

Community Empowerment (Scotland) Act 2015
Asset Transfer Request

Important Notes

This is a standard asset transfer request form which can be used to make a request to Police Scotland. Please note police stations and other property operated by Police Scotland are held in the name of the Scottish Police Authority (SPA) but requests must be made to Police Scotland.

Decisions on asset transfer applications will be made by Police Scotland. Please note that in line with our governance requirements, where Police Scotland recommends asset transfer to a Community Transfer Body, the approval of the Scottish Police Authority will also require to be obtained. In some instances, the approval of the Scottish Government to an asset transfer request may be required.

You should read the asset transfer guidance provided by the Scottish Government before making a request. Police Scotland has also provided additional guidance on their website.

You are strongly advised to contact the Estates Department at Police Scotland and discuss your proposals with them before making an asset transfer request.

Sections 7 and 8 of this form must be completed before any application can be progressed.

When completed, this request form must be manually signed and emailed to:

EstatesDalmarnockHelpdesk@scotland.pnn.police.uk

Or alternatively send via post to:

Estates Department
Police Scotland
Clyde Gateway
2 French Street
Dalmarnock
Glasgow
G40 4EJ

If you require this application form in any other format, please contact the Estates Department at Police Scotland.

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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:
Lairg and District Community Initiatives	

1.2	CTB Address. This should be the registered address, if you have one:
Postal Address	Schoolhouse, Main Street Lairg
Postcode	IV27 4DD

1.3	Contact Details. Please provide the name and contact address to which correspondence in relation to this asset transfer should be sent.
Full Name	Magda Macdonald
Full Address	[REDACTED]
Postcode	[REDACTED]
Date of Birth	[REDACTED]
Telephone No.	[REDACTED]
Email Address	[REDACTED]

We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above (please mark an 'X' to indicate agreement). You can ask Police Scotland 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.	<input checked="" type="checkbox"/>
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1.4	Please mark an 'X' in the relevant box to confirm the type of CTB and its official number, if it has one.	
Type of CTB		Official Company Number
Company	<input checked="" type="checkbox"/>	SC230960
Scottish Charitable Incorporated Organisation (SCIO)	<input type="checkbox"/>	
Community Benefit Society (BenCom)	<input type="checkbox"/>	
Unincorporated Organisation (no number)	<input type="checkbox"/>	

Please attach a copy of the CTB's constitution, articles or association or registered rules.

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1.5	Has the organisation been individually designated as a community transfer body by the Scottish Ministers?	No	<input checked="" type="checkbox"/>
		Yes	<input type="checkbox"/>

Please give the title and date of the designation order:

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1.6	Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?	No	<input type="checkbox"/>
		Yes	<input checked="" type="checkbox"/>

If yes, what class of bodies does it fall within?

Community Body falling within subsection (2) of Section 49 of the Land Reform (Scotland) Act 2016

1.7 Please confirm the number of members within your community body:

78

Section 2 – Information About the Land and Rights Requested

2.1 Please identify the land to which this asset transfer requests 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 Police Scotland'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.

Lairg Police Station
Main Street
Lairg
IV27 4DB

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Section 3 – Type of Request, Payment and Conditions

3.1 Please select which type of request is being made with an 'X':

for ownership (under section 79(2)(a)) - go to section 3.1A

for lease (under section 79(2)(b)(i)) – go to section 3.1B

for other rights (section 79(2)(b)(ii)) – go to section 3.1C

3.1A Request for Ownership

What price are you prepared to pay for the land requested?

Proposed Price: £ To be agreed following a joint valuation, as per official Guidance

Please attach a note setting out any other terms and conditions you wish to apply to the request.

3.1B 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.

3.1C Request for Other Rights

What are the rights you are requesting?

Do you propose to make any payment for these rights?

No

Yes

If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day?

Proposed Payment: £ per

Please attach a note setting out any other terms and conditions you wish to apply to the request.

Section 4 – Community Proposal

4.1 Please set out the reasons for making the request and how the land or building will be used

This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there.

The Police Station in Lairg has been made redundant to Police Scotland requirements and is officially described as 'Empty station since 2011, occasional use by officers when on patrol, for example, for refreshment break.'

https://consult.scotland.police.uk/consultation/estates/supporting_documents/Consultation%20Supporting%20Document.pdf

Our intention is to apply for the asset transfer of the property to deliver an 18 bed tourist hostel accommodation to help fill a gap in the local accommodation market and increase diversity of provision. We expect this will help increase employment opportunities, support local businesses and generate regular revenue to support LDCI moving forward. It also removes the potential for the building to lie empty in the heart of our community.

