



APPENDIX 6 TOOLKIT

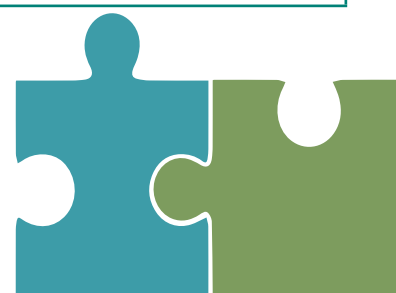
Toolkit

Tool	Purpose	Description
Scottish Land Fund	Funding	Funded by the SG and delivered in partnership with National Lottery Community Fund and HIE. It offers grants of up to £1million to help communities take ownership of the land and buildings that matter to them as well as practical support to develop projects.
Design Charrettes and Activating Ideas Fund	Funding	SG considers that community involvement is of central importance to the creation of good places. Charrettes bring together the public, stakeholders and designers over a number of days to draw up proposals to make their towns and villages better places to live. The fund supports participation and empowerment initiatives in disadvantaged areas.
Rural Housing Fund / Rural and Islands Housing Funds	Funding	Both funds are aimed to increase the supply of affordable housing of all tenures in rural Scotland and contribute to SG target of 50,000 affordable homes target. The main fund offers capital support (grants and loans) for direct provision of new affordable housing and refurbishment of existing empty properties. The second is a small fund that contributes to feasibility studies.
Community and Renewable Energy Scheme	Funding	Provides financial support to local energy projects. CARES Development Loan will provide up to £150,000 for renewable energy projects with a reasonable chance of success. The loans can include a write off facility that allows development risk to be mitigated.
Housing Infrastructure fund	Funding	A 5 year fund supporting the delivery of housing through financial assistance. All house types and tenure of housing are eligible for support, however priority will be given to those projects delivering affordable and private rented housing. The fund provides infrastructure loans available to non-public sector organisations and infrastructure grants available to LA's and HA's to support affordable housing delivery. It expires in March 2021.
Building Scotland Fund	Funding	The BSF intends to invest £150 million over financial years 2019 to 2021 by making loans and acquiring equity. Investments are made at commercial rates. The fund is delivered by SG, Scottish Enterprise, HIE, the Scottish Funding Council and the Scottish Futures Trust. They typically require 30% funding and focus should be on housing delivery. The fund does not support affordable housing.
Housing Growth Partnership	Funding	A social impact investor operated by Lloyds Banking Group and Homes England. They are actively looking for opportunities in Scotland and are keen to support small housebuilders and developers. This is an alternative to traditional debt and offers a partnership / JV approach.
Self-Build Loan Fund	Funding	SG have provided a time limited fund to assist self or custom builders finance the construction of their new home. The fund will run up to 31 August 2021 and is open to individuals who have been unable to obtain mainstream self-build mortgage finance, but will be able to repay the loan upon completion of their project. The maximum loan available stands at £175,000.
Dr and Mrs J. Steven Faulds Memorial Fund	Funding	The fund was created by family and friends of Dr & Mrs Faulds, in their memory, to help individuals and families access affordable self-build housing plots across rural Scotland. The fund will help those who are eligible to purchase a plot of land so they can building their own home. The fund is administered by Highlands Small Communities Trust who will work with communities to identify suitable land to purchase, provide necessary infrastructure and divide it into self-build plots for onward sale to an individual or family for self-build purposes. If successful, the applicant will be able to purchase a discounted plot of land with full title on a shared equity basis with a Rural Housing Burden (see below) and right of pre-emption.
Scottish National Investment Bank	Funding	SG funding programme intended to help Businesses in Scotland borrow money over a longer term (10 to 15 years). The bank will support important infrastructure projects and will be operational in 2020, investing in businesses and communities. They intend to invest £2billion over 10 years.
Help to Buy	Funding	Help to Buy (Scotland) scheme means people can purchase a new build home without the need for a large deposit. The scheme currently provides up to 15% equity towards the purchase of new build homes up to a value of £200,000. The tool has a annual budge of £60m of which £18m is ring fenced for smaller builders.

