

# Public Document Pack

## Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

### Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

*Rydym yn croesawu gohebiaeth yn Gymraeg.  
Rhowch wybod i ni os mai Cymraeg yw eich  
dewis iaith.*

*We welcome correspondence in Welsh. Please  
let us know if your language choice is Welsh.*



#### **Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate**

Deialu uniongyrchol / Direct line /: 01656 643148 / 643147 / 643694

Gofynnwch am / Ask for: Democratic Services Section

Ein cyf / Our ref:

Eich cyf / Your ref:

**Dyddiad/Date:** Wednesday, 11 March 2020

Dear Councillor,

#### **TOWN & COMMUNITY COUNCIL FORUM**

A meeting of the Town & Community Council Forum will be held in the Council Chamber, Civic Offices Angel Street Bridgend CF31 4WB on **Tuesday, 17 March 2020 at 16:00**.

#### **AGENDA**

1. Apologies for Absence  
To receive apologies for absence from Members.
2. Declarations of Interest  
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008.
3. Approval of Minutes 3 - 12  
To receive for approval the Minutes of 10/12/2019
4. Town and Community Council Forum Review 13 - 16
5. Community Asset Transfer Update 17 - 62
6. Urgent Items  
To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Yours faithfully

**K Watson**

Chief Officer, Legal, HR & Regulatory Services

By receiving this Agenda Pack electronically you will save the Authority approx. **£1.24** in printing costs

Councillors:

S Aspey  
SE Baldwin  
JPD Blundell  
MC Clarke  
N Clarke  
HJ David  
P Davies

Councillors

RM Granville  
B Jones  
RL Penhale-Thomas  
RE Young  
CE Smith  
CA Webster

Councillors

B Sedgebeer  
SG Smith  
JH Tildesley MBE  
SR Vidal  
MC Voisey  
KJ Watts

Plus a representative from each  
Town/Community Council

# Agenda Item 3

TOWN & COMMUNITY COUNCIL FORUM - TUESDAY, 10 DECEMBER 2019

MINUTES OF A MEETING OF THE TOWN & COMMUNITY COUNCIL FORUM HELD IN COUNCIL CHAMBER, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON TUESDAY, 10 DECEMBER 2019 AT 16:00

## Present

Councillor HJ David – Chairperson

Councillors	Councillors	Councillors	Councillors
N Alderton	JPD Blundell	MC Clarke	N Clarke
P Davies	L Desmond-Williams	RM Granville	P Jenkins
B Jones	D Jones	T Lyddon	A Mckay
CE Smith	W Willis		

## Apologies for Absence

Cllr Stuart Baldwin, Cllr Ken Watts, Coychurch Lower Community Council, Pencoed Town Council.

## Officers:

Michael Pitman	Business Administrative Apprentice
Zak Shell	Head of Neighbourhood Services
Lindsay Harvey	Corporate Director – Education and Family Support

### 189. DECLARATIONS OF INTEREST

None

### 190. APPROVAL OF MINUTES

RESOLVED: That the minutes of the 15/07/2019 and 29/07/2019 as a true and accurate record.

### 191. BRIDGEND'S LOCAL GOVERNMENT EDUCATION SERVICES

The Corporate Director – Education and Family Support and Family Support presented a report which updated Members of the Town and Community Council Forum on Bridgend's local government education services.

He explained that BCBC maintained 60 schools, which included 48 Primary Schools (4 being Welsh-medium education), 9 Secondary Schools (1 being Welsh-medium education) and 2 special education schools.

The Corporate Director – Education and Family Support and Family Support explained that Bridgend was one of five local authorities in the Central South Consortium joint education service for school improvement. He informed Members that in 2019-20, the Council's net Education and Family Support Directorate budget was approximately £114m, which represented 42% of the Council's total net budget of £271m.

The Corporate Director – Education and Family Support and Family Support provided figures in relation to children and young people in Bridgend which was detailed at 3.3 of the report. He also provided statistics relating to school and pupil budgets which were detailed at 3.5 and 3.6 of the report.

