

Community Asset Transfer Framework

1. Introduction and scope

This framework is made and administered under the Council's Disposal and Acquisition Policy. It sets out a consistent, transparent and proportionate process for assessing community asset transfer requests from eligible community organisations.

It applies to Council-owned land and buildings with current or potential community use. Proposals must demonstrate social, economic and/or environmental benefit. The framework does not create a right to a community asset transfer, or replace wider asset management or disposal requirements.

2. Key principles

- Any proposed transfer must deliver demonstrable community benefit.
- The Council will balance support for community ownership with its responsibility to protect public assets and value for money.
- Each proposal will be considered on its own merits through a transparent and proportionate assessment process, as set out [below](#).
- The Council will not guarantee exclusivity to the first organisation expressing interest in an asset. Upon receipt of a valid Expression of Interest, the Council will notify relevant Ward Members and publish details of the opportunity on its website for a period of 21 days. During this period, other eligible organisations may submit an Expression of Interest for the same asset. At the end of the 21-day period, the Council will review all Expressions of Interest received and determine which organisation or organisations will be invited to submit a full application. The Council will notify all interested parties of its decision.
- Known costs, liabilities and restrictions will be shared where available but should not be relied upon. Applicants are responsible for carrying out their own due diligence.
- Applicants will be required to meet proposal and transfer costs, including both parties' legal costs, valuation costs, statutory advertising costs, due diligence and other transaction costs where incurred or required by the Council. These costs may be payable whether or not the application is successful and whether or not the transfer proceeds to completion.

3. Eligibility

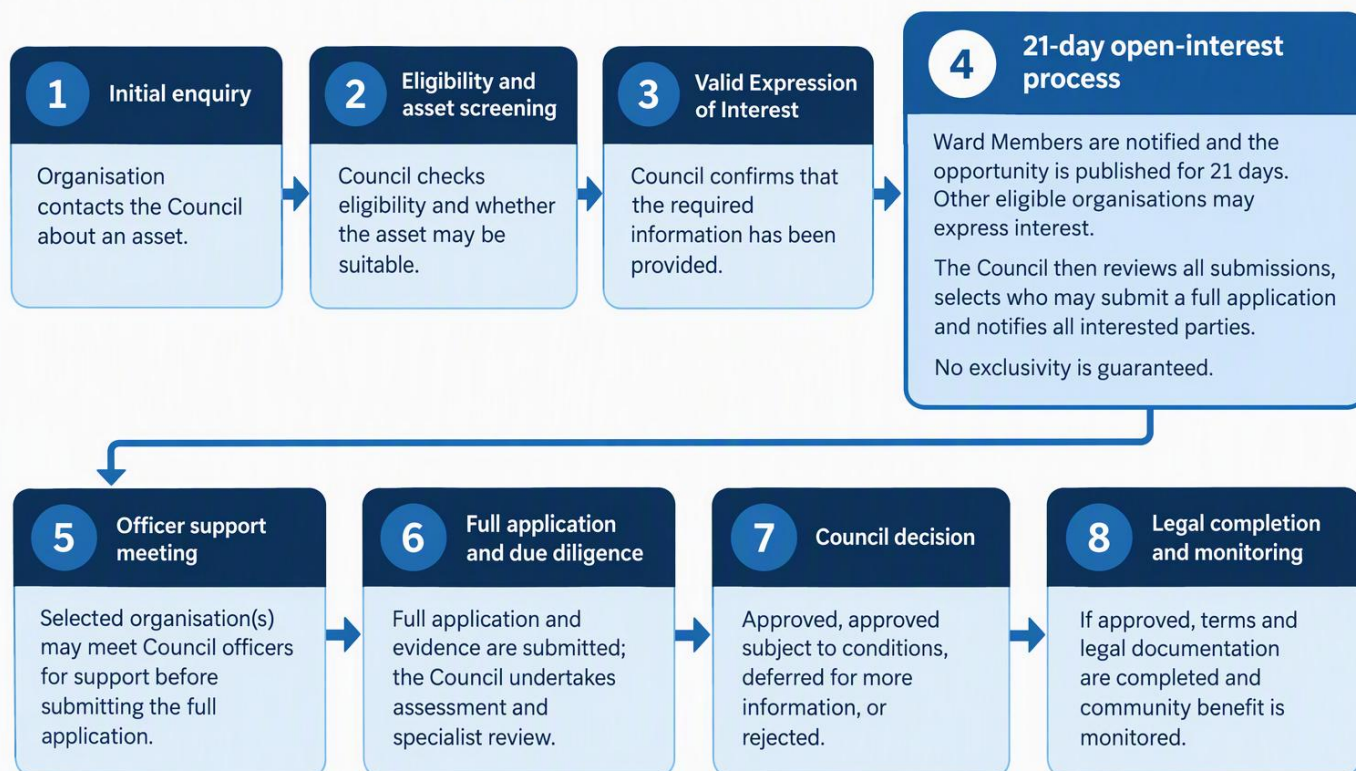
Eligible applicants will normally be parish or town councils, registered charities, charitable incorporated organisations, community interest companies, community benefit societies, companies limited by guarantee, constituted community groups or other not-for-profit bodies able to demonstrate community benefit. Applicants must be properly constituted as a legal entity, able to hold property, financially sustainable, inclusive, accountable and able to demonstrate the skills, capacity and governance required to manage the asset.

4. Assets unlikely to be suitable for transfer

- Assets required for essential services or ongoing operational requirements.
- Assets held for strategic, regeneration, redevelopment or future service needs.
- Assets identified for capital receipt, disposal or income generation.
- Commercial estate or assets held primarily for investment purposes.
- Assets retained for legal, contractual or other restrictions.
- Assets not fit for purpose or requiring significant investment, unless the applicant can demonstrate a credible funding and delivery plan.

5. Process

Community Asset Transfer Process



6. Assessment criteria

- Alignment with the [Council's Disposal and Acquisition Policy](#), including applicable governance, valuation, best consideration and disposal requirements.
- Demonstrable community need, support, inclusion and accessibility.
- Governance, accountability and ability of the organisation to hold and manage property.
- Financial sustainability, including ability to meet running costs, repair liabilities, insurance and compliance obligations.
- Skills, capacity and relevant experience of the organisation.
- Risk, including future stewardship, succession planning and exit arrangements.
- Evidence that any transfer at less than market value is justified by social, economic and/or environmental wellbeing benefits.

7. Basis of transfer

The Council will determine the basis of a community asset transfer on a case-by-case basis, normally by long lease or freehold transfer. Terms may include use restrictions, covenants, clawback, break clauses, reverter provisions, service level agreements, monitoring requirements and other safeguards to secure the agreed community benefit. This will be discussed with applicants in a pre-application meeting.

8. Monitoring and review

Community asset transfers may include a service level agreement, monitoring framework or equivalent conditions covering outcomes, community benefits, permitted use and reporting. Organisations may be required to provide annual evidence of continued community use, financial sustainability, maintenance, statutory compliance and governance. Non-compliance may lead to enforcement, termination or return of the asset where the legal documentation permits.