

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

Acharacle Community Company

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

Postal address:

Community Centre,

Morrison Place,

Acharacle.

Postcode: PH36 4JJ

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: Marie-Luise MacDonald (Chair)

Postal address: Community Centre,

Morrison Place, Acharacle

Postcode: PH36 4JJ

Email: acharaclecommunitycompany@gmail.com

Telephone: 01967 431411

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	SC217376
	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	SC033393
	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.

Acharacle Community Centre, Morrison Place (HC 05402)

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: 130111369

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: £30,000

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.

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.

Please read the report in connection with this for more details of our proposals:

In December 2012, Acharacle Community Company took control of the building now known as the Community Centre on a lease from the Highland Council and with funding from NHS Highland for 5 years. The building had been a daycare centre but had been shut down by the Highland Council some months previous to the lease with ACC starting.

By using the NHS funding to keep the building open, ACC have been able to provide lunch club for three days a week, allow many local groups use of the building, have set up a re-use shop within the centre and rent car parking spaces to the Royal Mail Posties. Regular groups using the centre include tots and toddlers, knitting group, Ewen's Room (local mental health charity), yoga, sewing group, bike club, brownies, bible study, Acharacle winter group, therapists (mental and physical). Other groups like Grazings committees and local councillors hold meetings and surgeries at the centre too. This has built up since the centre was taken over by ACC and they all bring in a regular income. There is no other building in the village suitable for many of these activities, so if the centre were to close, the activities would cease to exist.

As the lease came to an end ACC started to consider and research whether to progress an asset transfer of the building from the Highland Council. A feasibility study was commissioned and extensive community consultation and market research undertaken which concluded in a recommendation that ACC should indeed consider taking on ownership of the asset for the benefit of the community.

The research report concentrated on whether an asset transfer would be financially viable, fundable, provide additional activity to that already existing and would be supported by the wider community which would benefit from it directly.

Owning the centre would give control to the community to upgrade, renovate and alter the centre in a way to make it more suitable and sustainable for future use. It is intended that the centre becomes a hub for activities and an information hub for the whole community young and old alike. No major alterations to the building are proposed at this stage, but by improving the fabric of the building, repainting, general improvements to the heating and insulation and the furniture in the building, it will then be able to better serve the community and the wider area. By taking on

additional responsibility for the building in perpetuity we are mitigating this risk by securing funding to upgrade it.

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.

A centre in Acharacle with more space, more facilities, more colour, more warmth and more activity will attract make residents lives better and the community more resilient.

Creating Social Opportunities and Reducing Isolation by developing a suite of social activities including seasonal events organised and managed by the staff and volunteers.

We will also have themed meals and special events like quiz nights , whist nights and film nights.

In the centre corridors and rooms we will have exhibitions showing off local talent, particularly local crafts. This will also include exhibitions of local history encouraging locals to bring in memorabilia. This reinforces the ties to the local area and encourages people to stay and also educates the younger people about skills and ways of life that were important and that may have been lost.

Pop up café/lunch club – The pop up cafe has happened periodically and we will commit to re-establishing this as the centre develops. We are starting fish & chip takeaway service two nights a week over the winter months as a trial to see if it is successful as there is no such service in the village. Lunch club is to be relaunched making it more of a café for all rather than having an age limit on it. This will be at first just three days a week but possibly more if the demand is there. This will increase its popularity taking away the image of the old folks daycare centre. It will allow people of all ages and abilities to attend a social gathering where there is excellent home baking. It can also be the conduit to access other services that are on in the centre such as Ewen’s room.

Services for particular age groups -Tots and toddlers provides a gathering space for young parents to get together while their children have a safe place to play. This helps to build relationships between families giving a sense of mutual support and attracting families to stay in the area.

Brownies has just started, providing a new service for families.

The sewing and knitting groups are popular and although mainly for older people, they help to bring isolated people together for a purpose and learning experience as skills are handed from one person to another. The sewing group has expanded into a craft group which now attracts more people and the centre has a good stock of materials so people don't need to bring their own.

Social, Health and Welfare Services

Ewen's Room was started in response to the loss of a local young man. This is a mutual support group which meets during the week at the centre and is open to everyone. The group has recently extended its service with a small investment, to offer a telephone helpline operated entirely from within the community. They are a much valued local mental health charity and use the centre regularly.

Bike Club – Bike maintenance sessions run from the centre over the winter and local parents help take youngster on rides in the summer. This promotes healthy attitudes to cycling as well as physical fitness and again social integration.

Therapists use the centre regularly, for psychotherapy, holistic medicine and massage. It is hoped to start regular hair dressing services again together with pampering evenings, all vital for well-being in the community.

Facilitating a local infrastructure

The car park at the centre and use of the centre is rented out to Royal Mail for the mail vans to collect and sort the mail each morning. This provides a vital service which also brings in a good regular income to the centre.

This centre is used for training/learning sessions including first responders and will be used again for teaching people how to use the defibrillator which is to be installed in the disused phone box in the village. Other sessions include wildlife walks and talks by Highland Council Ranger Service, health & safety, local history. A more extensive programme of training is planned to encourage the community to learn in a safe and friendly environment. These training sessions help the community become more resilient.