The Corporate Director – Education and Family Support gave a presentation which elaborated on the aforementioned topics with the following key points noted:

- Overall, pupils in Bridgend make good progress between the statutory school ages of five and sixteen.
- Pupil attendance is strong and consistently compares favourably with the all-Wales average.
- Pupil exclusion data is generally in line with the all-Wales average, although, recently, BCBC has seen a rise in fixed-term exclusions.
- In general, progress made by vulnerable learners, is either in line with, or better than, the all-Wales average.

The Corporate Director – Education and Family Support provided further pupil information which saw that:

- Over a 3-year average, 18.1% of pupils aged 5 to 15 are eligible for free school meals (which is slightly higher than the Wales average of 17.9%).
- 7.7% of pupils aged 5 and over are fluent in Welsh (which is lower than the all-Wales average of 16.2%).
- 6.0% of pupils are from ethnic minorities (which is lower than the all-Wales average of 11.0%).
- 20.2% of pupils have special educational needs (which is lower than the all-Wales average of 22.6%).
- 131 children per 10,000 were looked after by the local authority in 2018 (which is higher than the all-Wales average of 102 children per 10,000).

The Corporate Director – Education and Family Support explained that improvements had been made in schools which was shown by recent Estyn assessments. It was found that Bridgend had 31 'green' support category schools (up from 27 in 2017-2018); 22 'yellow' support category schools (up from 21 in 2017-2018); 4 'amber' support category schools (down from 9 in 2017-2018); and 3 'red' support category schools (which is the same as in 2017-2018).

He added that the processes to monitor 'schools causing concern' were effective and the impact of these focused and robust systems for ensuring that progress was clear. For example, in the past year: the number of schools in Estyn review or monitoring categories has fallen from 11 to 6; and the number of schools in 'red' or 'amber' support categories has fallen from 12 to 7.

The Corporate Director – Education and Family Support advised that The local authority placed significant emphasis on the importance of learner voice. As part of the post-16 review, all secondary school student councils were engaged in workshops to create the learner voice input to the 'ambitions for 16-18 education across Bridgend County'. Later in the process, a detailed survey to establish learners' views of current 16-18 provision was launched and over 2400 learners aged 16-18 responded.

The Corporate Director – Education and Family Support explained the concept of 'Team Bridgend', which was a recognition of the fact that all delivery partners and stakeholders subscribe to the same vision and focus all efforts, at all times, on improving learner outcomes.

Through 'Team Bridgend', schools are expected to work in their clusters to develop learning and share good practice. This was exemplified through the team 'Strategy On A Page' (SOAP) documents.

Similarly, there were a number of structures that facilitated a learning culture whereby professionals were able to draw on and learn from others' experiences (e.g. head teacher meetings and wider groups where the sharing of effective practice takes place).

There were also a number of well-established professional learning networks across the borough that also contributed to developing and sustaining a learning culture.

The Corporate Director – Education and Family Support talked about the Local authority's strategic vision, aims and priorities in relation to national, regional and local priorities. He advised that the local authority had worked closely with schools as well as all operational team leaders within the directorate to agree on Team Bridgend's direction.

The Corporate Director – Education and Family Support also talked about the effectiveness of the leadership of elected members and officers and how the link between them and schools was effective. He said that Members and Officers have significant experience of the local authority and possess an ambitious vision for children and young people.

The Corporate Director – Education and Family Support provided details on the five proposals of the learner travel consultation. The consultation ran from 14<sup>th</sup> October 2019 and ends on the 5<sup>th</sup> January 2020 and included the following proposals:

- Withdrawal of transport for learners who benefit from available walking routes to school and live within the two/three miles thresholds.
- Removal of escorts from all taxis and minibuses of less than 8 passengers.
- Removal of specific examples in the policy regarding discretionary transport.
- Removal of transport for post-16 learners (with the exception of those learners attending Welsh-medium or faith schools).
- Removal of free home-to-school transport for nursery pupils.

The Corporate Director – Education and Family Support provided details on the post-16 consultation and the three options being considered:

**Option 1**

A mix of school sixth forms with some mergers to create new local authority maintained sixth-form centre(s).

**Option 2**

A mix of school sixth forms with some mergers to create new further education (FE) college governed sixth-form centre(s).

**Option 3**

The retention of sixth forms in all schools - the current position (ie a distributed tertiary model based on collaboration, but with further development in order to improve the delivery of this option).

