

**Asset Transfer Request  
Reporting Template 2019/20 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 summary evaluations over the last two years (final 3 year evaluation report is due to be published by end of June 2020), this template has been created to help gather asset transfer data for the period 1 April 2019 to 31 March 2020. 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 2020, whether using this template or not.

**Please provide information in the four sections below and email the completed template by 30 June 2020 to [community.empowerment@gov.scot](mailto: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

Email: [pablo.mascarenhas@highland.gov.uk](mailto:pablo.mascarenhas@highland.gov.uk)

Telephone: 01463 702247

Date of completion: 12.06.20

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 2019/20**

2.1 Please complete the following table:

Total Applications Received in 2019/20	Number of successful applications	Number of unsuccessful applications	Number received in 2019/20 and yet to be determined	Number received prior to 2019/20 and yet to be determined
12	5	1	6	0

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 2019/20:

Key:

- Transfers legally completed during 2019/20 - **4** highlighted in blue
- Valid transfer requests received during the year and transfer agreed by committee during 2019/20 - **5** highlighted in orange
- Transfers received in previous years but agreed to by committee in 2019/20 - **5** highlighted in green
- Requests agreed by committee in previous year but where the legal process is not yet concluded - **7** highlighted in yellow

Name of Community Transfer Body	Date request validated	Date decision agreed to transfer	Date transfer completed	Description of the asset / area transferred	Amount Paid	Discount Given	Discount Value	Value	Type of transfer	Purpose of transfer
Inverness Men's Shed	06/12/2018	29/03/2019	<b>26/05/2020</b>	Pavilion at Millburn Academy, Inverness	£1	100%	£3,000 pa	£3,000 pa	Rental	Meeting space and workshop
Road to the Isles Facilities Group	21/11/2018	26/02/2019	<b>17/01/2020</b>	Land to the South of West Bay Car Park, Mallaig	Nil	100%	Nominal	Nominal	Ownership	Development of tourist facilities, inc. toilets
Road to the Isles Facilities Group	21/11/2018	26/02/2019	<b>26/09/2019</b>	Traigh Beach Toilets, Arisaig	£1	100%	Nominal	Nominal	Rental	Development of tourist facilities, inc. toilets
Wick MS Centre	25/07/2017	14/08/2018	<b>14/08/2019</b>	Wick MS Centre	£1	100%	£30,000	£30,000	Ownership	Security of tenure to sustain and expand offering of therapy centre.
Gairloch Area Development Ltd	15/03/2018	18/09/2018	Conveyancing not yet concluded	Cemetery Car Park Toilets & surrounding land	£1,000	Nominal	N/A	N/A	Ownership	Development of tourist facilities, inc. toilets
Glen Urquhart Rural Community Association	20/12/2018	15/11/2019	Offer not yet received	Drumnadrochit Tourist Information Centre	£85,000	10%	£10,000	£95,000	Ownership	Development of tourist oriented social enterprise

Name of Community Transfer Body	Date request validated	Date decision agreed to transfer	Date transfer completed	Description of the asset / area transferred	Amount Paid	Discount Given	Discount Value	Value	Type of transfer	Purpose of transfer
Helmsdale and District Development Trust	18/09/2018	16/02/2019	Conveyancing not yet concluded	Coupers Yard, Helmsdale	Nil	100%	£30,000	£30,000	Ownership	Development of small industrial spaces; campervan aire; Glamping Pods.
Kingussie Tennis Club	07/04/2017	10/01/2018	Offer not yet received	Tennis Courts and Pavilion, Kingussie	£1	100%	Nominal	Nominal	Rental	Renovation of facility for sporting use
Ormlie Community Association, Ltd.	16/02/2019	27/08/2019	Offer not yet received	Ormlie Community Centre, Thurso	£1p.a	100%	£9,000 p.a	£9,000 p.a	Rental	Security of tenure to sustain and expand community facility.
Seaboard Community Polytunnel Group	21/09/2018	26/02/2019	Conveyancing not yet concluded	Land at Harbour Green, Balintore	£1	100%	£240 p.a	£240 p.a	Rental	Development of community garden
Seaboard Memorial Hall	17/11/2017	18/09/2018	Offer not yet received	Balintore Harbour Public Toilets and Site	£1	100%	Nominal	Nominal	Ownership	Sustained operation of toilets following closure
Spean Bridge Community Centre	01/03/2019	27/08/2019	Conveyancing not yet concluded	Spean Bridge Community Centre	£1	100%	£20,000	£20,000	Ownership	Security of tenure to sustain and expand community facility.
Strathnaver Museum	01/03/2018	12/06/2019	Offer not yet received	Bettyhill Visitor Centre	£1	100%	£70,000	£70,000	Ownership	Development of café for museum visitors
Strathnaver Museum	14/06/2019	29/08/2019	Conveyancing not yet concluded	Land at Clachan Graveyard Extension, Bettyhill	£1	100%	£1,000	£1,000	Ownership	Extension of museum visitor centre

