

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

Elphin, Ledmore & Knockan Community Association Ltd

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

Postal address:

Elphin Community Hall

Elphin

by Lairg

Sutherland

Postcode: IV274HH

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 O'Keefe

Postal address: **REDACTED BY HIGHLAND COUNCIL**

Postcode:

Email: **REDACTED BY HIGHLAND COUNCIL**

Telephone: **REDACTED BY HIGHLAND COUNCIL**

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 relevant authority to stop sending correspondence by email, or change the email address, by telling them at any time, as long as 5 working days' notice is given.

1.4 Please mark an "X" in the relevant box to confirm the type of CTB and its

Section 2: Information about the asset requested

official number, if it has one.

X	Company, and its company number is	SC381507
X	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	SC042007
	Community Benefit Society (BenCom), and its registered number is	
	Unincorporated organisation (no number)	

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

1.5 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

No

Yes

Please give the title and date of the designation order:

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?

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

You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.

It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must attach a map and full description of the boundaries of the area to which your request relates. If you are requesting part of a building, please make clear what area you require. a drawing may be helpful.

Former Assynt Primary School

Former Assynt Primary School LAIRG IV27 4HH

Easting: 221565

Northing: 912053

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: 130111965

Section 3: Type of request, payment and conditions

3.1 Please tick what type of request is being made:

for ownership (under section 79(2)(a)) - go to section 3A

for lease (under section 79(2)(b)(i)) – go to section 3B

for other rights (section 79(2)(b)(ii)) - go to section 3C

3A – Request for ownership

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

Proposed price: £1

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

3B – Request for lease

What is the length of lease you are requesting?

--

How much rent are you prepared to pay? Please make clear whether this is per year or per month.

Proposed rent: £		per
------------------	--	-----

Please attach a note setting out any other terms and conditions you wish to be included in the lease, or to apply to the request in any other way.

3C – Request for other rights

What are the rights you are requesting?

--

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

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.

We have been the tenants of this property since 2010 and the property has been used successfully as a community hall for the surrounding communities of Elphin, Ledmore, Knockan, Ben Moore, Aultnacealgach, Lyne, Stronchrubie, and Inchnadamph.

We want to develop the facilities at the community hall to make it more suitable for a wider variety of community groups to use. Some of the developments we are looking into are to improve the heating in the building so that it can be used in winter, upgrading the toilets to cater better for mothers with children, increasing the energy efficiency of the building so that we can keep running costs to a level which makes it possible affordable for all community members to use.

Having ownership of the building and land will allow us to make changes that will benefit the community because we will be able to embark on bigger projects rather than be limited by the conditions of our lease. It also means that we will have a wider range of funding to make these improvements.

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.

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.

Ours is an isolated, rural community and so to have the opportunity to come together physically means that the mental health benefits for the people within it are immeasurable. This asset transfer will benefit the community because we will be able to make improvements to the building so that it is accessible to a wider range of people and it will benefit the environment because we will be able to develop renewable sources to heat and light the building reducing the need for fossil fuel based generation of electricity. The demographic of the local population is changing with more families with young children moving into the area so the community hall is an even more important resource for them to find support and a place to gather.

Restrictions on use of the land

4.3 If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

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

As far as we are aware there are no restrictions on the use of the land.

Negative consequences

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

You should consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.

We can foresee no negative consequences.

Capacity to deliver

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

This could include the skills and experience of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc.

We have successfully managed the property as a community hall for the last 12 years and during this time we have demonstrated that the ELKCAL Board has the skills to provide activities and services that are well supported by the community. We have also demonstrated that we have the financial skills to make sound decisions to be able to continue running the community hall successfully. During our past 12 years we have undertaken major projects such as modifying the original school building to be more suitable to be used as a community hall. These have included installing a kitchen, improving the storage areas, increasing the number of toilets. Although Board members are elected every year, many of these people have been on the Board for many years and others have been re-elected to the Board after a few years break so experience of the Board members has been maintained.

Section 5: Level and nature of support

- 5.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members

of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.

Our Association has over 100 members and represents a major proportion of the people who live in the area and who benefit from the facilities at the Community Hall.

The proposed purchase of the Former Assynt Primary School from the Highland Council has been discussed widely within the community for several years and when it was raised at the most recent AGM of the Elphin, Knockan, Ledmore Community Association all the community members present agreed that this would greatly benefit the community.

We do not believe that any other communities will be affected by our proposal.

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.

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 have sufficient funds for the purchase of the property at the above proposed price.

We are active in our fund raising due to the great support of our volunteers and that means that we will be able to continue to meet the costs of services and maintenance of the property, as we have done for the last 12 years. If we have ownership of the property, then we have an even wider range of grant funding available to help us make the improvements we want so that the facilities available to the community are even better.

