

Report to: Cabinet



Date of Meeting 7 September 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Community Asset Transfer Procedure

Report summary:

This report details the background to the Community Asset Procedure and final draft documentation and includes a recommendation to adopt.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That Cabinet recommend to approve that the attached draft Community Asset Transfer Procedure is adopted.

Reason for recommendation:

At the Asset Management Forum meeting, 21 June 2022, the Forum noted the revisions to the draft Community Asset Transfer Procedure and recommended to Cabinet 'that Cabinet adopts the Policy'.

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk;

Links to background information

[Asset Management Forum 21st June, 2022](#)

[Draft EDDC Community Asset Transfer Procedure](#)

[Draft EDDC Community Asset Transfer Procedure Appendix A: Expression of Interest](#)

[Draft EDDC Community Asset Transfer Procedure Appendix B: Procedure Diagram](#)

[Final questionnaire](#)

[Results of CAT Draft procedure consultation with Town and Parish Councils](#)

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
 - A greener East Devon
 - A resilient economy
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Report in full

1. Background

- 1.1 In September 2019 the Council's Asset Management Forum (AMF) considered a draft procedure for requests for community asset transfer. It was resolved that AMF recommend the Community Asset Transfer Policy approach to Cabinet and that the Community Asset Transfer Policy approach and the Community Asset Transfer Procedure be endorsed in principle, and the consultation with town and parish councils commence.
- 1.2 Cabinet resolved on 2 October 2019 to endorse the policy in principle and commence consultation with town and parish councils. Following that, consultation was put on hold while consultation took place through the Careful Choices initiative but also then due to the COVID-19 pandemic.
- 1.3 A further report was considered by AMF (2nd December 2020) where the continued suitability of the draft procedure was assessed and officers were instructed to commence the consultation for the draft Community Asset Transfer procedure.
- 1.4 The Council invited all towns and parish councils to take part in the consultation from 25th February to 2nd May 2021 using an on-line questionnaire.
- 1.5 The outcome of the consultation process is that East Devon Town and Parish Councils were broadly supportive of the draft Community Asset Transfer procedure and this was reported to the Asset Management Forum on the 27th July 2021 where 'The Forum requested that the officer prepared a report for Cabinet, recommending that the draft Community Asset Transfer Procedure is adopted, which the Service Lead for Place, Assets and Commercialisation agreed to undertake'.
- 1.6 Following advice from the Strategic Lead (Governance and Licensing) some further changes have been made to the procedure and shared with the Portfolio Holder for Economy and Assets; these changes clarify the decision making process. The revised draft Community Asset Transfer procedure was reported to the Asset Management Forum on 21st June 2022.

1.7 A copy of the consultation questionnaire, results and draft documents are all attached as background papers for information.

2. Implementing the Community Asset Procedure

2.1 There are a small number of known Parish and Town Councils interested in Community Asset Transfers. Officers will engage with those Councils to explore continued appetite and whether formal requests under the new procedure (once adopted) will be forthcoming. Interest is expected to be limited but impact on staff resourcing will need to be monitored. The Beer Pilot asset transfer project will continue to be progressed as per the Cabinet resolution of 2nd October 2019.

Financial implications:

There are no direct financial implications from the recommendations of the report. The draft procedure ensure financial matters are considered appropriately. Simon Davey, 20.07.22.

Legal implications:

There is no direct comment to be made in relation to this report, each and any individual issue will need to be considered as it arises in respect of each proposed community asset transfer