

**Highland Council Asset Transfer Request Approach
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 (CTB) making the request

1.1 Name of the CTB making the asset transfer request

Fort Augustus & Glenmoriston Community Company

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

28 Queensgate, Inverness, Scotland
IV1 1DJ

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: Ian Leaver

Postal address: Fort Augustus & Glenmoriston Community Company
Fort Augustus Village Hall
Bunoich Brae
Fort Augustus
Postcode: PH32 4DG

Email: chiefofficer@communitycompany.co.uk

Telephone: 07966 745654

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)*

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 SC327824	SC327824
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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

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 asset requested

2.1 Please identify the asset - land or building(s) - which this asset transfer request relates.

Fort Augustus Memorial Hall (Service Point and Registration Office)

Canalside, Fort Augustus, PH32 4BA

THC Business Unit ref: HC02395

Easting 237928 Northing 809248

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: 130111585

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

3A – Request for ownership

What price are you prepared to pay for the asset requested? :

Proposed price: £40,000

Section 4: Community Proposal

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

The Community Company was created to receive Community Benefit Funding from energy companies on behalf of the communities of Fort Augustus & Glenmoriston and this is then accessible through their grant schemes that have been approved & agreed by the funders. In addition to the grant schemes, the Company also lead directly on the development of large projects on behalf of the community. To date these include the re-building of the medical centre, the Community Caretakers, the Village Hall in Fort Augustus, the Apprenticeship Scheme and the development of the Old Convent Land Housing.

The Community have identified that the Service Point housed in the Memorial Hall has not been open since the start of COVID and they are concerned that it won't reopen. Many of our elderly would still make use of the service point as they are not so au-fait with the internet.

FAGCC itself operate from a small office at the village hall that was originally intended as a small meeting room. The Memorial Hall would make a far superior base for FAGCC with more space and closer to the centre of the village and so more accessible for the community. We would deliver a similar service to a Service Point, signposting to other services where necessary or appropriate.

The Village Hall we are currently housed is well used in the evenings by the community and the daytime use is building as we come out of COVID. What this means to FAGCC is that often the Hall is not available for meetings as it is used for activities. The Memorial Hall offers a better sized Hall for meetings and the Community Council and Camera Club already used it when it was available.

By freeing up space at the Village Hall and also potentially the community room in the Medical Centre which FAGCC own we then have space that is suitable for a dentist. This is one of the services that the community has asked that we try to attract to the area and to do that we need to offer suitable premises.

In summary the Memorial Hall offers FAGCC the opportunity to release space elsewhere for other uses and at the same time increase the office and meeting room space for ourselves and other groups. Ownership of the Memorial Hall will allow us to invest in it's improvement and retain it for community use.

Benefits of the proposal

- 4.2 Please set out the benefits to the community that you consider will arise if the request is agreed to. This should include:- economic, regeneration, health, social wellbeing, environmental benefits; or how this will tackle inequalities.

Having a more open and accessible meeting and office space will allow greater levels of engagement with the community which will lead to a better understanding of the

community's needs and where inequalities are occurring. This will help FAGCC to target support where it is most needed and encourage greater uptake of the grants program form groups and individuals.

The office will have an open door policy where people will feel welcomed and comfortable asking for help. Some members of the community particularly amongst the elderly are feeling the loss of the Service Point we will do what we can to assist and support them to access services online.

A secondary benefit is the freeing up of other community space which has the potential to provide premises for a dental practise to set-up. This is something sorely missing with few openings to join an NHS dentist in Inverness and none in Fort William.

Securing the building under community ownership secures it's future as an asset to benefit the community. Who knows what future needs will be but under community ownership it will remain an asset the community control.

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.

Category C Listed Building

Sits within the Fort Augustus Conservation Area.

We do not intend to alter the nature of the building externally other than tidy a good tidy up and clean of the stonework and grounds. Therefore we will not impact on either the listed building status or the conservation area due to external works.

Internally we may return the building to its original configuration and if so listed building consent will be sought well in advance. However we do not need to alter the building internally to use it. We would do it mainly for cosmetic reasons as previous alterations are unattractive and poorly completed.

The building will remain open for community use and will not be converted into business premises or accommodation.

Negative consequences

- 4.4 What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these?

Difficult to see any negative consequences at all as the building is currently closed. We won't be competing with private enterprise.

Capacity to deliver

- 4.5 Please show how your organisation will be able to manage the project and achieve your objectives.

The Chief Officer has over 20 years experience working in the sector in the Highland & islands area. He has developed, funded and project managed capital projects with values

from £10K to £1.6 million. During some of this period he has worked for HIE and DTAS supporting community groups with land and building acquisition (CRtB and CAT), governance, funding and general advice.

The company recently completed the build of 12 new affordable homes in Fort Augustus largely overseen by the board of directors as a Chief Officer was only in post for part of the time.

Prior to that the company built a new medical centre, renovated a property for affordable rent and more recently have renovated another property for affordable rent. All of the properties are managed directly by the company not through a letting agent or housing agency.