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 Ann O'Keefe

Address **REDACTED BY HIGHLAND COUNCIL**

Date

Position Secretary

Signature **REDACTED BY HIGHLAND COUNCIL**

Name Andrew Venters

Address **REDACTED BY HIGHLAND COUNCIL**

Date

Position Chairman

Signature **REDACTED BY HIGHLAND COUNCIL**

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: Constitution

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

Documents attached: Map of property

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:

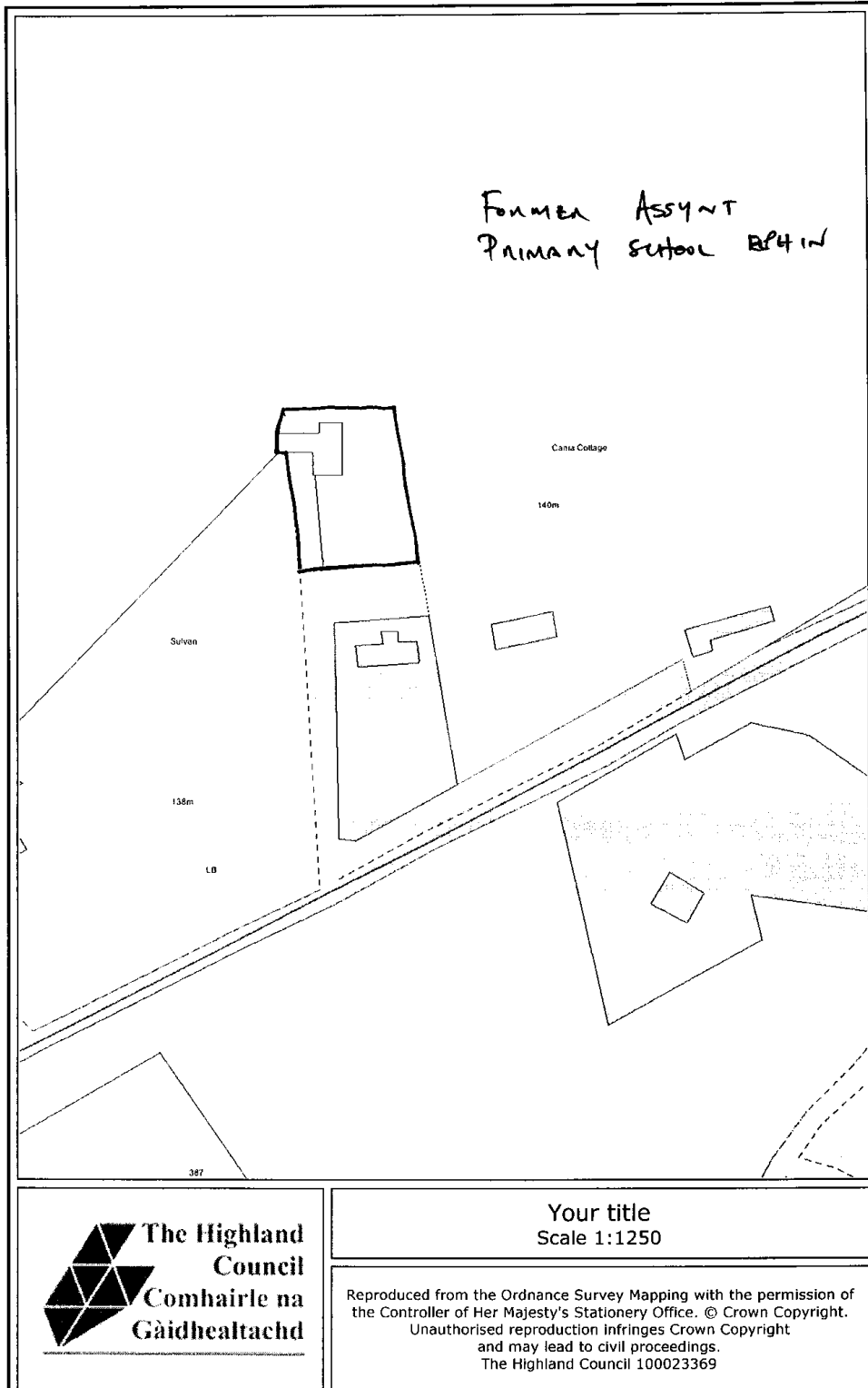
Section 5 – evidence of community support

Documents attached:

Section 6 – funding

Documents attached:

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



Your title
Scale 1:1250

Reproduced from the Ordnance Survey Mapping with the permission of the Controller of Her Majesty's Stationery Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to civil proceedings. The Highland Council 100023369