



HEADQUARTERS  
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Edinburgh  
EH12 9DJ

██████████, Chief Officer  
Support for Families  
Email: ██████████

21 November 2023

## **ASSET TRANSFER UNDER THE COMMUNITY EMPOWERMENT ACT 2015 ACKNOWLEDGEMENT LETTER**

This letter is to acknowledge receipt of your asset transfer request in relation to the Family Hub at Cornton Vale.

I confirm that the request is made in accordance with the legislation and all required information has been provided. We may contact you by email to obtain clarification as required. The validation date for this asset transfer request is **27 October 2023**.

An asset transfer request has also been received from **PLUS (Forth Valley) Ltd** in relation to **the Family Hub at Cornton Vale**. The land has not been advertised for sale, nor has **the Scottish Prison Service** entered negotiations or initiated proceedings with a view to transferring or leasing that land. We therefore consider that the Scottish Prison Service is prohibited by section 84(2) of the Act from selling, leasing or otherwise disposing of the land described above until the current requests are concluded.

Notice of this asset transfer request will be published online at [www.sps.gov.uk](http://www.sps.gov.uk). Any representations made to the Scottish Prison Service about this request will be copied to you, and you will have at least 20 working days to comment on them.

The request will be considered by SPS Estates and Technical Services Property Team. We will give you notice of our decision whether to agree to or refuse your request, and our reasons for that decision, by **26 April 2024**.

If you do not receive a decision by that date, you may appeal to the Scottish Ministers. You may also appeal if your request is refused, or if the request is agreed but the decision notice specifies material terms or conditions which differ to a significant extent from those specified in the request. Guidance on making an appeal is available at ['9. Procedure following receipt of an asset transfer request -](#)

[Community Empowerment \(Scotland\) Act 2015: asset transfer guidance for authorities - gov.scot \(www.gov.scot\)](#)'.

If you have any questions about the asset transfer process please contact [REDACTED]  
[REDACTED] Business Improvement and Property Manager  
[REDACTED].

Yours Sincerely

Gemma Merchant  
Business Improvement and Property Manager