

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.

Section One – Relevant Authority Information

Organisation: Highland Council

Address: Glenurquhart Road, Inverness, IV3 5NX

Completed by: Pablo Mascarenhas

Role: Communities & Democratic Engagement Manager

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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

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
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

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
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? <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.