



Forestry and
Land Scotland
Coilltearachd agus
Fearann Alba

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
Apex 1, 99 Haymarket Terrace,
Edinburgh
EH12 5HD

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

Cairnbaan Community Trust

1.2 Community transfer body address

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

Postal address: New Cottage, Lock 7, Lochgilphead, Argyll and Bute

Postcode: PA312 8SQ

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: Ann Adam

Postal address: [REDACTED]

Postcode: [REDACTED]

Email: [REDACTED]

Telephone: [REDACTED]

CATS: Asset Transfer Request Form

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 **SC052905**
- 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: GR 825907

Area in hectares: 0.24 hectares (0.59 acres)

Name and description of the land: Dalriada/Knapdale Offices Lock 8, Cairnbaan, PA31 8UP

Site Map attached to email.

A full copy of the survey report has been sent to Rebecca Carr (FLS)

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

Address: Dalriada/Knapdale Offices, Cairnbaan, Lochgilphead, PA31 8UP

UPRN (**if known**): not 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: £60,000

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.

Section 4: Community Proposal

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.

Cairnbaan is located within the most deprived 10% of areas in Scotland in terms of geographic access to services. There is a lack of public transport: this is particularly an issue for those who don't drive and have to travel to access services and amenities. Cairnbaan lies within a wider area categorised in planning terms as Very Remote Rural and an Economically Fragile Area. There are no amenities within walking distance: there are no facilities that other local villages have, namely a school, a shop, and a village hall. The local hotel is closed, although it has recently been bought and the new owners have a planned programme of refurbishment. The newly designed hotel is unlikely to have the space for local people to have meetings and run classes as it will be a smaller concern without space for larger gatherings. There is no other indoor space for the community to gather and take part in activities. Community cohesion could be stronger and a place to gather would enable this. There are concerns about loneliness amongst the elderly members of the community which could be alleviated with a community resource which is warm, secure and accessible. Cairnbaan is a friendly village with support available to people should they need and call on it. Having a community hub would offer the possibility to develop this for residents of all ages.

The overall goal for the project is to acquire the FLS site in the centre of Cairnbaan from FLS for the community to create a vibrant community-owned hub for well-being, community resilience, creativity and connection.

The re-developed site will provide support to our local community under a series of broad themes:

1. **A Gathering Space:** Services for the whole community, to bring people together and reduce isolation This will include:

A pop-up café, run by a local independent business

Community groups such as the Gaelic group, Residents Association meetings, meetings of the Trust, craft groups, a youth group, or anything else that community members want to facilitate,

Rooms for independent hire for private events, or privately run classes such as crafts or life drawing

Space to host health and wellbeing activities such as yoga and reflexology

2. **Creativity & Wellbeing:** Supporting the health and wellbeing of everyone, through access to classes and activities, active travel and social interaction

Small classes run by independent health and wellbeing practitioners, the flexibility of the indoor space will offer the opportunity for arts and crafts activities. The wider site will host a self-operating bike maintenance station, like the one at the Egg Shed in Ardrishaig and outside the village shop in Tayvallich.

There is also the potential for the development of hire of outdoor equipment such as bikes and paddle boards.

Signs promoting local cycling and walking trails will encourage active travel along the canal and to the surrounding area.

3. Supporting Local Businesses: Providing storage and hot desking facilities to allow people to work locally and to develop their own businesses

Provision for flexible workspaces will bring the building into daily use and bring more economic activity to the area.

Storage space in the workshop will be made available to local businesses.

4. Welcoming Visitors: Providing information on the local history and environment, encouraging visitors to enjoy all that our area has to offer

Providing information for visitors will enhance their experience of the area. This will include outdoor seating and noticeboards.

The smaller building will become the main hub. The immediate task will be to secure, clean, redecorate and attend to maintenance of doors, windows, walls and roof tiles. The toilets will need to be upgraded, and the main entrance developed to ensure that the building is fully accessible.

The office space at the front of the building will operate as a reception area / hot desking facility. The other three offices could be used as is, but once funding is secured this will be opened up into a multi-purpose space that can be partitioned depending on the usage.

A kitchen area will be installed.

Access will be via a keypad, so that the building is accessible to users without a caretaker opening and closing the building.

For the larger workshop building, the immediate task will be to make good the damage done from the water damage from burst pipes. The workshop will then be made available for storage, which will bring in an income.

Longer term, there is the potential to install or remodel internal partitions, creating workshop spaces for local businesses and possibly a gym.

The outdoor area will be zoned, with areas allocated for parking and seating. Signage will also be erected.

CATS: Asset Transfer Request Form

Over time there is the potential to create a community garden and play areas, depending on further ideas the community proposes and funding received.

As indicated above this will be a phased refurbishment as and when income becomes available to upgrade areas. Volunteers from the community are willing to undertake redecorating work.

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.