The centre is used by social services for family support sessions. This is invaluable for the nurture of local families helping to make the community more resilient. The centre is ideal due to the flexible nature of its opening hours and the cosy environment.

The centre allows for meeting spaces for a number of local groups and meetings for groups from further afield. These include grazings committees, jetty trust meetings, sports group meetings. There is no other suitable space in the village for such groups to meet.

It is hoped the centre will be a catalyst for people to come together to form new initiatives that will need a meeting space with resources, such as video conferencing, wi-fi, smart tv etc.

Citizens advice bureau have been contacted and are to start sessions at the centre for the community to get help on a wide range of issues. It is also hoped that since the Highland Council service point stopped at the centre, our centre manager can get immediate help from a Highland Council Officer by telephone to answer queries by members of the public. This will help those who do not have access to phone or internet facilities helping the feeling of isolation and helplessness.

Other ideas which are to be promoted to local people for forming groups who can use the centre include conversational gaelic, music appreciation and learning, fitness classes. Some of these are aimed at younger people to help them feel there is more going on in the area reducing the need to travel away.

The centre has a shower and washing machine for public use. This is to be promoted but both are already well used and again bring more people into the centre and is invaluable for people to know that they are here for use in an emergency.

West Lochaber Hospital Transport Scheme – This is based at the centre and has just started (June 2019). The project officer is based at the centre although the scheme is managed by Care Lochaber. It is a vital lifeline for all ages but especially the elderly, due to the dearth of public transport and the hospitals being at least 45 miles away. It is already being well used. There is currently no allowance in their funding to pay any room rental but this is not viable going forward and will need to be negotiated

Use of rooms for small businesses – This will be promoted for small businesses and sole traders who work from home but may not be able to get the 'space' needed for their office business. Use has been made up to date but it has been sporadic.

Reuse Project – One of the smallest rooms in the centre which has been used as an office has been repurposed and is now a small shop for the reuse project where some of the more delicate items can be sold. This is turning out to be quite popular and more income is generated this way for the project.

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.

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.

By taking on additional responsibility for the building in perpetuity we are mitigating this risk by securing funding to upgrade it.

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.

Acharacle Community Company was formed in 2001 originally to save the Post Office Building. It has successfully managed this building letting it out in two parts as a café and a shop up to the present. On the same site, the bungalow has been renovated by the Highland Small Communities Housing Trust and is now rented out by them on a lease from the Community Company.

In 2012, the Community Company took on the running of the Centre on MacNaughton Crescent, from the Highland Council. The Company has managed this building very successfully for the past 7 years increasing its use for local groups, individuals and businesses. This shows the capacity of the Company to manage projects and property. The original funding package from NHS Highland has been used well to cover 7 years instead of just 5 as originally intended.

The current directors have a wide range of skills and experience relevant to running the Company and the centre. The chair is a qualified and practising solicitor, another director has a wealth of experience in hospitality management and is training to become an accountant, another director is freelance heritage in education project manager, another director is a forensic accountant and businessman and the other is a teacher at the local primary school. Staffwise, our current centre manager has successfully run the centre for the past 4 years and previously worked in administration in the charity sector, the centre cook previously owned and ran her own catering businesses and the Company admin assistant has been in post for 12 years and has been instrumental in finding funding for various projects throughout this time.

As a group we have a diverse skillset for future management of the centre.

We liaise regularly with outside organisations to help us which include Highlands & Islands Enterprise, Development Trusts Association Scotland, OSCR, Voluntary Action Lochaber.

We also have all necessary policies and procedures in place such as Health & Safety, Equal Opportunities, Financial policy and also have Employment Procedures in place. These are regularly reviewed and updated.

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 level of support from the local community is clearly demonstrated in the document 'The Business Plan' attached to this form and on a daily basis within the centre itself. All members of the Community Company have been involved in the process so far and many show their support by practical action. This may be by helping out at events or providing food to be used for events to raise money for the centre. All are passionate about keeping the centre going and wanting to bring it into community ownership.

The feasibility Study that was carried out used an activity day as a public consultation event. 43 people were engaged with in one to one conversations as well in group sessions to debate the needs of the community at that event and then these conversations were continued by the consultant within the community. It was felt that young people were not engaging in as much depth as required so a session took place at the high school with a representative group of young people. Stakeholders in the area were also consulted via a series of one-to-one conversations conducted in person and over the phone.

In order to gather the views of a wide range of people living and working in the Acharacle area, a community survey was carried out using the online tool Survey monkey. Paper copies and flyers were distributed at the centre and at local events. 53 responses were obtained, representing the views of 125 people.

The Feasibility Study was presented to a full room of local people at the ACC's AGM.

The next morning a detailed facilitated session took place with the staff and board to discuss the variables and agree a way forward for this business plan.

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.

Scottish Land Fund

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 Marie-Luise MacDonald

Address **REDACTED BY HIGHLAND COUNCIL**

Date 11.11.19

Position Co-director

Signature **REDACTED BY HIGHLAND COUNCIL**

Name Jane Gaze

Address **REDACTED BY HIGHLAND COUNCIL**

Date 11.11.19

Position Co-director

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:

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

Documents attached:

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

Documents attached:

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

Documents attached:

Section 5 – evidence of community support

Documents attached:

Section 6 – funding

Documents attached:

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