The Corporate Director – Education and Family Support provided a summary on the education services and ESTYN findings.

- In most key pupil attainment indicators (eg foundation phase indicator, key stage 3 core subject indicator, Level 1, Level 2, Level 2+ and Level 3), the local

authority performs above the all-Wales average and compares favourably against similar local authorities.

- However, standards at key stage 2, performance in certain subjects (ie science at key stage 4) and the performance of more able and talented learners at post-16 have been identified as areas for development.
- The attainment of vulnerable groups is generally strong (eg the attendance and attainment of pupils eligible for free school meals in Bridgend is consistently above the all-Wales average).
- However, the gap in performance between pupils eligible for free school meals and pupils not eligible for free school meals requires improvement.
- In terms of pupil attendance, the local authority consistently performs better than the all-Wales average and, in most cases, exceeds the performance of similar local authorities. However, the number of fixed-term exclusions within the local authority is rising and has been identified as an area for improvement.
- Support for school improvement is generally good with 88% of Bridgend schools now being categorised as requiring 'green' or 'yellow' support (from 76% in 2016-2017). Similarly, since September 2017, the number of Bridgend schools in Estyn review or monitoring categories has fallen from 12 to 7.
- However, despite significant support from Central South Consortium, and the local authority exercising its statutory powers of intervention, the progress being made by Bridgend's three 'red' support category schools has not been swift enough and remains a key priority for the local authority.
- Provision for identified groups is generally good. For example, targeted support for young people at risk of becoming not in education, employment or training continues to result in positive outcomes. Similarly, the local authority's 'Edge of Care' services continue to demonstrate positive impact on preventing children from becoming looked after.
- The local authority works effectively with a wide range of delivery partners (including with its schools and Central South Consortium). The 'Team Bridgend' concept, which places significant emphasis on the importance of collaborative working, is promoted at every opportunity.
- While the local authority makes effective use of resources, it acknowledges the significant financial challenge it faces; especially in respect of the current and projected pressures on delegated and centrally retained budgets.
- The development of the Access to Education Panel and the creation of the Vulnerable Groups Team in 2018 demonstrate the substantial investment the local authority has made in ensuring children and young people in Bridgend benefit from tailored learning experiences and robust safeguarding processes.
- In conclusion, while readily acknowledging the challenges it faces, the view of the local authority is that its education services are generally effective. Local government education services in Bridgend are generally well-led, and, as a result, the local authority secures good outcomes for most learners.

A summary of the ESTYN recommendations were as follows:

- R1 Raise standards of literacy in primary schools
- R2 Improve outcomes for post-16 learners in sixth forms
- R3 Increase the pace of improvement in schools causing concern
- R4 Strengthen the role of the Welsh Education Strategic Forum to ensure timely progress in delivering the priorities identified in the Welsh in Education Strategic Plan.

In conclusion, the Corporate Director – Education and Family Support was happy to answer any questions from Members and also explained that if they had questions following the meeting, that they could email EDSU.

The Leader thanked The Corporate Director – Education and Family Support for the comprehensive presentation and asked Members if they had any questions.

Cllr Evans said that the Corporate Director – Education and Family Support explained there was a difference in performance from children who received free school meals compared with ones who did not. He asked what were the issues surrounding this and what could be done.

The Corporate Director – Education and Family Support stated that additional pupil development grant funding had been received which would target specific these specific pupils.

Cllr Evans asked what could be done for the children who are struggling in general. The Corporate Director – Education and Family Support explained that children's home life was pivotal on their performance.

The Cabinet Member – Education and Regeneration added that this was an important point to be raised and that support was required from families as well as for families. He stated that the strongest schools in relation to pupil performance are the ones that involve the parents the most, so this is something the local authority needs to work on.

The Leader stated that although this needs continuous work, schools in Bridgend are performing well, but the gap in performance between pupils still needed to be narrowed.

A Member asked in relation to Option 3 of the Post 16 Consultation, that this was discussed at the Subject Overview & Scrutiny Committee 1 meeting. Was there any feedback from that?

The Corporate Director – Education and Family Support explained that there were many good questions and discussions in that meeting and said that many positive comments were made about Option 3. He added that the authority will weigh up the risks and benefits of each options once there is enough feedback from the public and then report back to Scrutiny and Cabinet.

