

Shetland Islands Council – Asset Transfer form

This is an asset transfer request made to Shetland Islands Council 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

Bressay Development Ltd (BDL)

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

Postal address:

Bressay School
Bressay
Shetland

Postcode: ZE2 9EL

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: Jackie Jones, Bressay Development Officer

Postal address:

Bressay School,
Bressay,
Shetland

Postcode: ZE2 9EL

Email: bressaydevelopment.JJ@gmail.com

Telephone: 01595 820706



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)*

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.

X	Company, and its company number is	SC513684
	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	
	Community Benefit Society (BenCom), and its registered number is	
	Unincorporated organisation (no number)	

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

- 1.5 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:

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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 ☐

Yes ☒

If yes what class of bodies does it fall within?

Community controlled body

Section 2: Information about the land and rights requested

2.1 Please identify the land to 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.

Formerly Bressay Primary School building, external yard, car park, sheds on the road and potting shed to the rear. Map attached - [See Bressay School BDL Site Plan](#)

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: 030100005288

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 land requested? :

Proposed price: £1.00

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.

Bressay Community Development Association (BCDA) was set up in 2014 as a result of growing community concerns, spurred by the Primary School's closure, reduction in public services and lack of on-Island amenities. Issues raised, and opportunities highlighted, at community workshops in 2013 & 2014 formed BCDA's objectives and overall aim - "To secure and sustain a vibrant future for Bressay, with an active, connected, thriving and resilient community" – now part of BDL's Articles of Association ([see : BDL Memorandum-articles-of-Association](#)).

BDL have been the tenant of the school building since December 2014 and using ideas from community consultation alongside advice from Business Gateway we began the process of re-purposing the empty building. Since then BDL has used the school as a base to; improve service provision; develop social, environmental and economic opportunities; increase community participation and site a BDL office which allows us a permanent presence and point of contact.

Our Speldiburn Café provides part-time employment as well as a cheerful, sociable setting for Bressay folk and visitors with modestly priced homemade food and easy access for the less able. The café helps to support our community by providing a social focal point, a setting for educational classes and home delivered meals to the elderly, the café is also fundamental to BDL's aim to increase and enhance tourism in Bressay and it plays a vital supporting role to Bressay's highly successful Parkrun.

The thriving Good As New Shop staffed by volunteers, is used to recycle items that can be used by someone else.

BDL has regularly run classes and workshops encouraging folk to try new activities and share skills, the building is a fantastic setting for activities as diverse as baking and singing, horticulture and craft and without the need to travel out of Bressay.

The Bressay Under 5s and a craft group use rooms ideal for their activities on a weekly basis.

The building has enabled BDL to support artists and craftspeople and encourage business start ups through a mix of studio workspace and shop space to sell goods. One tenant has just moved to a larger room to enable her to open a knitwear business providing employment for two with classroom space for workshops. BDL is now a member of the Shetland Craft Trail, we have work on sale from six individuals as well as changing exhibition pieces and we aim to increase our craft offering, which will encourage more visitors to Bressay by creating an interesting visitor venue.

There is no other setting on Bressay which can offer this range of facilities. The School building has enabled BDL to work towards many of the organisation's original aims and still provides potential for further development and greater community benefit. A possible NHS clinic space will provide opportunities for BDL to assist in supporting the health and wellbeing of our community here on the island.

The original £5000 / year commercial lease agreed with the SIC is not sustainable for BDL, particularly given the very high heating costs we have to cover. Community ownership would open up funding opportunities to update the heating system and increase use by making the building more comfortable, and therefore, more sustainable for the future.

BDL's business plan ([see: Bressay Development Ltd Business Plan 2019](#)) sets out our plans to further develop the facilities and services provided. Ideas being considered includes re-development of the sheds and outside yard areas to provide public toilet and shower facilities and creation of a community growing space.

Benefits of the proposal

4.2 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. You can refer to the guidance on how relevant authorities will consider the benefits of a request and should also take into account how your proposal contributes to the outcomes of the Local Outcomes Improvement Plan and to reducing inequalities in your community.

Community ownership safeguards our much-loved school building for use by the community now and into the future. Ownership ensures we have the facilities and confidence to continue to build on the work we've done so far to support our community, provide useful services, increase economic opportunities and encourage participation. The community hub BDL has developed:

- Provides a focal point for tourism and creative sector growth
- Protects and transforms a key, and much loved, facility which may otherwise be lost
- Provides a physical base for local services
- Provides local jobs, training and business opportunities
- Local groups, businesses and individuals using the building will be better connected

The project already provides huge benefit to Bressay and its ongoing success will help to contribute to the Shetland Partnership delivery plan as outlined below: -

People

The School provides a focal point for the community, a friendly, accessible setting for social interaction and a meeting place for groups as varied as the Bressay Under 5s, a craft group and Bressay Boating Club. Meeting neighbours in quality facilities such as the Speldiburn Café and GAN Shop is enjoyable, reduces isolation and helps folk feel part of their community.

