

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

Glen Urquhart Rural Community Association (GURCA)

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

Postal address:

The Old School House
Bunloit
Drumnadrochit
Inverness

Postcode: IV63 6XG

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:

Postcode

Email

Telephone

- ✓ 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.

	Company, and its company number is	
	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is ...SC020223.....	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.

1.5 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.

Drumnadrochit Tourist Information Centre and Public Toilets HC 05969

(plan of building provided as checklist item section 2)

Pictures show the building located in Drumnadrochit village car park

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: 130100123

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: around £70,000-£75,000 based on an initial Highland Council valuation of the building. Final figure subject to be agreed based upon an independent survey and valuation of the building

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?

A short-term arrangement to bridge the gap between the end of the current tenant's lease ending (18th April 2019) and the receipt of funding to support the purchase of the building (up to 12 months)

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

Proposed rent: £ 625 per month from 19th April 2019 (equivalent to £7,500 annual rent). Termination of the lease to take place on purchase of the asset.

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?

In addition to the use of the front section of the building the community association would also propose assuming responsibility for the operation and maintenance of the public conveniences situated at the rear of the property.

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.

The development trust's (GURCA's) intention is to establish and operate a social enterprise that will provide sustainable services to the community and employment for up to six locally based employees. The enterprise will support the continued development of the vibrant tourism sector around Drumnadrochit and Glen Urquhart and the wider Great Glen area running from Fort William to Inverness.

The social enterprise will enable the provision of a Tourist Information service for visitors to Drumnadrochit and Glen Urquhart to be maintained and developed (following Visit Scotland's decision to withdraw this service from Oct 2018), with the associated benefits this brings to local businesses serving this sector.

These services will be sustainably maintained by revenues generated from

- the purchase and operation of an existing baggage transfer business for walkers undertaking self-guided and independently organised treks on the Great Glen Way, Affric Kintail Way, Loch Ness 360 and East Highland Way
- commission obtained on retail sales of local crafts, souvenirs and boat trip tickets
- the operation of the existing public conveniences located in the building

Purchase of the existing purpose-built facility located in Drumnadrochit village car park provides an appropriate base for the operation of the baggage transfer business and the provision of the other services being undertaken by the social enterprise.

The location of the building within a 4,000 sqm (100 space) car park also provides scope for further development of the services to be provided by the social enterprise through a future transfer of this asset to the community.

The remaining profit generated by the activities undertaken by the social enterprise will be used by Glen Urquhart Rural Community Association (GURCA)* to deliver community benefit to locally based groups and activities in line with its defined aims and objectives.

*Glen Urquhart Rural Community Association is a registered charity and two tier Scottish Charitable Incorporated Organisation (SCIO)

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.

Drumnadrochit is a significant location in terms of tourism in the Highlands. It sits within 2 miles of Urquhart Castle, the third most visited castle in Scotland which receives in the region of 500,000 visitors per year. The village also intersects with three long distance walking trails, the Great Glen Way, the soon to be launched Loch Ness 360 trail and the Affric Kintail Way and is a key stop-over location for the 5,000 or so walkers that undertake these routes each year. The village is also a popular stop-off point for bus tours, visitors in cars en-route to and from Skye and those undertaking the North Coast 500 which passes close to Glen Urquhart.

The services that will be provided by the Social Enterprise will help to maintain and develop the local tourism infrastructure providing benefit to those visiting the area and many of the local businesses that provide services that support the tourism sector.

The social enterprise will provide 5-6 local jobs with the services being delivered adding to (rather than duplicating) existing services and facilities available to visitors around the centre of the village.

The baggage handling business will undertake the movement of bags between Fort William and Inverness providing a vital service to local accommodation providers that rely on walkers for business. **This activity will directly employ three people locally and indirectly provide income to three subcontractors based in Fort William & Inverness.**

The continued provision of the Tourist Information service will continue to meet the needs of many visitors to the village and will ensure that local tourism businesses located in the village and the more remote rural areas of Glen Urquhart continue to be promoted. **This service along with the operation of the existing public conveniences will directly employ another two people in the first year rising to three in the second year of operation.**

In addition to the provision of these services, **the social enterprise is expected to generate profits after costs of circa £72k** over the first three years that will be re-invested into the community by the development trust to support projects that support its defined aims and objectives.

The development and operation of the social enterprise will also develop skills and capacity that will result in a more robust and sustainable local community.

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.

None identified to date or disclosed in information presented by the council.

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

None identified to date

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.

Glen Urquhart Rural Community Association was founded in 1959 and reconstituted in 2017 to enable it to operate as a two-tier SCIO and Development Trust. It currently has a board of eight trustees. The trustees have a range of skills and experience gained from positions held in management, finance and operational roles in both private and public sector organisations.

The trust manages physical assets within the community (value c £100k) and trustees have been involved in the successful delivery and management of the local

care centre and the development of projects to deliver social housing (c £1.6m project cost).

The social enterprise is expected to be established as a trading subsidiary of GURCA, with a small board comprising of some of the existing trustees, other relevantly skilled members of the community association, other community groups and the wider community.

GURCA is a member of the **Development Trusts Association Scotland** and **advice will be sought from them and other relevant parties** on the appropriate constitutional and governance structure and processes for the social enterprise.

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.