The findings of both our Feasibility Study (completed in June 2018) and our architect's initial assessment suggest that conversion to a tourist hostel would be an appropriate re-use of the building. This would be a well-equipped, accessible and flexible modern accommodation facility offering self-catering facilities and is aimed at meeting existing demand from budget orientated consumers.

Our proposal is intended to offer ongoing flexibility of potential uses and we would be open to a variety of possibilities including,

- small item storage space for let to local groups
- facilities for cyclists including repairs, maintenance and recycling
- facilities (office/kitchen/showers) for Police officers attending incidents in the local area
- youth recreational/meeting facilities

In arriving at our conclusions as to the appropriateness of the proposed use of the property, we have taken into account a number of factors pertaining to accommodation and tourist activity in the area. Prominent amongst this is the former and highly popular Carbisdale Castle hostel with its 196 bed capacity which had been run by the SYHA until closure in 2011. This volume of accommodation has not been replaced. The nearest bunkhouse type accommodation (opened after the Castle closed) is at Invershin but only caters for 10 people in 4 rooms. The Castle catered for the many backpackers and cyclists who passed through the area, with most of the former making use of the adjacent railway station. We can attract and provide a service for these same travellers as we too are part of the National Cycling Network (used by JoG to Lands End adventurers) and have Lairg Station as a handy stopping off point. We are currently in the final stage of developing a new footpath link between our station and the village. In recent times the extremely popular NC500 route has brought a increase in demand from visitors driving across the region linking the eastern segment of the route with the north and west coast, Lairg being a natural crossroads (not all choose to complete the full circuit). These numbers are increasing year on year. Local accommodation providers have been consulted and confirmed the increased demand and are happy to support a more diverse accommodation range. The clientele would be different from those using local hotels and operating within a different price range. Clients not wishing to self-cater would be able to make use of the various eating facilities in the village. Research of the NC500 social media sites also confirms the demand for affordable single-night accommodation for tourists. Space would exist within the premises for

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the servicing of bicycles. Consultation with the cycling fraternity has recommended the advantages of this facility for long distance cyclists and that is something which could offer a specialist employment opportunity.

We are aware the Police Scotland decision to vacate the Station reduces their accommodation in the area and we think it would be a sensible idea to retain some basic accessibility of the facility for officers use. This can be achieved without compromising the proposed hostel use.

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4.2 Benefits of the Proposal

Please set out the benefits that you consider will arise if the request is agreed to.

This section should explain how the project will benefit your community, and others. Please refer to the guidance on how benefits will be considered regarding a request. Police Scotland will do this through liaison with Estates, Legal, Finance, Local Division; although the Scottish Police Authority will also have power to determine the application.

We have commissioned a comprehensive Feasibility Study for this project :

"Feasibility Study with Optional Appraisal on community purchase of the Police Station, Lairg for Lairg and District Community Initiative (LDCI) June 2018".

In summation, our proposal will,

- make good year-round use of a prominent village centre property
- help fill a gap in the local accommodation market
- help generate employment opportunities
- support local businesses (shops, cafes, restaurants)
- offer potential to benefit from the growth in cycling tourism
- generate new and regular revenue to support LDCI moving forward. Profits, after running and staff costs, would be invested back in to the hostel or in other local projects, allowing for expansion and development of the amenities and services offered.
- provide storage space for local groups and individuals
- help Police officers in terms of provision of the facilities for comfort breaks or operational requirements and indirectly help to increase Police presence in the area, which will help the community feel safer.
- contribute to revitalisation of the village Main Street

The Feasibility Study is attached along with its Survey Analysis Full Findings and CH Architecture report.

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4.3	Restrictions on Use of the Land
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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.

We do not expect any planning restrictions arising with regard to the change of use of the building. Initial informal discussions with Highland Council Planning Officers have confirmed no objection to the principle of the building as a hostel. There are no amenity, access or parking issues sufficient to compromise the proposal. Also, given the majority of the visitors will be cyclists or walkers, external noise will be limited and existing parking space ample to accommodate needs. On-street parking is available nearby if required.

This asset is not subjected to any other constraints.

4.4 Negative Consequences

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 envisage any tangible negative consequences arising from implementation of our proposal and we believe our public consultation exercise bears this out.

Concerns that hostel accommodation might present a displacement issue were minimal with 3 responses (out of 161) stating a hostel would introduce competition for other tourist based accommodation providers. However, there currently is no self-catering hostel type accommodation in Lairg of the type being proposed. We do not believe our targeted clientele currently stay overnight in Lairg. LDCI's proposal is to provide that opportunity and plug the gap.

4.5 Capacity to Deliver

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.

LDCI was established in 2002. Currently we have 78 members. Over time our Board of Directors has evolved and currently has a settled base of 9 Ordinary and 3 Associated Directors representing a broad mix of expertise, knowledge and skills.