Participation

The addition of a new NHS Clinic opens up huge possibilities for the NHS, BDL and others to provide complementing services in the school greatly supporting the health and wellbeing of our community. This will build on ventures already taking place such as home-delivered meals from the Speldiburn Café and GPs prescribing parkrun as a health treatment for patients.

The Good As New Shop provides the community with a recycling service for unwanted but reusable items, reducing the impact on our environment and helping our community to save money.

Place

BDL have reduced reliance on travel out of Bressay by offering classes and social opportunities, supporting new ventures such as Parkrun and creative start ups and provided employment opportunities all of which are helping to create a more positive community which is more socially, economically and environmentally sustainable.

We believe that the school development and BDL's work to promote Bressay as a great place to live, work and visit has helped encourage new confidence in Bressay.

Independent control of our community asset will allow BDL to invest in the building, reducing running costs – e.g. energy efficiency and access funding not available on a short lease. This will allow us to undertake long term plans, including housing, transport and BDL's future sustainability.

Money

BDL has provided local employment in the Speldiburn Café and has facilitated entrepreneurial efforts in the creative sector – presently BDL has three artist / craft tenants in the building, one of which has just rented a much larger room to enable her to build her knitwear business, invest in new machinery and create two jobs in Bressay.

The majority of BDL's expenditure takes place within Shetland inline with our core value to 'buy / use local products and services. All foodstuffs are bought within Shetland; eggs, sausages, lamb are all sourced from Bressay crofters. Some examples of local expenditure include: - Business Plan consultancy from AB Associates, computers and office furniture from GTS or SOS, IT from Shetland Broadband, printing from Artmachine and milk from Shetland Dairies.

Income generated from the school will be re-invested in Bressay in projects within and out with the school building. The aims of BDL are wide ranging meaning that BDL can be responsive to the needs of the community.

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 multi court isn't part of this application but access to the multi court is via land included in the application. BDL encourages the use of the multi court by our visitors and the wider Bressay community and provides free- to-use sports equipment and toys for use by visitors to the multi court. Access to the multi court is through the car park area and this will continue.

BDL will ask pre-planning advice from the SIC planning department before beginning any projects or making any changes to the building. There is no listed building status on the building that could impact any alterations.

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 work in partnership with other groups and businesses where possible, proactively promoting their activities. BDL have a set of core values which help ensure that the decisions we take do not impact negatively on the community. Some examples where these values have been used include our decision not to sell alcohol - as that would mean direct competition with the Mail Shop, Bressay Hall and Maryfield Hotel and our decision to set our room hire charges above those of the Bressay Hall.

BDL core values: -

- Be open and inclusive – all are welcome
- Don't compete or conflict with other local groups or businesses
- Buy / use local products and services
- Support other local community groups
- Seek to form more sustainable and resilient community
- Promote and facilitate business start-up and economic development
- Be green and aim to set eco-friendly policies and practices
- Bressay is a great place to live, continue to make it better and more attractive

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 and how you intend to use professional advisers, etc.

BDL have 9 volunteer directors who have used their wealth of experience to develop, manage and run the Speldiburn Café, GAN Shop, Art studios, Skills for sustainability project, events, classes and workshops since our project to develop the school began 4 ½ years ago. The development of the former school into a thriving community hub is well progressed and providing benefit to many sections of the Bressay, and wider, community.

Our directors possess a great variety of skills and a number have decades long experience as volunteers and office bearers with community groups, of running events and managing community buildings. Our directors have working backgrounds in sales, admin, catering, project management, chartered accountancy, community development, the energy sector and the building trade.

Our directors have played active roles throughout this development and have had assistance from numerous skilled volunteers when required. BDL have received ongoing support from Pat Christie (SIC community development) and Fiona Stirling (HIE), BDL is account managed by HIE which allows us access to their advisers and potential funding. HIE also provide BDL with the funding for two part time Development Officers who will remain in post until August 2020 greatly increasing the capacity of BDL to undertake new projects. The Scottish Land Fund has provided advice and grant funding for work relating to the preliminary work for Asset Transfer, and will continue to advise BDL until the Asset Transfer process is complete. AB Associates, in conjunction with BDL, have provided the business plan to support this Asset Transfer application with funding provided by the Scottish Land Fund

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.

BDL has a team of 35 – 40 volunteers, some of whom give their time very regularly to staff the Parkrun Speldiburn café, provide catering for groups and events, clean and maintain the building and grounds, help produce newsletters, run the GAN Shop, etc. This is a fantastic show of community spirit for a small community and as BDL have widened their activities more people have become involved; we believe this can continue to be built on as the Speldiburn facilities and services grow.

BDL have 61 members (29 of whom have signed new forms allowing BDL to share their information with the SIC). Membership is open to all Bressay residents over 16.

