

**Appendix 1**



**Asset Transfer Request  
Reporting Template 2020/21 for Relevant Authorities**

Section 95 of the Community Empowerment (Scotland) Act 2015 requires relevant authorities to produce an annual report on Asset Transfer Request activity and publish this no later than 30 June each year.

Following stakeholder feedback and in response to asset transfer evaluations, this template has been created to help gather asset transfer data for the period 1 April 2020 to 31 March 2021. Information provided will help inform policy and practice at local and national level as the data will be collated and shared by the Scottish Government's Community Empowerment Team. However, it will be for each relevant authority to make their own annual report publicly available by 30 June 2021, whether using this template or not.

**Please provide information in the four sections below and email the completed template by 30 June 2021 to [community.empowerment@gov.scot](mailto:community.empowerment@gov.scot).**

**Section One – Relevant Authority Information**

Organisation: Highland Council  
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Completed by: Pablo Mascarenhas  
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Date of completion: 10.07.21

Are you the Asset Transfer Lead Contact for the organisation: Yes

If not please provide the name, job title and email address for the lead contact for any queries: N/A.

**Section 2: Asset Transfer Data in 2020/21**

2.1 Please complete the following table for the 2020/21 reporting period :

| Total new (validated) applications received in 2020/21 | Total applications received prior to 1 April 2020 which were still to be determined at 1 April 2020 | Number of successful applications agreed in 2020/21 | Number of unsuccessful applications refused in 2020/21 | Total applications (received in any year) still to be determined as at 31 March 2021. |
|--|---|---|--|---|
| 7  | 4   | 5   | 1  | 5   |

2.2 Please provide details of Asset Transfer Requests received which resulted in transfer of ownership, lease, or rights from your relevant authority to a community transfer body in 2020/21:

- Transfers legally completed during 2020/21 - **11** highlighted in blue
- Valid transfer requests received during the year and transfer agreed by committee during 2020/21 - **1** highlighted in orange
- Transfers received in previous years but agreed to by committee in 2020/21 - **4** highlighted in green
- Requests agreed by committee in previous year but where the legal process is not yet agreed - **7** highlighted in yellow
- Requests agreed by committee in previous year and where the legal process has been agreed in 2021/22 – **1** highlighted in purple

| Name of Community Transfer Body      | Date request accepted | Date decision agreed to transfer | Date transfer completed | Description of the asset / area transferred                  | Amount Paid | Discount Given | Type of transfer | Purpose of transfer                             |
|--------------------------------------|-----------------------|----------------------------------|-------------------------|--|-------------|----------------|------------------|---|
| Kyle of Sutherland Hub               | 20/11/2019            | 09/03/2020                       | 18/02/2021              | Land at South Bonar Industrial Estate                        | £1          | 100%           | Ownership        | Development of parking for community facility   |
| Community Out West Trust             | 12/11/2019            | 09/03/2020                       | 22/12/2020              | Kinlochewe public toilets, car park and adjacent picnic area | £1          | 100%           | Ownership        | Development of tourist facilities, inc. toilets |
| Dingwall Men's Shed                  | 18/09/2019            | 19/11/2019                       | 01/12/2020              | Land at the "former skate park", Jubilee Park Road, Dingwall | £300        | 66%            | Rental           | Development of meeting space and workshop.      |
| Cromarty Community Development Trust | 19/06/2019            | 29/08/2019                       | 26/03/2021              | Land at Whitedykes Industrial Estate, Cromarty               | £1          | 100%           | Ownership        | Parking and facilities for up to 12 motorhomes  |

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|---------------------------------------|-----------------------|----------------------------------|-------------------------|---|-------------|----------------|------------------|---|
| Spean Bridge Community Centre         | 01/03/2019            | 27/08/2019                       | 09/03/2021              | Spean Bridge Community Centre                       | £1          | 100%           | Ownership        | Security of tenure to sustain and expand community facility.                            |
| Strathpeffer Pavilion Community Trust | 28/02/2019            | 04/06/2019                       | 21/09/2020              | Strathpeffer Spa Garden and Pump Room               | £1          | 100%           | Ownership        | Security of tenure to sustain and expand venue for community use and social enterprise. |
| Inverness Men's Shed                  | 06/12/2018            | 29/03/2019                       | 26/05/2020              | Pavilion at Millburn Academy, Inverness             | £1          | 100%           | Rental           | Meeting space and workshop  |
| Ardnamurchan Lighthouse Trust         | 18/09/2018            | 26/02/2019                       | 28/07/2020              | Site Surrounding Ardnamurchan Lighthouse            | £137,500    | 50%            | Ownership        | Redevelopment and improvement of the site facilities.                                   |
| Strathpeffer Resident's Association   | 05/05/2018            | 14/03/2019                       | 15/03/2021              | Playpark/land adjacent to Ord Terrace, Strathpeffer | £7,500      | 50%            | Ownership        | Development of community garden   |
| Gairloch Area Development Ltd         | 15/03/2018            | 18/09/2018                       | 28/08/2020              | Cemetery Car Park Toilets & surrounding land        | £1,000      | N/A            | Ownership        | Development of tourist facilities, inc. toilets   |
| Kingussie Tennis Club                 | 07/04/2017            | 10/01/2018                       | 30/03/2021              | Tennis Courts and Pavilion, Kingussie               | £1          | 100%           | Rental           | Renovation of facility for sporting use   |