A number of our Directors are or have been involved in project development and managing organisations in other fields and have extensive community and business experience including :

One Director who has 25 years experience of management at Board level within the healthcare environment (public private and charitable organisations within UK), also as Hospital Director and Operational Director with responsibilities including turnaround projects, business development, strategy and business planning, performance management, organisational management, programme management, NHS contracting and commissioning (accountable for budgets over £100 million and 2200 members of staff).

Salmon Farm manager over 4 sites, in his capacity as a health, production and operations manager (32 staff). A previous occupation was manager of the Carbisdale Castle Hostel.

Three local accommodation providers (B&B, static caravans and self catering flat).

A specialist in Arboriculture, Horticulture & Forestry Conservation, Preservation & Amenity

A current GP

We also have 2 experienced advisors to the Board: a retired GP and paediatrician involved at Board level with other third sector organisations running projects for disabled and disadvantaged children and adults (Care and Learning Alliance and Dornoch Firth Group); and a Dornoch Academy teacher.

The Project Officer responsible for the delivery of the development (Magda Macdonald) holds an MSc in Rural Sustainable Development and has also completed a Facilities Management course.

Recent projects we have been delivered include :

Acquisition of the former Sutherland Arms Hotel site on 2nd February 2018 as the first step in plans for a Care and Wellbeing Centre to serve the local area (over £310k in capital and revenue funding secured from the Scottish Land Fund, HIE, Lairg and Rosehall Windfarms, and Highland Council) . A design is being worked up and we expect to progress through the formal planning application stage shortly.

An annual gathering Winterfest during November's run up to Christmas attended by over 1000 people from across the Highlands established in 2015.

Development of a permanent 'Lairg Asteroid' public exhibition in the Ferrycroft Visitor Centre

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aimed at explaining the impact of one of the largest asteroids to hit the earth as it struck Lairg 1.2 million years ago. LDCI has ongoing ambitions to house the exhibition in its own purpose built home in the not too distant future.

Significant restoration work to the Church Hill Woodland in the village centre, improving its access footpath and introducing amenity furniture, all designed to enhance this popular viewpoint for locals and visitors.

Scoping report into the demand and need for a Community Broadband service for the area

Resilient Communities - prepared a Lairg Emergency Plan and secured funding for and delivered a satellite phone and generator connections in the Community Centre.

Air Ambulance Landing Lights funded and delivered

Took part in organising a Participatory Budgeting event (Stronger Sutherland)

Completed detailed engineering designs of a new foot/cycle path to the Railway Station (1.5 km) - we anticipate the project to be delivered by the end of 2019

Published local Telephone Directory

Published 'Walks around Lairg' leaflet for the community and visitors to the area

Held village clean-up days twice a year

Bus Shelter heritage project

Ord Place carvings and picnic area

Organised musical events for children and a Youth Creative week

Assisted with establishing local tourism groups ('Heart of Sutherland Tourism' and 'Visit Lairg and Rogart') including support with sourcing funding for the branding and marketing strategies.

Numerous incidents of assistance given to local groups including,

- Loch Shin Sailing Club (securing £25k funding for the groups Feasibility Study)
- Lairg Primary School (helping children to secure funding for the school sign, outdoor classroom equipment, school trips)
- Lairg Crofters Show (£8k funding secured - crucial for the survival of the last remaining show in mainland Scotland)
- creation of a new website for the Lairg Community Council

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Section 5 – Level and Nature of Support

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.

Para 4 of the Feasibility Study covers community consultation and provides evidence of broad community support.

Consultation with the community was carried out for just over three weeks from 16 April to 9 May. The methods used were a survey delivered to 400 households in Lairg (excluding holiday homes) and which was also available online using Survey Monkey. There were 161 responses demonstrating strong community support : 81% - for community purchase of the police station and converting it to a tourist hostel. 82% of respondents also said Lairg would benefit from additional tourist accommodation. Interviews with tourism providers indicate cyclists and walkers are an important part of the overall tourist market.

In addition, we can confirm Lairg Community Council, our three Ward Highland Councillors and local Heart of Sutherland Tourism Group have all demonstrated their support for the proposal.

Section 6 - Funding

Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land.

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.

Paras 11 and 12 of the Feasibility Study outline the Business Model and detail the Income Generation Potential.

Possible funding sources

- a) Scottish Land Fund (we have experience applying to the SLF and received funding for the purchase of the former Sutherland Arms Hotel site in Lairg)
- b) Highland LEADER
- c) all three local (Lairg, Achany and Rosehall) Windfarms Community Benefit Funds
- d) Big Lottery Growing Community Assets – capital and revenue funding designed to support communities to take more control and influence over their own future through ownership of assets. These are usually physical assets, such as land, buildings or equipment.
- e) HIE – it supported the development of the bunkhouse on Rum. We received confirmation of the possibility of funding this asset valuation and more detailed studies
- f) Social Investment Scotland for possible loan funding.