A Member asked if the schools and parents would be consulted. The Corporate Director – Education and Family Support confirmed that they would be. He explained that the language used will be different and tailored to ensure that everyone involved fully understands what we are planning.

A Member asked if there was any improvements to West Park Primary School in regards to School Modernisation Programme.

The Corporate Director – Education and Family Support explained that the Council had recently employed a new Energy Specialist who had been liaising with the Head Teacher at that school and said that the bills had already decreased there. He also explained that the infrastructure is assessed in categories from A to D and stated that no schools were in category D; however, there are issues with infrastructure in a number of schools that still need addressing.

A Member stated that the figures for Welsh Language speakers was lower than the average in Wales. He asked what was being done to ensure children and adults were encouraged into taking up the welsh language.

The Corporate Director – Education and Family Support agreed that this was an issue and that teaching the Welsh Language involves adults and children. He explained that the 5 Welsh Medium Schools are doing well, but there is equal focus on ensuring English speaking schools are getting the chance to learn the Welsh language.

The Cabinet Member – Education and Regeneration added that involving people in learning languages in general would be beneficial and stated that it was easier to learn other languages when people learn a second language early in life.

A Member asked what we were doing to ensure futureproofing of our schools, particularly schools that are currently in Band C. The Corporate Director – Education and Family Support explained that the main priorities were to ensure that there was enough space in the schools and that schools were fit for purpose. He added that, unfortunately, Government funding received was only to build new schools and not provide infrastructure improvements to existing schools.

Cllr Jenkins explained that there were three schools in the Llynfi area that were in need of updating and modernising, e.g. wind turbines and solar panels, which would be an investment that would save money in the long term. He provided options on making schools run more efficiently which included combining all the holidays into one, working through the traditional summer holidays and then closing the schools in the winter period, which would save on energy and maintenance costs.

The Corporate Director – Education and Family Support thanked Cllr Jenkins for the points he made and stated that it was good to have ideas on how the local authority can do things differently. The Head Of Operations - Community Services added that the funding we had receive would be spent in schools and we need to look at where the best investments can be made and paid back at a reasonable rate.

The Leader asked the Corporate Director – Education and Family Support for an annual update on this item to review the progress.

**RESOLVED:** That the Town and Community Council Forum:

1. Noted the contents of the report and;
2. Requested an annual update to review the progress.

192. **STREET CLEANSING**

The Head Of Operations - Community Services presented a report to update on the current street cleansing activities and resource levels throughout Bridgend County Borough and its Town Centres.

He explained that that the ongoing financial savings implemented by BCBC in order to meet reductions in public funding have had a significant impact on the size of the Street Cleansing Teams. He advised that in 2010, the street Scene Department consisted of around 85 staff in total, now in 2019 the department was made up of 35 operators.

The Head Of Operations - Community Services explained that in May 2019, the All Wales Local Environmental Audit and Management System Report 2018-19 compiled from independent on street inspections carried out by Keep Wales Tidy, gave Bridgend a Cleanliness Indicator Score of 67.7 and graded the streets predominantly free of litter and refuse apart from some small items or better as 96.7%. These scores were shown on Appendix 1 with all other Welsh authorities, as can be seen the Bridgend scores are



comparable with those of surrounding South Wales authorities. He added that the general score was actually the highest Bridgend has ever scored.

The Head Of Operations - Community Services explained that the Cleaner Streets Operations Officer had spent considerable time over the past year building relations with the community. They had attended meetings to identify opportunities and offer support and ideas for ways in which to work together to meet objectives. He outlined the project work that had taken place which was listed at 4.9 of the report.

The Head Of Operations - Community Services explained the situation on dog fouling and said that it had been on the forefront of complaints received coupled with social media escalating people's opinions further, which had increased the demand for more action to be taken. He advised that the Public Space Protection Orders could be used in certain areas which gave the Local Authority the power to place bans for certain activities in an area, one of which can be dog walking, as a way to tackle the dog fouling. Further enforcement had also been in place whereby members of the public who walk their dog can now be fined for not carrying appropriate dog waste disposal bags.

