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| **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.**

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| 1. **Information about the community transfer body (CTB) making the request**
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* 1. Name of the CTB making the asset transfer request

Applecross Community Company

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

Postal address: The Filling Station, Shore Street, Applecross, Ross-shire

Postcode: IV54 8LR

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

Contact name: Roslyn Clarke

Postal address: c/o The Filling Station, Shore Street, Applecross, Ross-shire

Postcode: IV54 8LR

Email: ldo@applecrosscommunitycompany.org

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)*

X

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

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| X | Company, and its company number is… | SC342825 and a registered charity SC042865 |
|  | 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. 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. 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?

Applecross Community Company is a community controlled body. We are incorporated as a company, as well as a registered charity.

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| 1. **Information about the asset requested**
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* 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.*

Applecross Car Park, Shore Street, Applecross, IV54 8LT. The car park is located between Applecross community toilets and Applecross Filling Station.

The asset transfer is for the entire piece of land (873.84m2), and the boundary of which is shown on the attached maps.

Business Unit Name Applecross Car Park

Business Unit Ref HC 02005

Category Other Land and Buildings

Function Car Park

Easting 171172

Northing 844582

Address Applecross Car Park, Applecross, STRATHCARRON, IV54 8LT

UPRN 130112346

Building Count 0

Site Count 1

Total Building GIA (m2) 0

Total Site Area (m2) 873.84

Business Unit Tenure Feuhold

* 1. Please provide the UPRN (Unique Property Reference Number), if known.

 *This should be given in the relevant authority’s register of land*

UPRN: 130112346

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| 1. **Type of request, payment and conditions**
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* 1. Please tick what type of request is being made:

X

 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? :

Ideally, we would like to acquire this land at a nominal fee. The project is not for profit, but for the benefit of the wider Applecross community. ACC has very limited funds, however we would apply to the Scottish Land Fund for assistance with funding if required. We hope this would not significantly add to our project timeframe.

Proposed price: £0 - £10,000

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?

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.

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| 1. **Community Proposal**
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* 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.*

**Project Outline:**

The Applecross Community Company (ACC) would like to request the ownership of the Applecross Car Park to allow for the development of a community building which includes upgraded public toilet facilities, campervan disposal facility, electric vehicle charging point, affordable housing and a community multi-use space (office/information/retail space/bicycle hire).

**Project Objectives:**

The ACC has three main objectives for the project:

1. To allow upgrade of the existing the public toilet facilities; and

2. To add value to the asset by including campervan disposal facility, EV charging point and multi-use space that would earn an income in this prominent location.

3. To provide affordable housing for local residents.

**Project Need:**

The Applecross community toilets are a vital service for high volumes of tourists which come to Applecross each year, with the nearest alternative public toilet being is approximately 45 minutes’ drive away! There have been increasing number of "wild" campers in the Applecross area and this increases the need on our community toilets. Without the community toilets, local businesses and the beautiful natural environment of Applecross would suffer.

The current toilets are not in great condition, and they are too small to provide all the appropriate facilities required for remote community toilets. The toilets are old, need regular maintenance and are not up to the current standard required by the Highland Council Comfort Scheme.

In 2018 ACC conducted a community survey, which highlighted a need for improved public toilets and a community owned visitor centre. Furthermore, ACC are currently undertaking a community-led design Community Land Use Plan, and initial results also support this need (Report expected June 2019).

Funding for the toilets currently comes from public donations and the Highland Council Comfort Scheme, of which the latter has recently been reduced and is uncertain in the future. Last financial year the Community Toilets made a loss of £1,200, which the ACC had to subsidize from its modest reserves. The project aims to create a community facility which would earn an income to be sustainable in the future.

There is also a need for a camper van waste disposal facility in the area. ACC have had issues with drivers dumping their waste down the public toilets, which is unacceptable. This facility could be charged per use.

Additionally, there is currently no tourist information centre in Applecross. The prominent location of the Applecross car park is an ideal location for this service. This could be incorporated with a small office space or retail space.

There is a local housing shortage in Applecross, with a very high demand for second homes/holiday houses. Currently 34% of Applecross houses being holiday lets or second homes (Highland Council Register 2019), and housing prices are often far beyond local means. Many residents live in caravans, or temporary accommodation, or house sitting/couch surfing; and many residents move away. This project would help address this issue by creating an affordable home(s) for residents, which in turn will help create a sustainable community.

**Proposed Development/Changes:**

The Applecross Car Park is located at the junction on Shore Street. It is situated between two of the ACC’s current assets and is a prominent location for a community building.

We propose replacement of the current community toilet building with a larger, community building that incorporates the following:

- improved public toilet facilities,

- campervan waste disposal facility,

- electric vehicle charging point,

- affordable housing (apartment), and

- a community multi-use space for office/information/retail space/bicycle hire.

We understand the importance of car parking in this area, and so our proposed development would aim to retain as much car parking as possible by utilising the “garden” space in the car park.