The company own and manage Fort Augustus Village Hall. The hall is well used by community groups and other non-community organisations. Our office is in a small room at the hall so we have great interaction with the users and understand their needs well.

From the track record of the company, board and the Chief Officer it is evident that they have the knowledge and experience to deliver and manage projects effectively.

The company also employ an office manager and a bookkeeper so the back office functions in terms of financial management are well established and effective.

The company receives community benefit funds annually but does not wholly rely on them to deliver projects and operations. Match funding for projects is always sought to ensure the community gets the best value from community benefit funds.

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.

In terms of specific support for the purchase of the Memorial Hall a petition was left in three locations visited regularly by the local community. This resulted in 111 signatures in total with 108 in favour of FAGCC taking ownership of the Memorial Hall and developing it into a warm welcoming accessible community facility.

See Community Action Plan 2018-2023 specifically page 10 Theme 1. Community and Recreation. Similar results are reflected in the Community Action Plan review carried out in January 2022. Both documents are attached.

We regularly update the community on progress through the local paper Ness News, community noticeboards and social media.

Section 6: Funding

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

Acquisition and development

COSTS	Amount
Purchase price	£40,000
Development	£40,700
Professional fees inc legal	£4,884
Planning	£1,000
VAT	£9,117
	£95,701
FINANCE	
Scottish Land Fund purchase (80%)	£32,000
FAGCC purchase (20%)	£8,000
FAGCC development	£55,701
	£95,701

Assuming a purchase price at 50% of THC internal valuation. Given the cost of development and the services offered to the community on completion an amount equal to half the valuation is an appropriate offer.

Development costs are based on recent experience and a cost estimate for Glentarff House redevelopment.

Scottish Land Fund – acquisition costs. FAGCC have a successful Stage 1 application and have been invited to apply for Stage 2. Two previous successful applications for SLF funding so good track record with them.

Fort Augustus & Glenmoriston Community Company – acquisition and development. Community benefit income from renewables will cover this through an internal grant application process.

DEVELOPMENT COST ESTIMATE	Amount
Downtakings	£5,000
Kitchen	£7,000
Toilet	£5,000
Electrical work	£6,000
Heating	£6,000
Making good	£5,000
Decoration	£3,000
Sub Total	£37,000
Contingency @ 10%	£3,700
ex VAT	£40,700
VAT	£8,140
TOTAL	£48,840

Operation

Hire Rates/hour ex VAT			
Community	£6.25		
Service	£15.00		
Commercial	£25.00		
INCOME			
Meeting room	meet/year	hour/meet	Amount
Camera Club	12	2	£150
Community Council	12	3	£225
3 Glens Community Care	6	2	£75
FAGCC	12	3	£225
Sunflower Home Care	12	1	£75
Samaritans	4	4	£100
Crown Vets	12	2	£360
Community Office rent			
FAGCC			£2,000
SHC			£1,000
3GCC			£1,000
Annual support grant			
FAGCC			£15,000
			£20,210
EXPENDITURE			
Electricity			£9,000
Water rates			£1,300
Broadband and phone			£660
Insurance			£300
Sanitary Waste disposal			£261
Fire alarm servicing			£145
Pat testing			£100
EICR			£500
Cleaning			£2,000
Maintenance			£1,000
			£15,266

Income is based on existing users of the Memorial Hall plus the current users of the village hall that would benefit from a smaller more accessible venue. This wouldn't necessarily affect the income to the Village Hall in the long term as it would free up slots that are likely to be filled by active groups.

FAGCC will pay rent as will 3 Glens Community Care and Sunflower Home Care for office space. 3GCC and SHC apply to FAGCC for an annual grant and the office rent will be included in the applications.

FAGCC awards an annual support grant to all of the community owned facilities in the area. The increased cost of energy and generally high costs for everyone means that if FAGCC didn't award the support grant, the venues would have to increase hire costs at a time when people simply cannot afford further increases to their cost of living. Although not yet approved by the FAGCC board the proposal is too increase the annual support grant to £15,000.

Expenditure figures reflect the expenditure that FAGCC incurs on the Village Hall.

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 FELIX PATRSON

Address BRACKENFELD
FORT AUGUSTUS
INVERNESS-SHIRE
PH32 4BN

Date 8 FEB 23

Position CHAIR

Signature



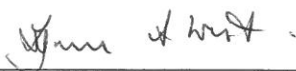
Name LYNDIE WEST

Address BIRCHENHAM HOUSE
DALCATTAG
INNER MORISTON, HIGHLANDS
IV63 7YA

Date 8/2/23

Position DIRECTOR

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:

FAGCC Articles 2022.pdf

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

Documents attached:

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

Documents attached:

FAGCC Memorial Hall Business plan 060223.pdf

Section 5 – evidence of community support

Documents attached:

FAGCC CAP 2018.pdf

FAGCC CAP review 2022.pdf

Section 6 – funding

Documents attached:

Fort Augustus & Glenmoriston Community Company (Memorial Hall) - Invite to Stage 2.pdf

Search “Privacy Notices” on the Highland Council website to read our Privacy Statement in regards to Asset Transfer Request forms.