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|---|-----------------------|----------------------------------|--------------------------------|--|-------------|----------------|------------------|---|
| Kilmallie Community Centre Ltd          | 07/09/2020            | 10/02/2021                       | Conveyancing not yet concluded | Car Park at Station Rd, Corpach                | £7,500      | 81%            | Ownership        | Improved parking, tourist infrastructure, EV charging and expanded recycling facilities |
| Assynt Development Trust                | 09/03/2020            | 25/01/2021                       | 11/05/2021                     | Mission, Lochinver                             | £1          | 100%           | Ownership        | Security of tenure for borrowing to fund local development project delivery             |
| Inverness Rowing Club                   | 07/01/2020            | 17/09/2020                       | Conveyancing not yet concluded | Land at former Torvean golf club, Inverness    | £1          | 100%           | Ownership        | Clubhouse development   |
| Acharacle Community Company             | 02/12/2019            | 08/09/2020                       | 04/05/2021                     | Acharacle Community Centre                     | £30,000     | 85%            | Ownership        | Improvement of community facility   |
| Wick Community Hub                      | 29/11/2019            | 08/09/2020                       | Conveyancing not yet concluded | Rosebank Playing Fields & Pavilion, Wick       | £1          | 100%           | Ownership        | Improvement of leisure facility   |
| Strathnaver Museum                      | 14/06/2019            | 29/08/2019                       | Conveyancing not yet concluded | Land at Clachan Graveyard Extension, Bettyhill | £1          | 100%           | Ownership        | Extension of museum visitor centre  |
| Stratherrick and Foyers Community Trust | 26/03/2019            | 21/08/2019                       | Conveyancing not yet concluded | Land at Falls of Foyers Car Park               | 1 pence     | 100%           | Rental           | Relocation and redevelopment of existing public toilets                                 |
| Ormlie Community Association, Ltd.      | 16/02/2019            | 27/08/2019                       | Conveyancing not yet concluded | Ormlie Community Centre, Thurso                | £1          | 100%           | Rental           | Security of tenure to sustain and expand community facility.                            |

| Name of Community Transfer Body           | Date request accepted | Date decision agreed to transfer | Date transfer completed        | Description of the asset / area transferred | Amount Paid | Discount Given | Type of transfer | Purpose of transfer  |
|---|-----------------------|----------------------------------|--------------------------------|---|-------------|----------------|------------------|--|
| Seaboard Community Polytunnel Group       | 21/09/2018            | 26/02/2019                       | Conveyancing not yet concluded | Land at Harbour Green, Balintore            | £1          | 100%           | Rental           | Development of community garden  |
| Helmsdale and District Development Trust  | 18/09/2018            | 16/02/2019                       | Conveyancing not yet concluded | Coupers Yard, Helmsdale                     | Nil         | 100%           | Ownership        | Development of small industrial spaces; campervan aire; Glamping Pods. |
| Strathnaver Museum                        | 01/03/2018            | 12/06/2019                       | Conveyancing not yet concluded | Bettyhill Visitor Centre                    | £1          | 100%           | Ownership        | Development of café for museum visitors                                |
| Seaboard Memorial Hall                    | 17/11/2017            | 18/09/2018                       | Conveyancing not yet concluded | Balintore Harbour Public Toilets and Site   | £1          | 100%           | Ownership        | Sustained operation of toilets following closure                       |
| Glen Urquhart Rural Community Association | 20/12/2018            | 15/11/2019                       | 27/04/2021                     | Drumnadrochit Tourist Information Centre    | £85,000     | 10%            | Ownership        | Development of tourist oriented social enterprise                      |

2.3 Please provide details of Asset Transfer Requests that went to a relevant authority appeal (internal) and/or review (Scottish Government) which were concluded in 2020/21:

| Name of Community Transfer Body | Was the Asset Transfer Appeal/Review accepted? (Y/N) | Why was the Appeal/Review accepted/refused?<br><i>Please provide details of the asset transfer request and reasons for your decision.</i> |
|---------------------------------|--|---|
| None during this period.        |  |   |

2.4 How many assets in total have been transferred to community ownership, lease or management by your organisation since the asset transfer legislation came into force in January 2017?

14 transfers finalised of 33 transfers approved (difference reflecting both withdrawals following approval and approvals for which conveyancing is ongoing).

2.5 Please provide information on any assets transferred to community ownership *outwith* the Asset Transfer legislative process since January 2017.