BDL undertook a survey of 52 individual Bressay residents during May – July 2019 (see: [Community Consultation 2019 document](#)). The face to face nature of the survey allowed our Development Officer to explain the reasons BDL were considering community ownership and to discuss concerns and opportunities. The survey highlighted 'concern in terms of the business case viability' as well as concern about the overburdening of volunteers who in Bressay have roles to play in a number of community organisation. However, the survey also showed that 'Over 80% of survey respondents have used and/or continue to use facilities provided by BDL at the school'. And that 'The facilities that exist are viewed as providing a benefit to the Bressay community in terms of establishing a community hub where people can meet and employment / creative space opportunities in a peripheral location'.

BDL has regularly provided information and updates about the Asset Transfer plans to Bressay households through our newsletter 'Weel Bressa, Whit news' (also available online). BDL uses the newsletter to inform folk on all aspects of BDL's work as well as highlighting efforts of others including the Bressay Hall, History Group, Maryfield Hotel and Bressay Under 5s. Other methods of communication include BDL's website www.bressay.org, facebook, posters and email.

BDL held a workshop in early 2015 to help gauge the community's views on developing the empty school building, these helped form the basis for the hub development. BDL also undertook a survey in May 2018 to gauge views on a possible Asset Transfer. [Further information about workshops and consultations can be found in BDL's business plan.](#)

BDL has five long-term tenants and have agreed an in-principle arrangement to a three year minimum lease to the NHS. Bressay Community Council are also seeking office space within the building. This demand demonstrates local need and commitment to the facilities we provide. Support is also provided by a range of individuals and groups that hire rooms e.g tour guides, Shetland College, Shetland Support Groups. Regular support is also received weekly from on average 50 Parkrunners plus Parkrun volunteers as well as our numerous Good As New Shop and café customers.

[See Examples of Community support, partnerships and redevelopment of the school in BDL's 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 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.

Purchase costs

Purchase price £1

Legal fees £5000

Costs have been made with the understanding that the purchase price for the School will be £1 and that no back dated rent will be charged by the SIC. HIE can offer funding to cover BDL's legal costs relating to the Asset Transfer.

Building improvements

Phase 1 heating £9000

BDL have discussed funding to undertake energy improvements with SIC Economic Development and HIE. SIC Economic Development agreed that they would be able to offer a grant of up to 30% to improve heating and sustainability. HIE are willing to grant fund heating improvements as part of a bigger project. Other funding options BDL are considering are the Climate Challenge Fund, Awards for All and a Resource Efficient Scotland (interest free loan scheme). BDL have successfully applied for CCF and A4A funding in the past.

Income

2018/19 £73,479

HIE will provide funding for the Development Officers until 2020 and there are indications they can help fund community hub development projects as well.

Renting rooms to the NHS, R.A.M Knitwear, studios and storage tenants is anticipated to take in £7190 in 2019/20, rising to £9450 in 2020/21 when the NHS will pay a full years rent.

It is anticipated that BDL will continue to grow its visitor numbers and therefore cafe and GAN income, as has been the case to date. These assumptions are based on R.A.M Knitwear's business growth, increased craft sale offering, increased marketing, increased tour group lunch visits, increased footfall from NHS clinic and increased events aimed at locals.

Expenditure

2018/19 £70,799

Costs include energy bills which once new measures are implemented, are expected to be lower than current charges (40% reduction). A figure has been included to cover increased staff costs which could include a part-time Development Officer to continue assisting in BDL's development work, this is assuming funding from HIE is no longer available.

The building and electrical surveys did not identify any repair issues requiring any significant funding. BDL currently undertakes a number of items of maintenance and improvements at their own cost (changing all 74 light fittings to LED, fitting out a shared studio room, painting rooms, corridors, building exterior, etc. and has funds in place for ongoing maintenance cost (which includes routine testing). Maintenance and routine testing costs are anticipated to rise when the SIC is no longer responsible for the building and an extra £1000 has been allocated to future years projected costs.

Bank account

Oct 2019 - £10,775

Funds designated for Mail to Marina improvements - £3000

BDL business plan provides more details of the cashflow projections

Signature

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

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

We, the undersigned on behalf of the community transfer body as noted at section 1, make an asset transfer request as specified in this form.

We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.

Name

Address

Date

Position

Signature

Name

Address

Date

Position

Signature

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:

BDL Memorandum-Articles -of-Association

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

Documents attached:

Map : Bressay School BDL Site Plan

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 land or potential negative consequences, and your organisation’s capacity to deliver.

Documents attached:

Bressay Development Ltd Buisness Plan

Examples of Community support and redevelopment of the school

Section 5 – evidence of community support

Documents attached: Examples of Community support and redevelopment of the school, Community Consultation August 2019

Section 6 – funding

Documents attached: BDL 5-year Cashflow 2019