In addition, we would hope to design a building which is in keeping with the surrounding buildings and natural landscape. The building would be energy efficient and easy to heat and clean.

**Benefits of the proposal**

* 1. 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 project is very beneficial to both the Applecross Community and its visitors. These have been outlined below:

**Economic**

This project will bring long term economic benefits to Applecross Community. The development of the community building will allow for economically sustainable facilities that will generate income for the community. The project provides economic opportunities from:

- Public toilet facilities,

- Campervan waste disposal facility,

- Electric vehicle charging point,

- Rent from affordable housing, and

- A community office/information/retail space/bicycle hire/repair.

The additional income possibilities including bicycle hire, small retail space, office space including hot desks and internet facilities are only some of the small business possibilities that could be developed. This facility would allow the ACC to develop these business ideas or provide the opportunity for individuals in the community to take these forward.

Applecross hosts many beautiful walks and outdoor activities, of which have no public facilities. By the provision of the public toilets, we are helping the sustainability of local tourism in Applecross, bringing economic benefit to the community.

**Regeneration**

This car park area is in a very prominent location in Applecross. The current toilet facilities are old and in need upgrade. The car park area is well maintained, however there are many items that could be improved such as the “garden area” and car park surfacing.

This project would bring new life to this area and create a community and tourist focal point. The community building, landscaping, signage and access area would all be improved with this project. The car park is an ideal location for tourists to gain information on the local area, including maps and tourist boards.

**Health and environmental benefits**

The project will encourage physical activity for both the community and its visitors, by providing a focal point with information boards for which to start local walks from. Bicycle hire facilities will allow visitors (and the community) to cycle the local area, helping to reduce both congestion in Applecross and reduce our carbon footprint.

The electric vehicle charge point will encourage the use of electric vehicles in Applecross and help reduce the NC500’s overall carbon footprint.

The provision of public toilets helps to keep our environment clean and beautiful. “Wild camping” is popular in the Applecross bay area and some visitors choose to go to the toilet outside. We cannot stop this, however providing public toilets helps to minimise this.

The ACC currently have problems with campervan users disposing of chemical waste down the community toilet. The campervan waste disposal facility will help to address this issue.

**Social wellbeing**

This project will provide community empowerment by successfully owning and developing community assets. The sense of community that is created and the positive mental wellbeing that comes from this will help the community be stronger and more resilient.

**Tackle inequalities**

We aim to provide toilet facilities that are up to the current standard and provide facilities for disabled, as well as a baby changing area. All access areas will be suitable for disabled use.

There is a housing shortage in Applecross, with many residents living in caravans, or temporary accommodation, or house sitting/couch surfing. By providing affordable housing, we are tackling inequalities of residents who are not in secure or appropriate housing.

**Restrictions on use of the land**

* 1. 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.*

Based on our initial inquiries, there are no known restrictions on the use or development of the land.

ACC plan to undertake a feasibility study before any proposed developments, with the help of Scottish Land Fund Stage 1 funding. The feasibility would include a topographical survey, site investigation, contamination survey, archaeological survey and business plan. ACC plan to engage Highlands Small Communities Housing Trust to support with the feasibility study.

At the feasibility stage, a planning pre-application will also be submitted for the development of the building(s).

**Negative consequences**

* 1. 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 ACC believe there will be minimal negative consequences to this project, however three possible risks include:

- Lack of toilet facilities during construction

- Risk of parking issues

- Lack of community support.

**Toilet facilities during construction period**

There is potential for issues when the toilets are closed for construction. To minimise this, we will main to undertake construction in the off-peak season and suggest alternative facilities at local restaurants/cafes. Lack of toilets may have a negative effect on the local economy, however in the off-peak season, this will be minimised.

**Car Parking**

The proposed development would aim to retain as much car parking as possible by utilising the “garden space” for the community building development. ACC will also encourage walking and bicycling via the information boards, to help alleviate congestion at this location.

**Community consultation and communication**

Recently the ACC have undertaken extensive community consultation (community survey 2018 and community-led design Community Land Use Plan 2019), and both highlighted a need for improved public toilets and a community owned facility. This engagement process allows for communication between the ACC and the entire community, and as a result helps to minimise any community issues.

The ACC continues to communicate with the community through a range of methods, including:

- The Applecross Forum (a quarterly meeting between the community and Applecross stakeholders).

- Quarterly ACC newsletters emailed to members and posted on local notice boards.

- Quarterly information publicised in our local newspaper An Carrannach.
- Regular social media posts (facebook, twitter) and up to date website.
- Communication via our Local Development Officer attending community groups.

**Capacity to deliver**

* 1. 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.*

**ACC Track Record**

The ACC has been established for over 10 years, and during that time it has been responsible for many community projects including: the purchase of the local public toilets, the purchase of the local filling station, the establishment of a local community broadband scheme and the establishment of a local hydro scheme.

The ACC currently own 3 community assets: community toilets, community filling station and community broadband scheme (AppleNet). All these assets are run 24 hours a day, 7 days a week, 365 days a year!