The Low-cost Initiative for First Time Buyers (LIFT)	Funding	There are 2 LIFT schemes - 1. Open Market Shared Equity. Scottish Government support to individuals to help buy a home without having to fund its entire cost. The individual pays the biggest share (60 - 90%) and SG will hold the remaining share under a shared equity agreement. 2. New Supply Shared Equity - helps individuals to buy a new build home from a council or housing association.
Rent to Buy (RTB)	Funding	Developed by The Highlands Small Communities Housing Trust, the RTB scheme helps people on modest incomes to become home owners by allowing them to rent a home for five years whilst saving up for a deposit. The homes are priced at 20% below market price and the monthly rent is set at local housing allowance levels. The price is set at the outset and the affordable status of the houses are protected by Rural Housing Burdens.
Rental Income Guarantee Scheme	Funding	Designed to facilitate growth of the Build to Rent sector in Scotland. The scheme supports large BTR schemes which are more prominent in cities and central belt areas. However, the principles of the scheme could also help to reduce risk in Rural Scotland.
National Housing Trust (NHT)	Funding	Administered by Scottish Futures Trust - the aim is to achieve a sustained increase in the number of homes being built in Scotland through collaboration with the public and private sectors. Developers are appointed to build a specified number of affordable homes on land they already own. Once built, a local partnership company made up of the developer, the participating LA and Scottish Futures Trust buy the homes and let them to tenants at affordable, mid-market rent.
Affordable Housing Supply Programme	Funding	Administered by More Homes Scotland, the programme aims to deliver 50,000 affordable homes by 2021 backed by over £3.3billion.
The Islands Growth Deal	Funding	SG fund to help unlock investment and drive inclusive growth across Orkney, Shetland & the Western Isles. We understand that the local authorities are working with stakeholders in order to submit a proposal for discussions and scrutiny by the Scottish and UK Government
Scottish Planning Policy (SPP)	Planning	Policy statement on how nationally important land use planning matters should be addressed across the country.
Local Place Plans (LPP)	Planning	Local authorities are required to invite local communities to prepare a LPP to enable greater community involvement and engagement in planning the use of land and buildings in their area.
Masterplan Consent Areas	Planning	The Planning (Scotland) Act 2019 allows planning authorities the power to give up-front consent for development which has already been specified in a masterplan.
Succession Housing (Farms / Rural Businesses)	Planning	When development of a new unit on a farm is justified by there being an operational requirement to enable the succession of the farming business e.g. housing for a farmworker or retired farmer
Affordable Housing Exemption Policy	Planning	Some local authorities have Exception Site policies for affordable housing e.g. East Lothian and Highland Council and the use of this policy should be useful in providing access to land for new affordable housing.
Housing Need & Demand Assessment	Planning	The process each local planning authority undergoes in order to decide how much new land is needed to allocate for housing .
Area Capacity Evaluations	Planning	A policy tool used in Argyll & Bute to assess landscape impact and assist in the determination of planning applications for specific types and scales of development proposals out with settlement areas.
Brownfield Development	Planning	Brownfield development provides opportunities for re-development of land which has been previously built on. Local authorities will usually favour these areas over development of greenfield land.
Cross funding through Enabling Development	Planning	The formation of some new businesses or projects can depend on having new build or conversion housing, for sale or rent, providing early funding. There is no dedicated national policy guidance relating to enabling development although Scottish Planning Policy is supportive of it. The Rothiemurchus case study highlights how effective this tool can be in certain cases.
Developer Contributions / S75 Agreements	Planning	Local authorities requires an applicant to either undertake certain physical improvement works or provide payments towards local infrastructure and services including roads, education, and community facilities.. Where viability permits, this can help to minimise the impact of new housing on communities.
Housing Association Collaboration	Good Practice	HA's have access to grant funding which can help unlock land value and encourage delivery of an otherwise stalled site. In addition to this, communities benefit from HA's knowledge and expertise in the process.

