

## 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

Groam House Museum

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

Groam House Museum Office  
Rosehaugh Estate  
Avoch

Postcode: IV9 8RF

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: Doug Maclean

Postal address: [REDACTED], [REDACTED]

Postcode: [REDACTED]

Email: doug.maclean@groamhouse.org

Telephone: [REDACTED]

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 SC 004435	SC 004435
	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.*

Mill Cottage, 17 Bridge Street, Rosemarkie, IV10 8UP

Grid reference NH 73533 57787

Location plan attached.

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:

### 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: £60,000

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?

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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.*

### **Background summary**

Groam House Museum:

- An important part of the Rosemarkie and Black Isle community for 40 years
- Award-winning; held in high regard within local community and more widely in its artistic and academic communities
- Well supported by locals, volunteers and members
- Important tourist attraction as well as local facility (20% of visitors are local)
- Three important collections - renowned collection of Pictish stones from the village; works of Scottish artist, George Bain, a collection of National Importance; collection of items of local history.
- Museum building is small; no storage space for its collections, which are extensive
- These are stored separately on the Rosehaugh Estate and at Balintore
- Risk that we may have to leave these locations
- Museum engages with local community to provide skills development, training and craft activities related to the collections or to the history and heritage of the local area
- Organises events locally to encourage social engagement and interaction
- Space for training etc is limited – restricts what we do

### **The Need**

The needs which the purchase of Mill Cottage will meet can be summarised as:

- The need for skills development, education and support for young people, the long term unemployed and disadvantaged groups – which Groam House serves to a limited degree at present
- More general training and skills development for the local community
- Bringing the collections of Groam House closer to the community to which they belong – to enable easier and more meaningful access to local heritage, and to facilitate working with the collections
- A long-standing interest (over the 40 year life of the museum) for the community to engage more with the museum and its collections

- Limited access to suitable venues for small group training and workshops – existing facilities locally tend to cater for larger groups
- A future need to seek alternative storage and workshop accommodation for the museum in the future.

The current lack of local workshop space and distance from our collections serve to restrict what we do as a museum, and a local facility nearby would enable us to offer more activities and more involvement with the local community, particularly those with specific needs.

## **Objectives**

The objectives of the proposed purchase are to provide a resource for

- the museum to offer training, workshop activities and skills development, particularly targeting groups such as pupils, unemployed, those with mental illness or dementia, the elderly, other disadvantaged groups
- developing social inclusion through heritage
- promoting wellbeing through expansion of our volunteering opportunities and closer connection with the culture and heritage of the community;
- increasing work opportunities through direct employment, and work experience through supervised activity and internships
- bringing the museum's collections closer to the community they relate to, and to the museum itself (the collections used to be stored in the village)
- enabling increased display space in Mill Cottage for local heritage;
- social interaction and engagement, through local people being encouraged to meet and participate in activities;
- the museum to store and protect its collections better for the long term future.

There is already a track record of active engagement and involvement of the local community in a wide range of activities, and this proposal will build on that.

## **Changes proposed**

Mill Cottage is currently in a poor state of repair though is overall sound and watertight. The current Home Report prepared for The Highland Council estimates a spend of around £20,000 to bring it to a habitable standard.

We propose to repair the property and to make alterations to make it better suited to the community's and the museum's needs. The changes are to:

- Retain the existing interior layout of the cottage largely as is, reducing the area of the bathroom to provide an accessible toilet and expanding the area of the entrance hall to improve accessibility.
- Remove the existing outhouse to the rear of the property and erect a new extension approximately 9.5m x 5m, to provide a purpose-designed storage area with workshop area for the curatorial staff and volunteers to work.

- Re-develop the exterior area of the property (currently overgrown) to provide a quiet area of garden to the rear, available to the local community, and small garden area to the front with parking for two cars (one of which for disabled parking)
- Provide secure cycle storage to encourage access on cycle and foot
- Development of a small pedestrian footbridge across the burn from the footpath that runs along the north of the properties along Bridge Street, to the Fairy Glen car park, so as to provide a safe walking route for people accessing the property from the main public car park on the High Street, designated as for visitors to Groam House.
- Provision of audio-visual facilities to support lectures, on-line engagement with wider audiences

### **Project milestones**

March – November 2021 – preparatory work

November 2021 – Scottish Land Fund application; CAT application

May/June 2022 – decisions re funding and CAT

If bid successful:

July 2022 – Surveys commissioned; detailed architectural plans developed; fundraising and grant applications for development commenced

August 2022 – Planning application submitted; schedule of works drafted; legal work on transfer of ownership commenced

October 2022 – Schedule of works finalised; tenders for work sought; planning approval granted (with any conditions)

November 2022 – transfer of ownership completed; initial contracts assigned; internal renovation commenced

December 2022 – subject to funding, contracts assigned for extension, site development; work commenced

May 2023 – building and landscaping completed; transfer of collections commenced

July 2023 – transfer complete

Please see attached document Community proposal 4.1 for additional detail on our proposals, including risk management and project management.



## 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.*

<b>Activity in our proposal</b>	<b>Planned outcome</b>	<b>National Performance Framework outcomes</b>	<b>Highland Outcome Improvement Plan 2017-2027 theme</b>
<i>Provision of Training / skills development workshops to wide range of people in the community</i>	<i>Improved/new skills Improved employability Increased confidence</i>	<i>We are well educated, skilled and able to contribute to society</i>	<i>Employability, employment and skills development</i>
<i>Provision of easier access to items of historic/heritage significance to the local area</i>	<i>Enhanced sense of belonging Clearer understanding of historic and heritage context Social inclusion</i>	<i>We are creative and our vibrant and diverse cultures are expressed and enjoyed widely</i>	<i>Community investment and development</i>
<i>Interpretation of local history and heritage through collections, exhibitions, research, engagement</i>	<i>Clearer understanding of historic and heritage context Developed skills in research, interpretation, presentation</i>	<i>We are well educated, skilled and able to contribute to society</i>	<i>Community investment and development</i>
<i>Enhancing the tourist experience through enhanced access to</i>	<i>Increased visitor numbers, increased</i>	<i>We have a globally competitive, entrepreneurial, inclusive and</i>	<i>Community investment and development</i>

<p><i>exhibition material, and opportunities for participation</i></p>	<p><i>economic activity locally</i></p> <p><i>Access to collections for a wider audience through digital means (including provision of digital skills)</i></p>	<p><i>sustainable economy</i></p>	<p><i>“More people in Highland will live a life free from the experience of poverty”</i></p> <p><i>Digital inclusion</i></p>
<p><i>Volunteering opportunities – training, support, social interaction, contribution to well-being</i></p>	<p><i>Positive effect of contributing to community venture</i></p> <p><i>Increased sense of wellbeing</i></p> <p><i>Increased social interaction, reduced isolation</i></p> <p><i>Mutual support and self-improvement</i></p>	<p><i>We live in communities that are inclusive, empowered, resilient and safe</i></p> <p><i>We are healthy and active</i></p>	<p><i>Community investment and development</i></p> <p><i>“People in Highland will benefit from good mental health and wellbeing”</i></p>
<p><i>Employment of paid workers, development of volunteers</i></p>	<p><i>Contribution to local economy</i></p> <p><i>Equipping people for long-term employment</i></p> <p><i>Work experience in safe and supportive environment</i></p>	<p><i>We have a globally competitive, entrepreneurial, inclusive and sustainable economy</i></p>	<p><i>Employability, employment and skills development</i></p>
<p><i>Opportunities for community collaboration – working together on community projects</i></p>	<p><i>Increased community cohesion and engagement</i></p> <p><i>Individual sense of achievement</i></p> <p><i>Skills acquisition and work</i></p>	<p><i>We value, enjoy, protect and enhance our environment</i></p> <p><i>We are well educated, skilled and able to contribute to society</i></p>	<p><i>Community investment and development</i></p> <p><i>“People in Highland will benefit from living in stronger, safer and more resilient communities”</i></p>

	<i>experience (as above)</i>		
<i>Improving the immediate environment around Mill Cottage</i>	<i>Improved and enhanced physical environment</i>	<i>We value, enjoy and enhance our environment</i>	<i>Community investment and development</i>
<i>Improving pedestrian access on Bridge Street</i>	<i>Opportunity for collaborative project in which many people in the community contribute</i>		