Name of Community Transfer Body	Date request validated	Date decision agreed to transfer	Date transfer completed	Description of the asset / area transferred	Amount Paid	Discount Given	Discount Value	Value	Type of transfer	Purpose of transfer
Strathpeffer Pavilion Community Trust	28/02/2019	04/06/2019	Conveyancing not yet concluded	Strathpeffer Spa Garden and Pump Room	£1	100%	£70,000	£70,000	Ownership	Security of tenure to sustain and expand venue for community use and social enterprise.
Strathpeffer Resident's Association	05/05/2018	14/03/2019	Conveyancing not yet concluded	Playpark/land adjacent to Ord Terrace	£7,500	10%	£7,500	£15,000	Ownership	Development of community garden
Kyle of Sutherland Hub	20/11/2019	09/03/2020	Offer not yet received	Land at South Bonar Industrial Estate	£1	100%	£8,000	£8,000	Ownership	Development of parking for community facility
Community Out West Trust	12/11/2019	09/03/2020	Offer not yet received	Kinlochewe public toilets, car park and adjacent picnic area	£1	100%	£34,000	£34,000	Ownership	Development of tourist facilities, inc. toilets
Dingwall Men's Shed	18/09/2019	19/11/2019	Offer not yet received	Land at the "former skate park", Jubilee Park Road, Dingwall	£300 p.a	100%	£600 p.a	£900 p.a	Rental	Development of meeting space and workshop.
Ardnamurchan Lighthouse Trust	18/09/2018	26/02/2019	Conveyancing not yet concluded	Site Surrounding Ardnamurchan Lighthouse	£137,500	100%	£137,500	£275,500	Ownership	Redevelopment and improvement of the site facilities.
Cromarty Community Development Trust	19/06/2019	29/08/2019	Conveyancing not yet concluded	Land at Whitedykes Industrial Estate, Cromarty	£1	100%	£5,000	£5,000	Ownership	Parking and facilities for up to 12 motorhomes

2.3 Please provide details of Asset Transfer Requests that were refused in 2019/20 and went to a relevant authority appeal or review including whether they were allowed or dismissed:

Name of Community Transfer Body	Appeal/Review accepted? (Y/N)	Accepted/refused?
None during this period.		

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

Cases for which conveyancing has not yet been concluded or a formal legal offer not yet received from the CTB have been included at 2.2 as indication of the volume of requests agreed (excluding approved requests which were subsequently withdrawn / declined by the CTB).

### **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.**

- 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.
- Peripatetic engagement 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?**

Community asset transfer forms an integral part of Highland Council's approach to community planning 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.

## **Section Four – Additional Information**

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

**Subject to the pressures of responding to the Covid-19 emergency situation and recovery – if possible please email the completed template by 30 June 2020 to [community.empowerment@gov.scot](mailto:community.empowerment@gov.scot)**

If you have any queries please contact Malcolm Cowie, Asset Transfer Policy Manager at [Malcolm.cowie@gov.scot](mailto:Malcolm.cowie@gov.scot)

Thank you!

Community Empowerment Team  
Scottish Government