Community Engagement Plans	Good Practice	Landowners are being encouraged to do more community engagement and Scottish Land Commission recommends that they produce Community Engagement Plans for their estates/farms.
Aberdeenshire Council Site Prospectus	Good Practice	In March 2019 Aberdeenshire Council created a 'site prospectus'. The principal focus of the Prospectus is to aid the delivery of the allocated sites within the LDP. In order to assist with the delivery, each site has a Delivery Team member to be the first point of contact for interested developers. At this point the Delivery Team will take the appropriate steps in contacting the landowner and facilitating any required meetings.
Highland Council HUB	Good Practice	Established in 2016, the Highland Housing HUB meets weekly and includes members from More Homes Scotland, Highland Council, active housing associations and the private sector. The objectives of the group are to: deliver the Highland 5 year new build affordable housing programme; collectively agree a revised Highland SHIP based on the priorities set out in the local strategy; maximise investment levels for the delivery of affordable housing in areas of greatest need; work collaboratively and cement partnerships to deliver agreed outcomes; streamline communication between different agencies that have a role within the delivery of housing; demonstrating a model of working which can be rolled out to other areas of Scotland.
Standardised House Types / Footprints	Good Practice	Standardised House Types are widely used by housebuilders in order to help standardise procurement and speed up the house building process. It also means that there is more cost certainty when a stage 1 viability appraisal is being carried out and land price is being determined whilst also reducing delivery risk.
Competitive Design & Build Procurement	Good Practice	If managed correctly, the use of a competitive design and build procurement, can allow experienced builders to add value to a project by utilising their practical experience on delivery and 'buildability'. whilst reducing delivery risk and supporting small builders and contractors..
The New Build Residential Construction Framework - Scotland Excel	Good Practice	The New Build Residential Construction framework, which went live in August 2019 was developed to significantly reduce the time taken by local government and housing associations to procure the building of a range of social housing properties from contractors. The framework covers a wide range of property types including affordable houses, flats, residential homes, student accommodation and social rented or mixed tenure and allows contracting authorities or housing associations to easily select house designs to accommodate a range of access needs.
Mediation	Good Practice	The Planning Bill requires that a study be carried out into the mediation of planning. This relates to early engagement and encourages communication between all parties.
Scotland's Self and Custom Build Portal	Good Practice	A portal advertising self-build plots across Scotland and providing further information on funding, successful case studies, and latest news on the self-build market.
Rural Housing Burdens	Good Practice	The Rural Housing Burden is a Title Condition which applies to all the homes and self-build plots sold by Highlands Small Communities Housing Trust (HSCHT). On completion, the property owner will have 100% ownership and full legal title. The RHB comprises two main elements, an agreed discount to open market value, and a right of pre-emption. This ensures that homes are affordable and retained by priority groups, typically people who have an existing local connection and have been unable to afford or build a house in the community.
Deed of Community Conditions	Good Practice	Deed of Community Conditions can be useful when setting a series of rules that govern how a development is to be managed in the long-term. This can be useful in protecting the status of a community based development and ensuring that the development is not sold to those seeking second homes or holiday homes.
Development Companies (i.e. Highland Housing Alliance)	Good Practice	Development Companies set up to encourage partnerships with LA's, HA's and the private sector. Highland Housing Alliance is a partnership between 5 HA's, a Housing Trust and Highland Council.
Offsite Construction	Good Practice	More Homes Scotland have commissioned research to gain an understanding of whether greater use of offsite manufacturing could help address challenges relating to labour and skills shortages; the need to speed up delivery; control costs; and achieve high standards of sustainability.
Achieving Excellence in Housing Development Programme	Good Practice	We understand that this programme is currently under review as More Homes consider ways that the programme can be main-streamed. The programme provided procurement support to housing Associations.

Long Leases	Good Practice	The Highlands Small Communities Housing Trust piloted a development in 2013 whereby the Trust let two houses at £1,000 per property per annum from the Ardtornish Estate on a 21 year lease and then let the properties out to a local families working locally at affordable rental levels. At the end of the 21 year lease the estate can then repay HSCHT's initial investment of £70,000 and take ownership of the properties.
Joint Venture Agreements	Good Practice	Where a housebuilder or developer works in partnership with a landowner to deliver housing on site. Typically, the landowner will supply the land while the developer covers the cost of the infrastructure, servicing and construction works. Albeit, JV's have now covered a variety of different partnerships including communities and housing associations.
Deferred Land Payments	Good Practice	A landowner permits a builder to deliver housing on his land, with payment deferred until either an exit strategy is secured or the project is complete.
Pump Priming Land	Good Practice	Stimulating development of a site through government funding (or perhaps use of affordable housing with a guaranteed exit strategy) to open up the site and provide infrastructure / servicing or the first phase of development. The ability for less experienced community development companies or cash strapped builders to acquire 'simple' plug and play sites could dramatically speed up the development process and make land more accessible.
Land for Infrastructure Deals	Good Practice	Where the developer completes the infrastructure works for a project and is given a parcel of land to develop or sell in return.
Self-Build Plots	Good Practice	Plots delivered for all tenures which typically have planning consent, are fully serviced and with road access to the edge of the plot. Self-builders can often pay more for land thus helping with viability.
Lease Wrap	Good Practice	The local authority (or HA) agrees to lease the completed units if they are unable to sell / lease to the private market, offering guaranteed income to the developer. This reduced risk and therefore enhances viability and can address market failure.
Forestry Commission Land	Access to Land	Surplus land is offered for sale as part of the overall management of Scotland's national forests and land. However, in some cases the land can be expensive to develop due to its remoteness/ abnormals and therefore viability can be challenging.
Community Asset Transfer	Access to Land	A right for community bodies to make requests to local authorities, Scottish Ministers and a range of public bodies for any land or buildings they feel they could make better use of. They can request ownership, lease or other rights as they wish. Guidance is available to communities.
The Land Reform (Scotland) Act 2003	Access to Land	Provided communities with the right to buy land and buildings in certain circumstances and represented a fundamental change in the legal and policy context surrounding ownership and land management, giving the potential for greater powers to be transferred to communities. The powers to transfer assets at less than market value were established in The Local Government in Scotland Act 2003, which set out that the Scottish Ministers may, by regulation, provide the circumstances in which LA's can dispose of land at less than Best Value. In 2010, Scottish Ministers issued the Disposal of Land by Local Authorities (Scotland) Regulations which gives discretionary powers to LA's to dispose of land (and assets) to community organisations at less than Best Value, without reference to the Minister.
The Right to Buy Land to Further Sustainable Development (Applications, Written Requests, Ballots and Compensation) (Scotland) Regulations 2020	Access to Land	The Regulations will, subject to a successful application being made and the various tests being satisfied) provide community groups with an absolute right to buy land where they can show its purchase will further the goal of sustainable development.
Community Empowerment (Scotland) Act	Access to Land	The Community Empowerment Act helps to empower community bodies through the ownership of land and buildings, and by strengthening their voices in the decisions about public services. In 2010 the West Harris Trust, a community company with open membership to all residents, became the first community to purchase its crofting estate from the Scottish Government through the Community Empowerment Act.