No such transfers of ownership out with the CAT process.

2.6 Considering asset transfers that have completed since 2017, what do you consider to be the outcomes (benefits/challenges) for the communities that have taken ownership of the assets?

Transfers of ownership from Highland Council to communities have supported a range of outcomes targeted at increasing community engagement, increasing and encouraging community led and run services and involving more people in local decision making.

The CAT programme contributes to the Council's key strategic priority within its Corporate Plan, to invigorate local democracy and put our communities at the heart of the design and delivery of services at a local level. Community engagement leading to CAT develops the capacity of communities to decide and deliver their local priorities. Transfer of assets to these engaged and aspiring communities empowers them to unlock further community benefit arising from the CAT proposal.

A broad variety of transfers through the CAT process have supported community led regeneration, social enterprise, projects to increase local participation and engagement, health and wellbeing, redevelop facilities and deliver new and improved local services, including visitor management facilities.

Community led improvement of facilities for visitor management have made a particular contribution to alleviating pressure from large numbers of tourists on fragile, rural communities across Highland.

Community facilities remain the most common use of assets transferred through CAT. The vast majority of these proposals include a significant component of revenue generation associated with operation of the asset – e.g. rental income from sub-letting of facilities; income from toilets, parking, waste facilities, trading, borrowing against the asset.

2.7 Please use this space to provide any further comments relating to the above data:

### **Section Three – Promotion and Equality**

3.1 Please provide information on any action you have taken to promote the benefits of asset transfer or any support provided for communities to engage with the Asset Transfer Request process during 2020/21.

*-Support meetings between officers and prospective applicants, to advise and support preparation of evidenced applications.*

*- Signposting of external support services and guidance, including Development Trusts Association -COSS, Highlands and Islands Enterprise, Highland Third Sector Interface.*

*-Online meetings to engage with communities considering CAT of public conveniences.*

3.2 In particular what action has been taken to support disadvantaged communities to engage with the asset transfer process during 2020/21?

Community asset transfer forms an integral part of Highland Council's approach to community planning, community development and working with and involving our communities. We are developing locality plans across the communities with the highest levels of inequalities. A key part of this is understanding the asset requirements of the public, voluntary and community sectors. Local community partnerships provide a support network for communities working toward community asset transfer with central support officers providing specialist development, legal and property guidance.

3.3 Please provide any details of the inclusiveness and involvement of local organisations when determining asset transfer applications.

A key consideration in the assessment process is the level and nature of the support the local group requesting the transfer has from the wider community. Further information has been requested on a number of occasions to ensure that there is support for the aims and proposals of the group requesting the transfer.

In addition to this, local organisations are encouraged to submit representations to indicate their view on the published CAT proposal.



## **Section Four – Additional Information**

4.1 Please use this space to provide any further feedback not covered in the above sections.

*For example, we are interested in your reflections about what has gone well and what has gone less well in relation to Asset Transfers during 2020/21?*

*Is there any aspect of the process that you intend to adapt or change in the year ahead?*

*Have you identified any needs for guidance or support that would support the ATR process?*

*If you have developed any case study material or published new information about Asset Transfer Requests please share links to those with us here.*

Developing understanding of community aspirations for their local land and buildings suggests there are three broadly different types of request received by Highland Council.

1. Community Asset Transfer Requests in terms of the Community Empowerment Act. Responding to a need identified by the community; delivering something additional to meet that need.
2. Continuation requests: sitting tenants, or groups seeking re-assignment of a lease to safeguard continued operation of a facility or service.
3. Social enterprise requests: groups oriented to delivery of community benefit such as youth employability or regeneration, but not eligible for CAT, such as Community Interest Companies whose directors can draw down funds.

Consideration is being given to the requirements necessary to capture and evaluate community benefit delivered by transfers of types 2 & 3, as well as to govern risks arising.

During 2020/21, a decision was taken to devolve decision making for assets below the value of £100,000 to the 11 local Area Committees. This ensures that the decision making on the transfer of any asset to the local community is being made directly by local members who understand the local context and community priorities. It also supports local coordination of Council local discretionary funds to support local priorities.

From ongoing engagement with community bodies and partners, including through a virtual seminar hosted by the Council in May 2021 involving COSS/DATS, HIE and the Scottish Land Fund, the following areas for development are currently under consideration:

- support and capacity building for community bodies – a partnership approach is required including helping groups engage with the administrative demands of the CAT process. The Council is recruiting fixed term Community Support Coordinators as one additional approach;
- supporting groups with sources of grant support to find the development of assets post transfer. This includes promotion of funding streams and considering the feasibility of a Council run community loans fund. One area for Government support is to encourage funders to provide longer lead in times so that volunteer-led groups have sufficient time to develop proposals;
- as well as responding to requests for CAT, work is planned to take a more pro-active approach to offering communities ownership of surplus assets and as part of the Council's asset management strategy;

- options are being explored to further streamline the process of supporting CAT.