public Conveniences	71900	50,330	8,000	13,570
Construction contingency @10%	7190	5,033	800	1,357
Architect	6405	4,483	1,922	0
Principle designer	3203	2,242	961	0
Quantity Surveying	4800	3,360	1,440	0
Engineer	4575	3,202	1,373	0
Project Management	3718	2,602	1,116	0
<b>Total for 2018-19</b>	<b>102031</b>	<b>71,420</b>	<b>15,684</b>	<b>14,927</b>

<b>Finance Table Operating Costs</b>						
<b>Budget Headings</b>	<b>£</b>	<b>Highland Council</b>	<b>Income from Disposal Facilities £5</b>	<b>Income from Entry Donations (Average 30p)</b>	<b>Income from Showers (£1 for 5 mins)</b>	<b>Other Funding TBC</b>
	£	£	£	£	£	£

Admin support (HDDT)	2230	0	1,500	0	0	730
Maintenance Public Conveniences	696	139	557	0	0	0
Electricity Public Conveniences	1176	235	0	941	0	0
Water Public Conveniences	1032	206	0	826	0	0
Cleaning & Materials Public Toilets (10.5 hrs/wk)	7524	1,018	0	500	564	5442
Telephone	900	180	0	720	0	0
Broadband	600	120	0	480	0	0
Advertising	480	96	0	384	0	0
Printing	360	72	0	288	0	0
Postage	120	24	0	96	0	0
Stationery	180	36	0	144	0	0
Heating	600	120	0	151	0	329
Consumables	150	30	50	70	0	0
Bank Charges	120	60	60	0	0	0
Insurance	126	63	63	0	0	0
<b>Total for 2018-19</b>	<b>16294</b>	<b>2,400</b>	<b>2,230</b>	<b>4,599</b>	<b>564</b>	<b>6,501</b>

- \* Once the Public Toilets are upgraded the Highland Council contribution may increase
- \* Additional funding still to be found towards cleaners post = £4678 as detailed above

## 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

Address

Date

Position

Signature

Name

Address

Date

Position

Signature

### 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: See MEM ARTS attached

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

Documents attached: See above

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

Documents attached: See 3A above

**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: See above

**Section 5 – evidence of community support**

Documents attached: See 5.1 above

**Section 6 – funding**

Documents attached: See 6.1 above

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