The community toilets are managed by Applecross Community Company and are financed by donations, Highland Council comfort scheme grant and any shortfall is subsidized by our own company funds. The ACC fully renovated this asset in 2012 and manage day to day running this asset, including employing a local cleaner, managing toilet supplies, insurance and on-going maintenance.

The community filling station and broadband scheme (AppleNet) are managed by our fully owned trading subsidiary, Applecross Community Trading Company, and both make modest profits. The ACC oversee the progress of these assets and assist with asset development and long-term planning.

The ACC have recently completed our community owned 90kw hydro scheme which will earn a long-term income to be invested in community projects. The scheme was developed by the ACC to construction stage and then formed a community benefit society, Apple Juice (Applecross) Ltd which issued shares in the scheme. Profits from the scheme are passed on to ACC to be invested in projects of benefit to the community.

ACC are currently developing an affordable housing project in the village of Camusterrach. The project is currently in development and completion is expected March 2021.

**Company Skills**

ACC has many volunteers from the community and our company would not function without their help. The board of directors are all volunteers and donate their time and energy for the benefit of the community. Currently on the board we have directors with experience in finance, project management and construction.

We also have approximately 10-15 regular volunteers who help in a variety of ways including: spring cleans of the toilets, building maintenance, community lunch fundraisers, weekly cleaning of our hydropower intake screen, and regular fuel dipping at our filling station.

The ACC has a local development officer (fully funded by HIE until March 2021) who will oversee the project. The LDO will communicate back to the ACC Board and community. The LDO is a qualified civil engineer with experience in project management.

**External Advisors**

ACC plan to work closely with Highlands Small Communities Housing Trust (HSCHT) on this project. They have extensive experience and expertise in community owned assets and project management. ACC have a good working relationship with HSCHT working with them on other community housing projects.

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| 1. **Level and nature of support**
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* 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.*

There is significant local support from the community for this project.

The ACC represents the Applecross community and its aim, as defined by its articles of association, is “*To manage community land and associated assets for the benefit of the Community and the public in general*”. ACC has 120 members, it is a registered charity and a community-controlled body which is run by elected representatives of the Applecross community.

ACC took ownership of the existing community toilets in 2012, fully renovated the asset and over the years the Applecross community has showed full support for this initiative. Members from the community regularly volunteer to undertake deep cleans of the toilets and provide on-going maintenance.

There have been several recent surveys and consultations conducted in Applecross which all provide evidence that Applecross community supports this project:

i. The ACC undertook a community-led design Community Land Use Plan in Spring 2019, which included a three-day workshop with the Applecross Community. This plan is still in progress, however initial results highlighted the car park area as a potential development area. Extract of document is attached.

ii. The ACC survey 2018 which received 163 responses (over 70%), ranked “Improved public toilets” as number 4 in developments that would be the biggest benefit to the Applecross Community.

iii. The 2018 Highland Council “Westplan” details Placemaking Priorities for Applecross including:

“*To provide new and enhanced electric car and active travel facilities within the village…”*

*“To identify and make available land for new/enhanced community facilities and infrastructure…”.*

*“To identify and make available land for affordable housing for local residents and those wishing to make a long lasting contribution to the community.”*

iv. The “Shared Community Vision” prepared by the Applecross Working Group was based on the extensive community survey carried out by Strath Caulaidh Ltd during 2016. This community vision highlighted an outcome to “*secure provision of local services and community assets*” and “*provide a wider range of housing solutions (elderly, single occupancy, affordable, accessible)”.*

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| 1. **Funding**
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* 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.*

The cost of the land is still to be determined, and we hope to include an independent valuation within the feasibility study.

ACC intend to apply for the Scottish Land Fund (SLF) for the following:

- Stage 1: Feasibility Study

- Stage 2: Land acquisition

We have had initial discussions with the SLF, and they are supportive of the project and invited us to apply for Stage 1. As part of the feasibility, we will engage Highland Small Communities Housing Trust to assist us in generating a business plan for the proposed development and long-term business model.

For Stage 2, SLF offers 95% of land acquisition costs and we would hope to generate the remaining 5% from other funding sources, or our private reserves.

We plan to apply for the Rural Housing Fund for the development of the community building. The costs and funding for the main development is dependent on the business plan produced in the feasibility stage.

It is hoped that the facility will be economically sustainable and generate enough income to cover long term maintenance and overheads (including insurance and cleaning). However, the ACC is a well-established organisation and can budget to cover on-going costs, if necessary, for the benefit of the Applecross Community.

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| **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

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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:

Articles of Association of Applecross Community Company

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

Documents attached:

Car Park Map 1 and Car Park Map 2 (Screen shots from Highland Council website)

**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:

Extract from Applecross Community Land Use Plan 2019 (Draft) which details proposal for Car Park area.

**Section 5 – evidence of community support**

Documents attached:

Applecross Survey Infographic 2018

Shared Community Vision 2016

**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.*