Crofters	Access to Land	Crofting can have an influential impact in developing the local economy in bringing new investment within the community. Land being registered as a croft could help to address individuals' housing needs in areas where housing development is limited and complex. Growth in crofting has the potential to assist the housing services wider objectives of addressing the housing need and demands of rural areas.
Compulsory Purchase Orders	Access to Land	A government body has the ability to acquire land in order to carry out work for the benefit of the general public. They can apply to the Scottish Ministers for a compulsory purchase order (CPO) to get the authority and the legal power to purchase any land or building throughout the UK. In some cases the threat of CPO can act as a catalyst to achieving landowner engagement.
Enabling Development Group	Facilitation (Private Sector)	A team of professionals within the house building industry taking an innovative approach to combine our collective experience to enable landowners, property developers and housebuilders get their project off the ground and deliver more homes to the Scottish market.
Community Ownership Support Service	Facilitation (Communities)	The Community Ownership Support Service (COSS) is a Scottish government funded programme, set up to help community-based groups in Scotland to take on land or building assets for their community!
Scottish Land Commission	Facilitation	The Scottish Land Commission is driving a programme of land reform spanning both urban and rural land, to improve the productivity, diversity and accountability of the way Scotland's land is owned and used.
Scottish Futures Trust	Facilitation	Infrastructure centre of expertise funded by the Scottish Government.
Community Housing Trusts (Dumfries & Galloway Small Communities Housing Trust, The Highlands Small Communities Housing Trust (more recently trading as Community Housing Scotland) and Rural Housing Scotland)	Facilitation (Communities)	Registered charities set up to help rural communities secure long-term solutions to their local housing needs. Providing crucial resource and understanding to rural communities who want to deliver housing in their area.
Development Trusts Association Scotland	Facilitation (Communities)	DTAS uses its expertise to inform, support and represent their network of development trusts, facilitating the sharing of knowledge and expertise and encouraging mutualism and co-operation.
The Community Learning Exchange	Facilitation (Communities)	The Community Learning Exchange provides an opportunity for communities to learn through the exchange of ideas and the sharing of common solutions. The exchange is managed by the Scottish Community Alliance.
Second Homes Council Tax	Government Initiative	For properties that are considered 'holiday homes or second homes' (not any one's main residence) but are occupied for at least 25 days a year, each local authority has discretion to apply a discount of between 10% and 50% or to apply no discount.
Additional Dwelling Supplement	Government Initiative	Scottish Government legislation places an additional tax on the purchase of second homes. From 25 January 2019, ADS increased to 4% of the purchase price.
Housing to 2040	Government Initiative	Commitment to plan, together with stakeholders, for how our homes and communities should look and feel in 2040 and the options/ choices to get there.
Empty Homes	Government Initiative	Although not related to new housing/ development, since 2010, More Homes have funded Shelter Scotland to develop and deliver the Scottish Empty Homes Partnership, which gives advice to home owners and works with councils to develop empty homes services to help bring private sector empty homes back into use. Following the success of this scheme, they have provided funding and support for a number of empty homes officers, who work strategically across specific council areas to tackle problematic empty homes. Finally, they have empowered LA's to remove Council Tax discounts if they wish.