



Community Asset Transfer Scheme (CATS) for our national forests and land

ASSET TRANSFER REQUEST FORM

Introduction

Please read the relevant parts of the [Community Asset Transfer Scheme](#) (CATS) Guidance before completing this form. You may also wish to refer to the Scottish Government's [Asset Transfer Guidance for Community Bodies](#).

The Request must be submitted in writing, either as a hard copy or by email. Please answer all the questions. You can attach additional information as extra sheets or electronic documents. Please be specific. When answering the questions you do not need to repeat any information you have already given, but simply refer to an earlier answer or attached document.

Please return the completed form and supporting documentation to:

Community Asset Transfer Scheme Team
Forestry and Land Scotland
231 Corstorphine Road
Edinburgh
EH12 7AT

E-mail: fls.communities@forestryandland.gov.scot

We will confirm receipt of your Request within 5 working days and you will receive a formal acknowledgement letter within 15 working days to confirm whether your Request is valid or requesting further information. We may also ask you for more information during the assessment and evaluation process.

CATS: 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 making the request

1.1 Name of the community transfer body making the asset transfer request

GURCA (Glen Urquhart Rural Community Association)

1.2 Community transfer body address

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

Postal address:

21 Enrick Crescent, Drumnadrochit, Inverness

Postcode: IV63 6TP

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: Susan Griffin (Clark)

Postal address:

Postcode:

Email: susan@gurca.co.uk

Telephone:

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 Forestry and Land Scotland to stop sending correspondence by email, or change the email address, by telling us at any time, as long as 5 working days' notice is given.

1.4 Type of eligible community transfer body

Please select **one** option and mark with an "X" in the relevant box to confirm the type of community transfer body and its official number, if it has one:

- a Company and its company number is _____
- or**
- a Scottish Charitable Incorporated Organisation (SCIO) and its charity number is _SCIO20223_____
- or**
- a Community Benefit Society (BenCom), and its registered number is _____
- or**
- Unincorporated organisation (no number)

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

- If the organisation is an eligible community transfer body under the Community Empowerment (Scotland) Act 2015 go to **Section 2**.

1.5 If the organisation is **not** an eligible community transfer body under the Community Empowerment (Scotland) Act 2015:

a) 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:

or b) 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 land and rights requested

(see CATS Guidance Section 1.2)

2.1 Please identify the land to which this asset transfer request relates.

You should provide a **grid reference** and attach a **map** clearly showing the boundaries of the land to which this asset transfer request. You should also provide any name by which the land is known, and you may also wish to provide additional description. You can contact your Forestry and Land Scotland [Region](#) office for assistance in providing a copy of the map.

Grid reference: NH 44677 30218

Area in hectares: 3080 square metres = 0.31 hectare metres

Name and description of the land: Balnain Forest Offices & Workshop, comprising of, 1) site office / meeting room, 2) workshop / store, 3) small office

Located at Balnain, Glen Urquhart, Inverness Shire. The buildings were used by Forest & Land Scotland (FLS) staff, who worked in Glen Urquhart & Glen Affric forest areas, from the 1950's to September 2023, when staff were re-located to a new facility at Shenval, further along Glen Urquhart.

The buildings sit within a triangular shaped area. The boundaries are, 1) the A831 Glen Urquhart Road, 2) the access road to Loch letter farm adjacent to Balnain Community Hall, 3) the edge of the first access track on the west side.

If your request is for a building, you should provide a street address and the Unique Property Reference Number ([UPRN](#)) if known.

Address: Balnain Forestry offices / workshop, Balnain, Glen Urquhart Inverness Shire, IV63 6TJ

UPRN (**if known**):

Section 3: Type of request, payment and conditions

(see CATS Guidance Section 1.4)

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 (see CATS Guidance Section 2.2)?

Proposed price: £45,000
 The Bell Ingram valuation is £50,000 but a £5,000 discount is requested, see attachment “Cost Savings to the Community”

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

3B – Request for lease

a) What is the length of lease you are requesting?

b) How much rent are you prepared to pay? (see CATS Guidance Section 2.2)
 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

a) 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.

You may wish to refer to relevant sections in supporting documents.

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.

Objectives of the project : to provide a permanent base for Glen Urquhart Men’s Shed (GUMS) & to satisfy the needs of the local community, as identified in the Community Consultation (attached).

The Glenurquhart Community Action Plan published in 2022 identifies the need for a Community Health and wellbeing plan. This Health and wellbeing plan is underdevelopment and will cover our entire demographic. Men’s shed will be a key strand of that plan giving a place for men to meet, socialise and undertake activities together.

Why there is a need for it : GUMS was formed in 2018, currently housed in temporary premises at the Caretakers cottage adjacent to Blairbeg Hall. The hall is about to be refurbished, once funding is sourced. GUMS will then need to vacate the cottage & find alternative premises. GUMS membership is increasing, originally was 8, now at 20, & existing premises are too small.

Any planned development or changes : No immediate development or changes planned ,however, various surveys are planned, Tree survey, Environmental survey, Building condition survey, these are likely to dictate what changes will be required. Existing buildings to be maintained / made good / demolished as required. An investigation in to the long term suitability of existing buildings, with consideration to a new purpose built facility, more suitable for the needs of the local community & GUMS.