The timeline of events and activities undertaken to date shows a high level of community support for the proposal and a commitment to delivering a sustainable plan for the building on the part of the development trust. In addition to the development trust the initiative has received support from the Community Council and local Chamber of Commerce.

The decision to stop providing Tourist Information from the car park in the centre of Drumnadrochit was communicated to the community by Visit Scotland in **January 2018**.

An initial expression of interest in the building on the part of the community was lodged at a meeting held in **April 2018** [REDACTED]

The impending closure of the TIC was then the subject of a public meeting held in Drumnadrochit Village Hall **22nd May 2018**. This was attended by [REDACTED]

[REDACTED] around 200 members of the community association and general public.

A vote held at the public meeting provided the community association with a mandate to evaluate options for community ownership of the building and car park. Those that voted in favour – 170 (90%), against – 12 (6%), Abstentions – 2 (4%) Total votes cast - 189

A working group of volunteers from the community (11 participants) was then formed and met through **June, July and August 2018** to evaluate ideas for use of the building and options to operate this sustainably to cover the running costs. Following engagement with the **Community Ownership Support Service (COSS), Development Trust Association Scotland (DTAS) and the Community Alliances Enterprise Accelerator programme** a draft business plan and funding options to launch the social enterprise were developed through **October and November 2018**. The draft business plan was ratified by the GURCA trustees to support an asset transfer request on **12th November 2018**.

A second public meeting is planned for January 2019 to present the plan for the social enterprise to the local community and to development trust members for approval.

There has also been engagement with potential funders for the purchase of the building, with a successful referral to the **Scottish Land fund** received in **August 2018**. **The land fund has confirmed GURCA's eligibility to apply for stage 1 funding to obtain technical support for the purchase of the building.**

Following the submission and acknowledgement of a Formal Expression of Interest lodged on **12th July 2018**, an initial meeting with Highland Council took place on **10th August** to understand the asset transfer process and a progress update on idea development and funding was provided on **25th September 2018**. This resulted in the Ward Manager being identified as the point of contact for the proposed asset transfer and a further meeting was held [REDACTED] to discuss the status of the community's proposal on **1st November 2018**.

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.

A combination of grant funding and borrowing will be used to fund the purchase of the building and the baggage handling business.

The trust is engaged with the **Scottish Land fund** and has been confirmed as **eligible** to apply for stage 1 technical support & stage 2 funding for the purchase of the building, (£70,000-£75,000 subject to an independent valuation)

Support has been also received following a DTAS referral to Community Enterprise to identify a **range of funders with eligibility criteria applicable to GURCA for purchase of the business - see Enterprise Accelerator report dated Nov18 checklist item section 6**

Purchase of Building - Grant funding

- 95% t.b.c. Scottish Land Fund
- 5% t.b.c. balance Soirbheas - Local Development Company

Purchase of baggage handling business – Loan & Grant funding

- 84% t.b.c. Loan
- 16% t.b.c. Grant Funding Soirbheas

A future community share to re-finance the portion of loan funding will also be considered.

A business plan describing the Social Enterprise is being developed. The profit and loss model for years 1 – 3 showing expected income and expenditure for the social enterprise including costs for rent (year 1) and operating costs for the building is shown below

	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
GURCA Social Enterprise Profit & Loss	FY 19/20	FY 20/21	FY 21/22
Income			
Baggage transfer business	£ 126,105	£ 126,105	£ 141,868
Retail	£ 8,190	£ 8,190	£ 8,190
Provision of public toilets	£ 23,875	£ 23,875	£ 23,875
Other	£ -	£ -	£ -
Total Income	£ 158,170	£ 158,170	£ 173,933
Costs			
Salaries & other staff costs	£ 72,867	£ 85,887	£ 88,491
Sub-contract costs (drivers & transfers)	£ 25,496	£ 25,496	£ 15,948
Vehicle leasing, repairs, servicing & insurance	£ 3,000	£ 3,000	£ 7,240
Fuel Costs	£ 4,783	£ 4,783	£ 5,877
Business Insurance	£ 500	£ 500	£ 500
TIC - Rent, rates	£ 7,500	£ -	£ -
Utilities (Water, electricity)	£ 5,695	£ 6,265	£ 6,891
TIC - Repairs and renewals of property & equipment	£ 3,121	£ 3,121	£ 3,121
Phone, fax & stationary	£ 3,500	£ 3,500	£ 3,500
Bank & credit card charges	£ 500	£ 525	£ 551
Accountancy and professional fees	£ 2,000	£ 2,100	£ 2,205
Other business expenses	£ 5,500	£ 500	£ 500
Interest on loan repayments	£ 4,228	£ 4,228	£ 4,228
Dividend payment for community share	£ -	£ -	£ -
Total Costs	£ 138,690	£ 139,905	£ 139,052
Net business profit	£ 19,480	£ 18,265	£ 34,881

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.

I, of do hereby certify that the information provided in this form is true and correct to the best of my knowledge and belief.

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Signature of

Signature of

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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:

Version2 GURCA SCIO Two Tier Constitution

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

Documents attached:

Plan of Drumnadrochit TIC

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

Documents attached:

TIC Initial Feedback on Valuation

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:

Results of GURCA voting

Section 6 – funding

Documents attached:

EA - GURCA funding options