

## 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

Wick Community Hub

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

Postal address:

Wick Youth Club, Lower Dunbar Street, Wick, Caithness, Scotland

Postcode: KW1 5AW

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: Mrs Julie Mackinnon

Postal address: Manager, Wick Youth Club, Lower Dunbar Street, Wick, Caithness, Scotland

Postcode: KW1 5AW

Email: [wickyouthclub@hotmail.co.uk](mailto:wickyouthclub@hotmail.co.uk)

Telephone: 01955 603174

**X** 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 .....	
X	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is .....	SC047287
	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?

## 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.*

The asset is the Rosebank Playing Fields, Thurso Street, Wick, KW1 5LE which is land owned by The Highland Council.

Information provided, as per the Highland Council 'Map of All Our Properties' site:

Business Unit Name	Rosebank Pavilion
Business Unit Ref	HC 04959
Category	Other Land and Buildings
Function	Changing Room / Pavilion
Easting	336145
Northing	950718
Address	Rosebank Pavilion, Thurso Street, Wick, KW1 5LE
Building Count	2
Site Count	1
Total Building GIA (m2)	153.63
Total Site Area (m2)	270.00
Business Unit Tenure	Feu hold

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: 130112994

### 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

#### **Other terms and conditions applicable to the request**

1. The Council to put all access routes from the Public Road into a good and substantial repair.

2. A full structural survey to be carried out at the Councils expense with the transfer of ownership to be subject to the land, access ways and buildings being transferred free of any and all structural defects.

3. The Council to grant or arrange for there to be granted all rights of access required for the efficient operation of the building for the purposes of Wick Community Hub as detailed within the Constitution attached.

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?

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

Proposed rent: £	per
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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?

Please see 3A above.
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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.*

The building and land has been leased in the name of Wick Youth Club for the six years prior to the date of this request. Due to the criteria involved in the transfer, we have had to change the name and legal status as the applicant from Wick Youth Club to Wick Community Hub (SCIO).

The objective of the project is to continue to provide healthy outdoor sports and recreational activities for the population of Wick and surrounding districts as well as visiting tourists during the summer months. Our activities are enjoyed by all ages, from toddler to pensioner and include bowling, crazy golf, tennis, putting, football, and bouncy castle.

We have extensively refurbished and decorated the pavilion within the grounds to a very high standard and offer this space to organisations for meetings and to the public for children's parties and other social events. We have removed the old 6ft high wire fencing around the bowling green and replaced it with tasteful wooden fencing. The car park has been extended to provide disabled parking and additional steps have improved access within the grounds. We have added flower tubs and hanging baskets around the grounds which have enhanced the appearance greatly.

Initially all groundwork was carried out by Highland Council gardeners. In 2014 in agreement with Highland Council we took over the full maintenance of the bowling green. Weeding of the flower beds and grass cutting continued to be done by the council gardeners. When we took over the Rosebank, the bowling green at that time was in very poor condition. The council gardeners did not have the time required to spend on its upkeep and the grass had deteriorated badly. After a lot of hard work it is now recognised as being one of the best in the North of Scotland particularly by visiting bowlers. In 2013 there was only a handful of outdoor bowling competitions held at Rosebank due to the green condition. To date membership of the bowling club has tripled and the Rosebank green is now used by the Scottish Outdoor Bowling Association for competition matches. This year we have hosted 18 local bowling competitions and Rosebank is now the official home ground for teams from Orkney and Shetland when competing in National competitions. All day competitions are attended by up to 60 bowlers who travel from as far afield as the Borders to Shetland. There are local league matches weekly throughout the summer and the green is also enjoyed and used by members of the public including visiting tourists.

Tennis is very popular throughout the summer and we were privileged to have Judy Murray visit us since taking over. She was very impressed with the fact we had taken over the facility rather than see it closed down and was encouraged by the many children who came to her free tennis lessons on the day. Since 2013 we have seen a huge increase in the amount of children using our facility particularly for five-a-side football and tennis. Purchasing a high quality bouncy castle now means that families can enjoy the amenities with the younger children using the castle while the older ones enjoy the other sports available. We have also seen an increase in the amount of people particularly tourists, who use our grounds for family outings which include a picnic as well as using the activities.