We have also assessed the Rural Tourism Infrastructure Fund, but applications can only be made by the local authority. The Highland Council confirmed they would be interested in making an application on our behalf for the toilets /washroom element of the project.

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Section 7 - Vetting

Prior to entering into any legal agreement for the transfer of the Scottish Police Authority's assets pursuant to an asset transfer request, in order to comply with Anti Money Laundering Regulations and in fulfilment of the policing principles set out in the Police and Fire Reform (Scotland) Act 2012, Community Transfer Bodies must submit the following information to allow a vetting check to be completed. Please therefore provide the following details in respect of all position holders / office-bearers / shareholders / directors with a controlling interest in the Community Transfer Body.

Full Name	Steven Donald Maclean
Full Address	[REDACTED]
Postcode	[REDACTED]
Date of Birth	[REDACTED]
Contact Telephone No.(s)	[REDACTED]

Full Name	Charles Smith
Full Address	[REDACTED]
Postcode	[REDACTED]
Date of Birth	[REDACTED]
Contact Telephone No.(s)	[REDACTED]

Full Name	Robert Johnstone
Full Address	[REDACTED]
Postcode	[REDACTED]
Date of Birth	[REDACTED]
Contact Telephone No.(s)	[REDACTED]

Full Name	Annette Louise Parrott
Full Address	[REDACTED]
Postcode	[REDACTED]
Date of Birth	[REDACTED]
Contact Telephone No.(s)	[REDACTED]

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Full Name	Aline Fiona Marshall
Full Address	[REDACTED]
Postcode	[REDACTED]
Date of Birth	[REDACTED]
Contact Telephone No.(s)	[REDACTED]

Full Name	Benjamin Michael Bruce
Full Address	[REDACTED]
Postcode	[REDACTED]
Date of Birth	[REDACTED]
Contact Telephone No.(s)	[REDACTED]

Full Name	Christine Powell
Full Address	[REDACTED]
Postcode	[REDACTED]
Date of Birth	[REDACTED]
Contact Telephone No.(s)	[REDACTED]

Full Name	Kaye Irene Hurrion
Full Address	[REDACTED]
Postcode	[REDACTED]
Date of Birth	[REDACTED]
Contact Telephone No.(s)	[REDACTED]

Full Name	Norman McLeod
Full Address	[REDACTED]
Postcode	[REDACTED]
Date of Birth	[REDACTED]

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Contact Telephone No.(s)	[REDACTED]
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(Add more if applicable by copying and pasting further tables above this text).

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Section 8 – Declaration of Non-involvement in Serious and Organised Crime

In signing this document, we, the names office-bearers and signatories, make the following Declaration:-

We confirm that we have read over and understood Sections 28 and 31 (inclusive) of the Criminal Justice and Licensing (Scotland) Act 2010.

We hereby declare that we have nothing to report in relation to this legislation at this time. We can confirm that no director, shareholder, office bearer, partner, trustee or other persons who have power of representation, decision or control over or in respect of:

Lairg and District Community Initiatives

or otherwise connected to it are engaged in serious organised crime, as defined in the Criminal Justice and Licensing (Scotland) Act 2010.

In making this declaration, we confirm that we have taken all the necessary steps to ensure the accuracy of our attestation and understand that the wilful provision of misleading or inaccurate information may constitute a criminal offence.

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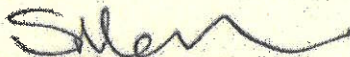
Signature


Two office-bearers (board members, charity trustees or committee members) of the community transfer body must sign the application form. They must provide their full names, dates of birth and home addresses for the purposes of prevention and detection of fraud.

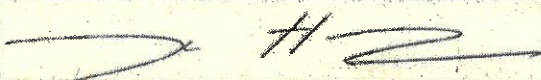
This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.

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.

1st Office Bearer	Name	Steven Donald Maclean
	Date of Birth	[REDACTED]
	Address	[REDACTED]
	Date	14 September 2018
	Position	Chairman
	Signature	

2nd Office Bearer	Name	Charles Smith
	Date of Birth	[REDACTED]
	Address	[REDACTED]
	Date	14 September 2018
	Position	Vice Chairman and Company Secretary
	Signature	

Witness	Name	Kaye Irene Hurrion
	Address	[REDACTED]
	Signature	

Once completed, please send a signed copy of this form to the Estates Department at Police Scotland.