*The benefits will derive primarily from the provision of:*

- *education and training – enabling the museum to extend its workshop and training activities specifically for small groups of school pupils, unemployed, disadvantaged and minority groups*
- *economic activity – employment of a small number of people locally in connection with the museum and Mill Cottage; further developing Groom House Museum as a visitor attraction and thereby contributing to the local economy*
- *improving the local environment by sympathetically renovating the existing property and providing a quiet space for use by the local community*
- *links to heritage - closer involvement between the community and the museum’s collections, enabling people in the community to play a stronger role in supporting the collection and being better connected to their past*
- *mental health and wellbeing - engagement by the museum with more people locally – more people volunteering, benefiting from workshops and training, learning new skills, and the positive impact these have on mental health and wellbeing.*
- *Preserving the past - the collections housed more securely and in a better controlled environment*
- *Social engagement – to encourage community engagement and ownership.*
- *Certainty for the future in the storage and protection of the museum’s collections, by moving from leased storage accommodation to a local property owned by the museum and hence by the community*
- *Social interaction - a facility for use by the community – encouraging more of the community to participate in social activities*

*Please see separate document Community proposal 4.2 for further detail.*

## 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.*

*The site is a conservation area. Having consulted with The Highland Council Planning Service, we are confident that we can fully comply with the requirements that the Conservation Area might require.*

## 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.*

*Three issues have been raised by local people in response to our interest in the Mill Cottage property - the potential loss of social housing as a result of the property being disposed of by the Council, the loss of the property as potentially affordable housing for people in the community if it were to be purchased by the Museum, and the lack of footpath along Bridge Street which could make access to the property difficult.*

*In response to these points:*

*The property requires a considerable amount of work done to it, and its characteristic low ceilings and low efficiency rating make it unsuitable for social housing; the Council currently plans to sell the property on the open market should this Community Asset Transfer application fail.*

*If the property were to be offered for sale on the open market, the evidence of past sales in the community suggest a strong likelihood that it would be purchased as a holiday home or buy-to-let property at above the local market value, meaning that the property would most likely not be available as affordable housing to the local community. There is currently a new housing development in the village which offers affordable housing options of 1- and 2-bedroom properties.*

*To ameliorate these concerns, we propose to offer close to the market value (as determined by two independent surveyors) so as to ensure the Council achieves a good price for the property to reinvest in its housing programme.*

*Regarding the lack of footpath on Bridge Street, there is actually a footpath to the rear of the properties on the north side of Bridge Street, leading from the Plough pub to the Fairy Glen. We propose to develop that footpath by adding a footbridge from*

*the path into the public car park opposite the property – providing safe sheltered access for pedestrians from the main Groam House car park.*

## **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.*

<i>Doug Maclean – Chair of Board of Trustees. Retired IT and business consultant.</i>	<i>Chair of project board. Overall business plan</i>
<i>Barbara Cohen – former Chair, Company Secretary and advisor on the George Bain collection.. Retired business consultant.</i>	<i>Business plan; performance management</i>
<i>Paul Pritchard – Treasurer, retired Finance Director for major insurance and merchant banking companies.</i>	<i>Financial management, fundraising. Procurement, tendering</i>
<i>Sylvia MacDonald – Trustee, lecturer in Business Development and Business Administration.</i>	<i>Outcomes delivery</i>
<i>Lynne Mackenzie – Trustee, curator, exhibition producer and marketer for some of Scotland’s leading arts and heritage organisations.</i>	<i>Fundraising, social media, crowd-funding</i>
<i>Richard Hotchkiss – Trustee, former Investment Manager for the Co-operative Insurance Society, company director for investment companies until 2019.</i>	<i>Risk management</i>
<i>Jill Harden – Volunteer curator, Pictish history</i>	<i>Collections management. Project manager – collections transfer</i>
<i>Jo Clements – curator, George Bain collection</i>	<i>Collections management Storage systems for collections</i>
<i>Helen Avenell - independent adviser to the museum and freelance professional</i>	<i>Outcomes monitoring and advice</i>

<i>adviser, previously Curator of Scottish History for Glasgow Museums.</i>	
<i>Douglas Murray, Architect -</i>	<i>Architectural and structural plans; liaison with THC Planning and Building Control. Project manager – site and building development</i>
<i>Carla Walker, Building surveyor</i>	<i>Structural surveys and advice``</i>