Broad Social Outcomes

The list below illustrates the impact that this project will have on the community,

1. Community cohesion grows in Cairnbaan. Awareness is raised of 'community' and local residents develop stronger feelings of belonging.
2. People who are isolated and living alone in this remote rural area have their isolation reduced along with a decrease in their social anxiety. People can then feel more interconnected with each other.
3. People will enhance their employability through use of co-working space, work storage and additional support.
4. Members of the community will improve their health and wellbeing as a result of more interconnectedness

Community cohesion grows in Cairnbaan. Awareness is raised of 'community' and 150 local residents will report greater feelings of belonging

100 people will improve their health and wellbeing

25 people who are isolated and living alone in this remote rural area will have reduced isolation and reduced social anxiety. People feel more interconnected with each other.

5. The children growing up in Cairnbaan can live in a community where they can have opportunities for creativity, opportunity and a growth in confidence. This will be in partnership with the school and will help strengthen links moving forward.

6. Awareness grows of the benefits of access to the environment and knowledge of local history of the area

7. Visitors will orientate themselves more in the community and will create some local wealth.

1,000 visitors per year will orientate themselves more in the community and will create some local wealth.

Building a sustainable economy:

Storage facilities in the workshop building will allow more local people to work in the village and could offer new opportunities for the provision of services and links to other businesses.

A small number of co-working spaces could greatly enhance potential new enterprises.

A pop-up café will offer an opportunity to generate an income which will support the facility as well as creating seasonal jobs.

10 people will enhance their employability through use of co-working space, work storage and additional support.

We will aim to create two new employment opportunities locally, though they are part time. The Feasibility Report showed that jobs density in the area is low, and those who do not work for FLS and Scottish Canals or work from home have to commute out of the area for work.

Although we would like to have income generation to fund 2 part-time posts this could be very ambitious so we would try to secure grant funding for this in year 1 for the 0.6 Development Officer. For the 0.2 Caretaker post we would use volunteers and this would generate approximately 240 volunteer hours per year.

For year 2 from income generation we would want to continue the 0.6 Development officer and 0.2 Caretaker. In years 3-5 the Development Officer would drop to 0.3 and the Caretaker remain at 0.2. The salary costs are in the Business Plan

Space hire for local people and groups from yoga to Gaelic classes will drive modest economic activity.

Sustainable environmental outcomes:

This project makes good use of resources and re-uses and preserves an existing building which has been standing empty for some time. Appropriate renewable energy, roof insulation, ventilation and strategic spot heating will help to reduce energy costs.

Social development:

The re-purposed FLS building will offer social benefits on many levels. With an underlying emphasis on community cohesion in a welcoming environment, we hope that the building could potentially offer welcoming space to everyone in the community.

There will be something for everyone from wellbeing classes to book groups. Through sensitive design and through continuing to build relationships with the whole community, the project will inspire, motivate and bring us together in new ways - with a respectful nod to the past forestry history.

To begin with we would hope to run 4 community events per year and ramp this up as the buildings are refurbished.

Communities will have a stronger role in and control their development which the feasibility process itself proved to be a strong form of social development. Our consultation has helped us get to know each other better and understand our community more deeply.

The facility will be owned and managed by local people via Cairnbaan Community Trust, a local, community led organisation which is already well established . Membership is open to everyone in Cairnbaan, which means that management of the space and the services offered there will be driven by local need and demand. We already have an increasing membership of the Trust-and will continue to grow that. We have entirely local people on the Board and will grow that so that the control of the asset is in local hands. . Recently we have secured 3 new trustees and have 3 volunteers from the community to lead on funding.

In terms of access to services, Cairnbaan lies in the most deprived 10% of communities in Scotland. The FLS asset will offer carefully designed, flexible spaces which can support a range of other activities and organisations as well as providing a space for businesses.

A part time Development Officer will continue to develop connections and relationships in the community through actively reaching out to local people and supporting the network of volunteers.

There have been many offers of volunteering within the community: Painting & Decorating, Clearing the Building ahead of works, small repair work, gardening, including planting etc. A conservative estimate for this work would be 750-1000 hours per year.

With our community owning well managed and financially stable land and buildings we have developed a versatile plan for the use of the FLS building which offers a range of revenue streams and we are confident that we have found a business model that is flexible enough to respond to changes in the needs of the community. We have kept costs low so that income targets do not need to be onerous. The cash flow indicates a sustainable business plan moving quickly away from grants towards self-sufficiency.

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.

There are no restrictions on the land but as these buildings lie adjacent to Lock 8 on the Crinan Canal no work will be taken forward without the express approval of the Canal Authorities and their stakeholders e.g. Historic Scotland. Planning permission would need to be sought for any changes but we are hoping this will not be problematic

We may also be able to apply to Mackenzie Construction for help with landscaping and some other minor works.

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.

Cairnbaan Hotel may have concerns at the buildings being taken into community ownership. We have already met with new hotel owners who have outlined their plans for the hotel and the offering from them and what we plan to do will complement each other's strategic aims. We have also invited the new hotel owners to become associate members of CCT.

