



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**  
**231 Corstorphine Road**  
**Edinburgh**  
**EH12 7AT**

E-mail: [fls.communities@forestryandland.gov.scot](mailto: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.

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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 making the request

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

Glengarry Community Woodlands

#### 1.2 Community transfer body address

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

Postal address: The Old Forestry Depot, Invergarry, Lochaber

Postcode: PH35 4HG

#### 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: Tom Cooper

Postal address:

The Old Forestry Depot, Invergarry, Lochaber

Postcode: PH35 4HG

Email: tom@glengarry.org.uk

Telephone: 01809 501 287

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.

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### 1.4 Type of eligible community transfer body

Please select one option and make 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
- 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?

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### 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. *If you have identified the land on Forest Enterprise Scotland's [Register of Land](#), please enter the details listed there.*

The grid reference for the centre of Lower Ardochy Forest is: 22300 80265

This asset transfer request relates to the lower part of Ardochy Forest (see Map 1: Sale Area, supplied with application), which has been subsequently named Lower Ardochy Forest. Lower Ardochy Forest occupies the area that lies between an electricity wayleave and the C1144 minor road. The asset transfer request is for area B on the attached Map 1: Sale Area (which comprises areas 2-4 on the attached Map 2: Project Area). It does not relate to area A on Map 1: Sale Area or area 1 on Map 2: Project Area. Following discussion with FLS and revisions to our project since autumn 2020, a new powerline wayleave has been included in the asset transfer request. This is in addition to the existing powerline wayleave which crosses the site. The new wayleave is included in both accompanying maps

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

Address:

UPRN ([if known](#)):

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### 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)?

We are requesting the transfer of area B of Lower Ardoch Forest. This area has been independently valued at £178,000 (see attached valuation report).

We are requesting a discount of **£40,000** which constitutes approximately 22% of the value. This discount is based on the public benefit that our project will deliver. The proposed price is therefore **£138,000**

**See section 14.1.3 in accompanying feasibility study for a full explanation of how the discount has been calculated.**

*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
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*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?

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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

*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.

Please refer to Map 2: Project Area for reference to answers throughout sections 4 & 5 of this application form.

Our request is for the transfer of areas 2-4 (as indicated on the accompanying Map 2: Project Area) of Lower Ardoch Forest. We will establish woodland crofts in areas 2 and 3 to address some of the challenges identified by the community. Area 4 will initially be managed as amenity woodland but the intention is for it to be available to provide long term future capacity for creation of new woodland crofts. These areas form a core part of a wider project incorporating area 1 which the Communities Housing Trust (CHT) will purchase directly from FLS in tandem with this asset transfer. All 4 areas will be managed as part of a wider project that aims to address the economic and social issues faced by the community. The wider project is described in full in **Appendix 9 of the Feasibility Study**.

Glengarry is small rural community with approximately 340 residents dispersed across a large area that extends 60 miles from Kinloch Hourn on the west coast to Aberchalder in the east. The majority of the Glen is owned by a small number of private estates, or by Scottish Ministers and managed by FLS. There are few opportunities in Glengarry for small-scale development, or management of land in small-scale affordable tenancies of any kind.

With larger employers such as FLS, Mowl, and SSE having significantly reduced their level of local employment in recent years, the community has become increasingly dependent on tourism as an important source of employment. Furthermore, the popularity of Glengarry as a place to retire to and as a destination for holidays has put significant pressure on the limited housing stock. The small amount of land which is sold privately reaches prices that are not accessible to people who work locally, and the average local house price is nine times the average local salary.

Our proposal for Lower Ardoch Forest aims to tackle this this situation. We are requesting an asset transfer of 47.39ha (**see areas 2-4 on accompanying map**) to establish four new woodland crofts. We will create two woodland crofts in area 2, and two woodland crofts in area 3. They will be managed in tandem with the CHT who are establishing two woodland crofts in area 1. Woodland crofts provide sites for homes and businesses, as well as an opportunity for the practice of smaller-scale woodland management. The new croft houses will be set up and allocated to tackle the local



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housing needs described above, and in doing so they will strengthen the community socially and economically. There is a wide range of benefits associated with woodland crofts. **Section 6.2 - 6.2.4 of the Feasibility Study** details some of these benefits and explains how Lower Ardochy Forest is well suited for the establishment of new woodland crofts.

Our proposal has been developed over the past 2 years in partnership with the CHT and their partners the Woodland Crofts Partnership (WCP). It's development has followed careful assessment of the land at Lower Ardochy, extensive discussion with the community (**detailed in the Consultation Report**), a pre-application planning enquiry with the Highland Council (**supplied with this application**), and considerable amount of discussion with FLS. Furthermore, the project is closely aligned with a range of national and local policies that aim to support fragile rural communities.

To manage risk and to allow the delivery to be responsive to the emerging needs of the community, the project will be delivered in two phases. More detail on these phases can be found in **appendix 9 of the Feasibility Study**.