We are used as the venue for local and rural primary school outings before the schools break up for the summer holidays. This year we had over 300 children attending over the course of a few days. We offer an all inclusive sports package and the children also enjoy a picnic lunch. We have various disabled groups who use the youth club on a weekly basis who choose to come to Rosebank during the summer if the weather is good. They particularly enjoy the bowls. Disabled pupils from Wick High School also come to experience outdoor bowls. We hold Fun Days which are very well attended and various other fundraising events. Money raised has gone towards purchasing sports items as well as improvements within the grounds.

Currently the Rosebank does not have a telephone line. We have however installed mobile broadband so as our customers can enjoy free Wifi. This service is also widely used to enter scores etc. during large National Bowling Competitions when matches are played at different grounds on the same day.

Activities available include, but are not limited to:-

1. Tennis
2. Bowling
3. Crazy Golf
4. Putting
5. Football
6. Bouncy castle

With potential funding we are looking to upgrade the existing facility further by improving the windows in the pavilion to make them more energy efficient, particularly over the winter months. These are the original windows and are single glazing. With the increased demand on the facility, particularly for bowling competitions which have upwards of 60 competitors plus spectators, we also require to upgrade the toilets. At present there are only two very small ladies cubicles and one mens. We currently have no disabled toilet and no baby changing facilities. There is also limited access up to, and into, the pavilion for the disabled. A wheelchair ramp is essential for access to the pavilion as well as onto the grounds. The heating at present consists of 6 roof blowers which have to be switched on when needed. They are unsuitable for the size of area covered and are very noisy. They need to be replaced with energy efficient radiators which can be controlled.

It is also worth mentioning with the inclusion of accessible/disabled toilets and changing facilities we would also bring a community benefit as Rosebank would be providing a central point for any members of the public requiring these facilities.

## 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.*

In collaboration with Rosebank bowling club, we have already brought the grounds and the pavilion up to an excellent standard which the local community have already greatly benefited from. More families with children are now able to enjoy outdoor recreational activities which can greatly improve both physical and mental health. We have made our prices affordable to those on a low income and we have discounted prices for families. The Rosebank attracts a wide range of people from across the social diversity spectrum.

Within the pavilion we have included a closed-in bar area which now runs with a permanent licence to sell alcohol at bowling and other licensed events; complete redecoration and new furniture. The kitchen has also been improved to comply with environmental health regulations in accordance with serving food.

Our main priority now is to concentrate on bringing in more people through new activities. At present, bringing in new activities comes with restrictions. We have found that many funders will not support us as the facility is currently local authority owned. This particularly applies to improving or expanding the facility. Having ownership will hopefully increase our chances of gaining funding to upgrade our existing, and popular, crazy golf activity, football area and tennis courts. These have not been upgraded for over 20 years and the football surface area, in particular, is concrete which needs to be replaced by modern materials which are much safer for children to play on.

We also have plans to create a new enclosed play area on an existing piece of ground where pre-school children will be able to safely play accompanied by parents. Our facility is used a lot by young mothers and toddlers during school hours when older siblings are at school as well as some local nursery and toddler groups.

We would also look at applying for funding to increase our staff. At present we only have one full time and one part time worker to cover up to 63 hours a week during the summer months. We also have volunteers but some are not experienced enough to be left on their own or are too young. Our full-time worker is also responsible for the upkeep of the bowling green and this involves long hours, day and night, to keep on top of the maintenance as well as all the other duties involved in running the facility. Voluntary hours are also spent on the green upkeep. Additional staff are required to



cope with increased demand which now not only covers opening for activities but also functions, bowling competitions, meetings and parties.

Within Wick Youth Club we have many young volunteers from Wick High school taking part in the Saltire Award Scheme. Over the summer months we give some of these young volunteers the chance to have work experience at Rosebank. We also work alongside other local agencies i.e. Clearview by offering their clients work experience placements. These are usually older young people who are looking to get back into work or have left university early for various reasons.

We are a community-run not for profit charity and throughout the whole organisation we focus on offering affordable prices for all our services, particularly to families. This is something we want to continue here. Our aim is to develop the facility further by expanding the services we currently offer not only to the local and rural community but also to any tourists who visit the town. The facility has had excellent support over the past six years and we have had excellent feedback from our users. We are the only facility in the North that provides these outdoor services. We are one of the few places where all the family can come and enjoy time together. Only leasing the facility at present prevents us from taking our ideas further. Taking ownership would greatly improve our chances of gaining funding and putting in place improvements which would be of great benefit to all ages.

## **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.*

There are no restrictions that we are aware of on the use or development of this land. Should there be any, then we would comply fully, without question.

## **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.*

We do not foresee any negative consequences should the asset transfer request be approved.