*See Document 4.5 for more detailed CVs*

*As an organisation we are accustomed to regularly monitoring risk, and using formal methods for assessing these and taking action to ameliorate and manage them. We would expect to apply the same for this project. The key risks are concerned with the availability and timing of funding for the purchase and development of the property. Lack of funding for the purchase will mean that we do not proceed with the transfer; delays, or lack of funding post transfer can be managed by delaying the on-going development of the property, since the property as it stands can be used by the museum with relatively minor improvement, within the scope of the museum's own resources.*

*The museum uses a formal project management methodology for managing its key projects, and this would be applied in this case, with a formal project board being established, detailed project plans, regular assessment of progress against plans, and clearly defined roles for both those on the project board, and those in the project team.*

## 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.*

*Results from initial survey – 73 people signed up to petition which supported the museum in acquiring Mill Cottage. No negative comments.*

*A further more detailed survey has been launched, asking people their views on the proposed asset transfer, what needs it might meet, and what they consider it could best be used for. There are 52 responses to date, of which 42 are in favour. Those against raise concerns about lack of housing in the village, and/or current lack of footpath on Bridge Street.*

*Results from this survey are summarised in Community proposal survey key points.*

## 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.*

## Capital costs

Preparatory costs	3440
Purchase of property (inc legal etc costs)	61500
Development costs	143199
Contingency	10235
<b>Total</b>	<b>218374</b>

To be funded from:

Scottish Land Fund Stage 1	1440
Scottish Land Fund Stage 2	55500
Museums and Galleries Scotland - extension, storage	55000
National Lottery Heritage Fund re extension, heritage	65000
Fundraising, crowd-funding, members' contributions	16434
GHM own funds	25000
<b>Total</b>	<b>218374</b>

*Scottish Land Fund – application for funding has been submitted; “The Scottish Land Fund supports rural and urban communities to become more resilient and sustainable through the ownership and management of land and land assets”. Initial assessment by SLF advisor is that we are eligible for consideration by SLF*

*Museums and Galleries Scotland*

<https://www.museumsgalleriesscotland.org.uk/funding/> – Museum Development Fund (up to £60,000 for museums holding Recognised Collections) is available for projects which help to make museums more resilient. Initial discussions with MGS indicate that MGS may be able to support funding for the fit-out, and through greater access to the stored collections; also reference to the potential development of the garden.

*National Lottery Heritage Fund (NLHF) <https://www.heritagefund.org.uk/> community heritage is one of two priority areas for NLHF. The key requirements for funding requests are that the project must:*

- promote inclusion and involve a wider range of people (a mandatory outcome)*
- boost the local economy*
- encourage skills development and job creation*
- support wellbeing*
- create better places to live, work and visit*

*all of which our planned project will tackle. Initial discussions with NLHF support this.*

*Other potential sources of funding are:*

*Gordon and Ena Baxter Foundation, supporting arts and culture in the Moray and Highlands area*

*Garfield Weston Foundation, supporting Museums and Heritage*



*The Weir Charitable Trust, supporting culture, heritage, preservation of Scotland's distinctive culture*

*NESTA – Arts and Culture Impact Fund – offers of loans.*

*Crowd Funding – the museum has benefited from crowd funding for a previous project and has gained the experience of successfully launching a crowd-funding initiative*

*Potential funding from the government's levelling up initiative (low probability)*

*Please see Document 6.1 capital and revenue for planned capital costs and sources of funding, and 5-year running costs and expected income.*

## 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 Allan Douglas Maclean

Address

Date 30 November 2021

Position Chair of Board of Trustees

Signature

Name Barbara Cicely Cohen

Address

Date 30 November 2021

Position Vice Chair, former Chair of Board of Trustees

Signature

## Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this form.

### **Section 1 – you must attach your organisation’s constitution, articles of association or registered rules**

Title of document attached:

Groam House Museum Constitution v1.1.pdf

(Note that changes have been agreed to by the board, for presentation to Members of the museum – this revised document is presented as Groam House Museum Constitution v1.2.pdf

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

Documents attached:

Mill Cottage layout plan.pdf

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

Documents attached:

None

### **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:

Community proposal 4.1.pdf

Community proposal 4.2.pdf

Community proposal 4.5.pdf

### **Section 5 – evidence of community support**

Documents attached:

Petition respondents deduped.xlsx

Community proposal survey key points.pdf

## **Section 6 – funding**

Documents attached:

Community proposal 6.1 Funding.pdf

Document 6.1 capital and revenue.xlsx

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