The purchase of area 4 will help accommodate future capacity for further expansion of woodland crofts, but it will not be developed immediately. In the immediate term, area 4 will be managed as an amenity area. It will be included in a new forest plan covering areas 1-4, and initial management will involve re-stocking harvested areas, and bringing other part of the area into active management.

### 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.*

There is a considerable shortage of options for affordable living that accommodate the seasonal nature of the local economy in Glengarry. Our project is a response to that shortage. It will provide affordable options to attract permanent residents of working age who are able to take on public sector work and help deliver local services.

By creating new woodland crofts at Lower Ardochy Forest, our project will improve the overall sustainability of the community in a number of ways. New crofts will help to stimulate local economic activity through the provision of sites for homes and businesses that will retain and attract young families; in turn helping to sustain the village school and maintain essential services.

Woodland crofts deliver a range of economic and environmental benefits that result from the smaller-scale management of woodland. For example, increased variety of silvicultural interventions and engagement with local markets by adding value to forest products.

This approach to management will improve biodiversity, and create a more resilient woodland with better age structure and species mix. Furthermore, the conversion of Lower Ardochy Forest to woodland crofts will provide an economically viable management solution to the area given the restrictions to commercial forestry that result from the C1144 public road being designated an Excluded Route for timber transport.

The new croft houses proposed as part of our project will balance the distribution of housing in Glengarry more evenly. The project will give the community control of their allocation through the standard crofts allocation procedure, and the Rural Housing Burden allocation criteria. It will therefore go some way to tackle the local situation where existing local homes are being increasingly occupied by people who are retired, or managed as holiday homes. New homes allocated through our project will support Glengarry to become a better connected community in which social networks are stronger, and families can live near each other to provide support or child care.

The project has been designed for the community to use an allocation policy to be responsive to the needs of younger people in Glengarry. This was highlighted throughout the consultation process as a key priority for the community.

The project will create opportunities for people who work locally with average household incomes but cannot afford to live locally. This is especially important for people working in public services,

including the primary school, filling station, and post office. Furthermore, our project addresses the need for housing to be made available to support the growth of local businesses. People who are employed seasonally in tourism could potentially benefit from having a croft to support their livelihoods.

Inequality of access to land in Glengarry is recognised locally as one of the main barriers to the development of the community. Our project will demonstrate that by being proactive, the community can tackle local issues by using opportunities such as CATS and FLS land disposals. The project will build more capacity, and empower the community to take further steps to address the issues that it identifies.

### 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.*

Lower Ardochy Forest is not subject to any designations.

The only access to Lower Ardochy Forest is by the C1144 minor road. This road is designated an Excluded Route for timber transport. The proposal to create woodland crofts is therefore a solution to the management of this part of the forest as crofters would not use lorries to export timber.

2 powerline wayleaves pass through the area.

Any proposed development at Lower Ardochy Forest is subject to the requirements of the planning system. However, the community's proposal for Lower Ardochy Forest meets current policies, and dialogue is ongoing with the planning authorities.

### 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.*

The proposal is entirely positive. There are no known negative impacts associated with our proposal.

### 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.*

Glengarry Community Woodlands (GCW) was established in 2015 after the community purchased a 31ha woodland through the NFLS.

Since its establishment, GCW has demonstrated its success at delivering outcomes for the community. A well organised Board of directors with relevant backgrounds is supported by a highly motivated and experienced Development Officer who has been in post full time since 2016 (**a full biography of board members can be found in section 2.1 of the Business Plan**). The Development Officer is a Director for the Community Woodland Association and is involved with numerous local community organisations in and around Glengarry.

The delivery of our project is supported by the CHT and WCP. This allows workload to be shared but the arrangement also brings additional knowledge, experience and financial capacity.

The wider project, involving the CHT in area 1, will initially establish 2 woodland crofts and affordable house plots in area 1. This will be undertaken by the CHT, who as a well established and well resourced organisation have a range of relevant experience, resources and capacity. This staged approach means that issues identified during the establishment of crofts in area 1 will have already have been identified and overcome by the CHT before similar elements begin in areas 2 & 3.

A Minute of Agreement will be signed between CHT and GCW. This will ensure that the community's priorities for allocation are enshrined in the allocations policy for both crofts and homes in all areas, and that they reflect local needs. After delivery of phase 1 a review of this process will be carried out, and GCW will use the information to deliver phase 2; the establishment of crofts in areas 2 and 3.

Using this approach for delivery, difficulties that are inherent to establishing crofts will be highlighted by the CHT in the first phase. By the time phase 2 begins, GCW will have a direct understanding of the delivery method including where risks and responsibilities lie. The arrangement is also beneficial to GCW as it allows much of the risk and workload for phase 1 to be devolved to a partner with greater resources and capacity, whilst the Minute of Agreement will ensure delivery of the community's priorities. GCW will be supported throughout this process by Twin Deer Law who have worked on similar projects across the Highlands, including the establishment of woodland crofts, and implementing the Rural Housing Burden.