Polly's coffee stop could have been affected negatively and we have discussed the fact that any offering of that nature will be provided by Polly's and we would not want anything to hinder the success and the valuable service that this provides.

There are a number of Village Halls in the surrounding area Tayvallich, Achnamara and Ardrishaig which are focused on their own communities and are supportive of what we are trying to achieve. Membership of local community councils ensures that collaboration, information sharing and support are available should the need arise and there is no duplication of effort.

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.

The Trustees asked Community Enterprise to conduct a skills audit on the Trustees. From the results they concluded that there were enough skills within the group to take this asset on. Where we did have a gap was around securing funding. But since that audit was conducted we have 3 new Trustees who between them have an excellent range of relevant skills.

We also have 3 volunteers who have formed a member group to proceed with a strategy to secure future funding.

We also have stakeholder involvement in various funding groups and receive regular bulletins from Argyll and Bute Council.

When it comes to employing staff we will seek expert advice on employment law, diversity policies and best practice.

As the Trust is relatively new we have no experience of a CAT but we are confident with what skills we have and what we can draw on from neighbouring communities who have experience of this sort of venture that we can rise to the challenge. We also have stakeholders such as Argyll Beaver Centre who have offered help and advice.

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.

We have consulted with the community through meetings and during the feasibility period by survey. The community are largely in favour of the CAT and are supportive of having a hub in which to engage the community.

Our community has approximately 240 residents with a mixture of children, people of working age and retired people. The majority of the working age and children live on the South side of the canal where the FLS buildings are located. Most of those employed need to travel outwith Cairnbaan for employment. There are no schools or facilities for children within the community and they also need to travel for school, nursery places, playgroups and recreational activities. The housing stock comprises family households, second homes and holiday lets as many visitors like to walk, cycle, paddleboard and kayak in the area.

From survey responses from approximately 50 residents 92% feel that the transfer of the FLS buildings would improve their health and wellbeing with 83% being in favour of the CAT. The Business Plan has more in depth detail on this.

We have engaged with the Tayvallich Initiative, Ardrishaig Community Trust, Achnamara and Knapdale Community Trusts in our discussions and plans for our village with the CAT transfer. We are engaged in joint early stage talks on a windfarm community partnership initiative venture being coordinated by Tayvallich. All have been very supportive of the proposal.

We also have spoken and garnered support from local politicians e.g, Lord Provost Dougie Philand, Brendan O'Hara and Jenni Minto.

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.

It is intended that the cost of purchasing the FLS site will be met by a grant from the Scottish Land Fund, with match funding being a negotiated discount from FLS for the community benefits realised by the project. FLS are supportive of an asset transfer.

Significant works are required to bring the buildings back into use. Funding for capital projects is currently extremely challenging for all projects across Scotland but this is likely to change, and this project will be a more modest budget than most capital projects.

Running costs could be met by a combination of grant funding and enterprise activity, though financial modelling shows that it can be sustained without grants as long as staffing is kept to a minimum.

Once the site is operational, we will work towards sustainability through income generation, but will be careful to balance the need to generate income with the necessity of ensuring that what is provided at the community hub is open to all in the community, regardless of income.

The full cost of renovation for the 2 buildings is estimated to be around £142k. However the Trust plans to do the work over a phased timeline and the costs of this are estimated to be £352k. Cost Plan attached.

Income generation has been retained at modest levels. The modelling indicates that the future sustainability of the facility is rooted in diversification of income streams rather than any one key source of income. The model shows income from an informal donations based pop up café, some modest room hire, storage and a small gym. These permutations can be changed to identify a preferred route. The occupancy rate is retained at only 20% but we would hope that it would be much higher than that. In addition, most (if not all) facilities of this kind will have an element of grant and fundraising in the model. We have deliberately kept that out to see how it stacks up without grants.

Expenditure

Running costs will include:

Building and site maintenance

Electricity: longer term, energy costs could be brought down with grant funding for improved energy efficiency

Rates: Registered charities can apply for 80% rates relief; councils can also offer up to 20% additional relief on top of the 80%

Water rates: if the organisation's annual gross income is below £300,000 then it may be eligible for reduced water and sewerage charges through the Water and Sewerage Charges Exemption Scheme

Phone and broadband

Insurance

Volunteer costs

The cashflow includes salaries for the 0.6/0.3 FTE Development Manager and 0.2 FTE caretaker.

The annual changes are relatively small but the **table shown at 6.4 of the Business Plan** shows what that looks like;

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 James Maitland

Address

Date 24 September 2024

Position Chair

Signature J Maitland

2. Name Ann Adam

Address

Date 24 September 2024

Position Secretary

Signature A Adam

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:
CCT revised constitution

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

Documents attached:
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:
Feasibility Report, Business Plan (draft)

Section 5 – evidence of community support

Documents attached:
Copy of Lord Provost email

Section 6 – funding

Documents attached:
Business Plan (draft) as above