Activities that are likely to take place : Mens shed activities, general woodwork activities, maintenance / repair of small items, manufacture of small items to sell at monthly markets. Whilst GUMS would like the use of the 2 main buildings, but not 7 days a week, other community groups could use / share them. Suggested uses, hot desking / office to rent. The smaller building (office), would be available to rent, long term, already a local group has expressed an interest in renting it (letter attached), see attachment “Soirbheas expression of interest”

4.2 Benefits of the proposal

Please set out the benefits that you consider will arise if the request is agreed to (see CATS Guidance Section 3.2). 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.

Helps to deliver the Glen Urquhart Community Health and Wellbeing plan

Provide a permanent home / base for GUMS and allow it to expand – currently numbers are capped by space available.

Provide a permanent home / base for Soirbheas

Provide office & workshop space to rent. Whilst GUMS would have use of the 2 main buildings (office / meeting room & workshop), they would not require them 7 days a week, Therefore the possibility of other community groups, using the facility, possibly as some form of “community hub”, is a real possibility, as suggested in the consultation. Currently, there are no offices or workshops to rent in the area.

Various walks are available in Glen Urquhart forest, around the Balnain area, including the Affric / Kintail way. There are no public toilet facilities available in the area, nearest public toilets are in Drumnadrochit 4 miles away. If toilet facilities could be made available, this would be of benefit to both the local community & visitors from out with the area.

Water sport enthusiasts from the local community, who use near by loch Meikle, have expressed an interest in the possibility of changing rooms / facility, being made available to them (as identified in the consultation)

4.3 Restrictions on use of the land

If there are any restrictions on the use or development of the land, please explain how your project will comply with these. Your Forestry and Land Scotland [Region](#) office can provide assistance in identifying any restrictions and how to comply with them.

Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.

Awaiting results of Environmental surveys

No known restrictions

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.

No negative consequences

Balnain Community hall, is “next door”, we have a letter of support from the hall committee.

GURCA do not intend to take business away from Balnain Hall, we believe we can offer a facility that Balnain hall can't . GURCA will ensure that the activities carried out at this location complement the Balnain Hall, not compete with it through the lease we put in place for the facility.

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.

GURCA has a proven track record of previous acquisitions / asset transfers, such as, Drumnadrochit Tourist information office / Hub, Blairbeg woods, Village Green, Blairbeg hall, Blairbeg Playing Field

The intention would be for GURCA to purchase the site & lease it to GUMS. GURCA, GUMS & Soirbheas intend to have 6 monthly meetings to progress the running / check the running of the facility.

GUMS have contacted professional advisers to advise us on the running of the facility, these include, Soirbheas, Community Ownership Support Service, Just Enterprise, Scottish Men's Shed Association.

Existing GURCA and GUMS members, have a range of skills / experience, including, Project Management, Site supervisor, Funding, Hospitality, Insurance underwriter, Treasurer of local community council, Civil engineer, Project Site Supervisor, architecture

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 (see CATS Guidance Section 3.2)

You should describe the community your body represents and 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.

GURCA (Glen Urquhart Rural Community Association) is a Scottish Charitable Incorporated Organisation, formed in 1949 & encompasses Drumnadrochit & Glen Urquhart communities, with over 300 members.

GUMS (Glen Urquhart Men's Shed) is a Scottish Charitable Incorporated Organisation, formed in 2018, with 20 members, managed by a committee of 5. Members are welcome from the Drumnadrochit, Glen Urquhart, Cannich & Tomich. Recently, an approach has been made to form a "She Shed", which is currently being investigated.

Consultation events were organised, held in Drumnadrochit & Balnain (see attachment "Glen Urquhart Men's Shed Community Consultation Report"). Events were advertised on, various social media channels, including "Glenshed", GURCA, Soirbheas, Facebook local discussion groups & online discussion groups. A poster (copy attached) was also displayed on local notice boards. A Questionnaire was developed (copy attached), for visitors to the Consultation event, to fill in, this was also available online. A total of 113 valid questionnaires were completed, 77 paper & 36 online, it was generally felt that this was a good turn out. A series of interactive posters were also on display at the consultations, where attendees were invited to make comments, information was also gathered from this. The response from the community is detailed in the Community Consultation report, which was compiled by Soirbheas.

Letters of support were received from, local councillors David Fraser & Chris Balance, Balnain Hall committee, Glen Urquhart Care Centre, Glen Urquhart Community Council, Drumnadrochit medical practice, Soirbheas, Edward Mountain, Kate Forbes, Drew Hendry, Strathglass Community Council, Age Scotland.

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

(see CATS Guidance Section 1.5)

You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations. If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.

We intend to apply for a Scottish Land Fund grant for the purchase price of the property. A Stage 1 referral has already been made. As SLF provide 95% of the funding for the purchase we would apply to Soirbheas for match funding.

We would also apply to Soirbheas for funding to support any refurbishment required on the existing buildings once the price of these is known.

Ongoing maintenance will be funded through GUMS ongoing fundraising activities through sales of goods produced. See business plan.

Further funding would be received from the rental of office & workshop space, as identified in the Consultation & letter of support from Soirbheas.

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.

1. Name
 Address

 Date
 Position
 Signature

2. 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: GURCA SCIO TWO TIER constitution

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

Documents attached: Balnain 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: Glen Urquhart Men’s Shed Feasibility-Business Plan v 2

Section 5 – evidence of community support

Documents attached: Report GUMS Community Consultation

Section 6 – funding

Documents attached: e.mail from SLF