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Further detail on the phases and process for establishing crofts can be found in **section 13.1.1 and appendix 9 of the Feasibility Study.**

GCW has well-established channels of communication which support feedback to and from the community. Regular newsletters, well attended AGMs with an 'open floor' discussion forum, monthly feedback to the community council, and regular volunteering sessions all form part of the dynamic with the wider community (**examples in consultation report**).

GCW is recognised locally as having the capacity and resources necessary to deliver complex projects. In the 6 years since establishment, it has delivered projects ranging from a regular programme of social events, to a timber harvesting programme with associated engineering works. The establishment of a social enterprise including the construction of 8 forest cabins, a new recreation and amenity building, and a range of associated infrastructure is currently underway. The planning, fundraising and contract management for this project has all been delivered in-house by staff and the Board.

### 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

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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.

Glengarry is a small community with an above average population of retired people. The local economy has become increasingly dependent upon tourism as a result of the withdrawal from the area by traditional employers. The seasonal and often low-paid nature of this work has led to a number of challenges for the community. The establishment of Glengarry Community Woodlands in 2015 was acknowledged as a community-response to this situation, and an attempt to take control of local resources to address these issues.

Support for the project at Lower Ardoch Forest is an extension of this response. While some support for the project has come from people who would directly benefit from it (such as those who want a croft for their family), support has primarily come from people within the community who recognise the broader and indirect problems that result from the limited number of tenancies and options for community housing.

The process of community engagement that was undertaken over the last 2 years has been presented chronologically in the accompanying Consultation Report. It charts the journey that the community went through from December 2018 to August 2020 and illustrates how feedback was incorporated into the project planning. GCW was clear with the community throughout the process that it would not pursue an asset transfer at Ardoch unless there was clear demand from the community. This position is demonstrated in early facebook posts and newsletters. The accompanying report demonstrates how a process of public meetings was used to identify the priorities for the community.

The extent of support shown by the community led the GCW board to agree that its own resources should be put behind the project. A key stage in the process was a public meeting in November 2019 when an outline proposal for crofts was presented, and received with unanimous support. This gave a clear mandate to carry out a feasibility study and business plan. The regular communication channels between GCW outlined above in question 4.5 were used to feedback key stages of development to the community, and ensure that views could still be heard.

The final consultation with the community was carried out in August 2020. Due to coronavirus restrictions, this was carried out mainly using an electronic survey, which was found to be very successful. An electronic copy of the feasibility study was sent out to some 250 local residents and interested parties, and hard copies were left in a central public place in Invergarry. The online survey consisted of 9 questions and was open for 10 days. The results concluded overwhelming support for the project, with some 62 responses to the survey, which constitutes roughly 20% of the community.

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Further detail of the demand and waiting list for woodland crofts from across Scotland is detailed in section **9.2 of the feasibility study**.

Given the magnitude of support for the project, we do not think there will be any problems with ensuring the ongoing support and involvement of the community.

### 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.*

A detailed summary of the costs can be found in **section 10 of the Business Plan**. This includes purchase costs as well as ongoing management for 25 years.

GCW will be submitting an application to the Scottish Land fund (SLF) to meet the cost of purchase and the initial post-acquisition development costs. There has been regular discussion throughout the development with our SLF advisor (John MacDonald) who has helped guide the project development, making sure it meets the SLF criteria.

Furthermore, GCW can confirm that after revisions to the original project in September 2020, SLF were specifically consulted on a range of issues relating to the use of SLF funds. This included the onward sale of crofts. The SLF team provided full confirmation that as the onward sale would be subject to Rural Housing Burdens the proposal does indeed meet SLF criteria and therefore would be eligible for an SLF Stage 2 grant to fund the acquisition.

Additional costs will be met by local community benefit funds.

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### 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:  
Signed Articles of Association

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

Documents attached:  
Lower Ardochy Forest Map 1: Sale Area  
Lower Ardochy Forest Map2: Project Area

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

Documents attached:  
None

#### Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation’s capacity to deliver.

Documents submitted with the application:  
Ardochy Forest: Feasibility Study and Options Appraisal  
Appendix 1 – Rural Housing Burden  
Appendix 2 – Woodland Crofts – initial proposal for planning pre-application enquiry  
Appendix 3 – Valuation Report  
Appendix 4 – Site Investigations  
Appendix 5 – Planning pre-application enquiry  
Appendix 6 – Letter of Support from Glengarry Community Council  
Appendix 7 – Letter of Support from Glengarry Community Woodlands  
Appendix 8 – Business Plan August 2020  
Appendix 9 – Outline Project Plan (revisions October 2020 – May 2021)  
Letter of support - Cllr Henderson, Cllr Thompson, MSP Kate Forbes

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### Section 5 – evidence of community support

Documents attached:

Consultation Report

Letter of support Councillor Henderson

Letter of Support Councillor Thompson

Letter of support Kate Forbes MSP

### Section 6 – funding

Documents attached:

None