## **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.*

Wick Youth Club under the umbrella of Wick Community Hub, are already experienced, having run the facility for the past six years. The business has grown from strength to strength and the facility is widely used not only by the local and rural communities but also by many tourists in the summer months. Prior to the summer school holidays, many of the local schools use the Rosebank as the venue for their annual outing. The Youth Club has made significant improvements to the grounds, at their own expense, and have also purchased additional outdoor play equipment, including a new bouncy castle, to expand the range of activities to all ages. The pavilion has also been refurbished to a very high standard.

Our green keeper has turned around the condition of the bowling green for it to become one of the best in the North of Scotland. It is used by the Scottish Bowling Association for championship matches. Many extra voluntary hours are spent on keeping the green in the wonderful condition it is in. As an experienced bowler himself, he also gives tuition to school pupils and adults when time affords it.

The Rosebank Playing Fields has always been a popular venue. Its closure by High Life Highland in 2013 was not received well within the community. Through hard work, determination, and enthusiasm by the Youth Club staff and committee, re-opening the facility under the banner of the Youth Club has been a success. The community have supported the venture on an even bigger scale than before. With the aid of funding, under Wick Community Hub ownership, we intend to expand services and offer adults and children the opportunity to enjoy additional activities which will not only be enjoyable but will improve health and well-being. The facility is unique in that it offers healthy outdoor leisure pursuits for all ages from toddlers to pensioners.

## **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.*

Since taking over the facility, the support from the local community has been very excellent. From May to September the facility is open 7 days a week. The bowling club who have been resident at Rosebank for many years before we took over, have

worked along with us to improve the pavilion and grounds. We have had electricians, plumbers, builders and gardeners give us their skills and time for free to save costs. The improvements overall have led to an increase in the bowling club membership from 15 to 60. They even have associate members who play for other clubs. The installation of a bar and permanent alcohol licence now adds to the excellent facilities available for competitions.

The facility is used widely by other groups including playgroups, disabled organisations, sports clubs and schools, as well as many tourists during the summer. We work alongside the local caravan park where we advertise our facilities, the Rosebank being the only local outdoor sports facility available to visitors within the town. Many who are staying there use the Rosebank, particularly families with young children. We have held fundraising events and our pavilion is regularly used for children's parties, charity events and meetings. Disabled groups who hire on a weekly basis at the Youth Club use the Rosebank in the summer months for some of their meetings. They particularly enjoy watching and even taking part in bowling. We have indoor bowling mats at the Youth Club which the older children, and some of our adult groups, use throughout the winter. In the summer they then use the Rosebank. It is very encouraging to see this particular sport so popular amongst young people. We also work alongside the school whose special needs children also enjoy bowls.

At Christmas time at Rosebank we join with the local Christmas Lights Committee and provide Christmas lighting for all to enjoy as well as a Santa's Grotto and fun day.

With the Rosebank being the only outdoor sports facility in Wick, Wick Community Hub having ownership of the facility would not affect anyone adversely. In fact keeping the facility open and improving its services would be beneficial to, and welcomed by, the local community. The fact that after six years the facility is still open and used by many is evidence of the support that the community have for the facility and the services on offer.

## **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.*

We propose to fund the price, as noted above, with our own finances.

Income from activities and bowling green fees currently go towards running costs. Applied for funding would be sought for additional staff and any further redevelopment. We intend to apply to the local wind farms and other agencies who assist in developing and improving existing outdoor sports facilities as well as furthering outdoor sports particularly in young people.

The grounds and interior of the pavilion have already been brought up to a high standard. In addition we estimate that costs to refurbish the windows and toilets would come in around £15,000 with heating at £5,000. The cost of replacing the crazy golf and surfaces to the football and tennis courts around £15,000. A fair proportion of the work where suitable would be done by skilled volunteers to keep costs down. We also intend to hold fundraising events to raise money towards the cost of further improvements within the grounds i.e. access.

## 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        Cameron Reid

Address      **REDACTED BY HIGHLAND COUNCIL**

Date         12<sup>th</sup> November 2019

Position     Chairperson

Signature    **REDACTED BY HIGHLAND COUNCIL**

Name        Alexander MacLeod

Address      **REDACTED BY HIGHLAND COUNCIL**

Date         12<sup>th</sup> November 2019

Position     Vice-chair

Signature    **REDACTED BY HIGHLAND COUNCIL**

## 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: Constitution

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

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

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

### Section 5 – evidence of community support

### Section 6 – funding