The Head Of Operations - Community Services explained that to further improve the street scene environment, the contractor 3GS had been engaged to carry out litter enforcement activities throughout the borough. He advised that 592 fines had been issued and 10 prosecutions that had gone to court. He stated that approximately 80% of the fines issued were from cigarette littering. The enforcement work began in May 2019 and was set for review after one year had elapsed which would then set out future provision for enforcement.

The Head of Operations – Community Services explained that the costs of the Street Cleansing Teams were met through the Councils Revenue Budget and there was also additional funding provided from Welsh Government for £30,000 which would be used for the Volunteer Community Hubs Project.

A Member stated that this area of the Communities Directorate was a shining light, and that the public have taken the initiative to help by picking up litter themselves. The Leader commented that the initiative had only been in place for a few months but had already proven very successful.

Cllr Jenkins explained that there was still a big issue of fly tipping in the Llynfi Valley. He stated that one area which costed a lot of money to clean, was already back in the same condition just a few months later. He explained that CCTV in problem areas, although it would be expensive, could catch the persistent fly tippers and avoid further costs of cleaning. He added that there should be a bylaw in place to ensure businesses were not leaving the rubbish and bi-products left over from their premises outside in the streets.

The Head of Operations – Community Services thanked Cllr Jenkins for the points made. He explained that the authority was constrained with resources and staff so this would be difficult to achieve. He added that considering the cuts that had been made, the authority had done extremely well with what was available.

The Head of Operations – Community Services explained that the local authority needed to work with Town and Community Councils and the community more intelligently to figure out the best ways to use the resources that we had and asked for any suggestions from Members and Town Councillors if there were any local knowledge that might help with this, e.g. where hotspots were for littering, where best to place the litter bins etc.

Cllr Unwin asked if there were any road cleaning machines available to use for particular areas of Bridgend Town. The Cleaner Streets & Waste Contract Manager stated that

they had 2 road sweepers, but did not currently have a road cleaning machine. She added that if there were any particular problems in the town centre that need attending to then let our team know.

The Head of Operations – Community Services added that businesses taking personal responsibility for the outside of their premises was a good idea and that was the mind-set that the local authority hoped to instil and will look at ways to approach instilling this mind set into local businesses as a way to improve the cleanliness of streets.

A Member stated that there was something called a Street Litter Control Notice that required the owners or occupiers of businesses to take steps to both minimise and clear up any litter that had come about as a result of their commercial or retail activities. This may be something to look into for the borough. The Leader agreed that this was something that should be looked in to.

Cllr Prescott explained that in Ogmore Valley there had been a number of areas where the weed spraying had taken no effect when it was undertaken in May. The Cleaner Streets & Waste Contract Manager asked Cllr Prescott to let the team know the specific locations of the weeds and it will be dealt with.

Cllr Chapel asked if any publication had been done on 3GS enforcement officers patrolling the Borough as he had not seen any advertising of this. He also asked if any fixed penalty notices could be issued for dog fouling.

The Cleaner Streets & Waste Contract Manager stated that the 3GS Enforcement Officers would engage with members of the public to inform them of the proper procedures. She added that it was difficult to issue a fixed penalty notice to an owner because that required the officer to witness first-hand the owner avoiding picking up the dog mess and walking away.

She added that with regards to publicising this, the team are awaiting more figures from fixed penalty notices from other means of littering so that they can build a case and be able to put together a proper statement which included figures.

The Leader added that the publication of personal details would not be the case, however, the general location of the offenses would be publicised so that the public knew the range of areas that the offenses took place and people were being fined to ensure deterrence of future offending.

Cllr Chapel asked if there was a specific place where they as well as the public can report offending hotspots.

The Cleaner Streets & Waste Contract Manager stated that this could be reported directly to Clean up the county in BCBC. The team could then direct 3GS to these hotspots.

The Leader thanked the suggestions and comments from members of the Forum and thanked the Officers who presented the reports today. He also thanked Town and Community Councillors for making the Love it don't trash it scheme so effective.

**RESOLVED:** That the Town and Community Council Forum Noted the report.

193. **URGENT ITEMS**

None.

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO TOWN AND COMMUNITY COUNCIL FORUM**

**17 MARCH 2020**

**REPORT OF THE CHIEF EXECUTIVE**

**TOWN AND COMMUNITY COUNCIL FORUM REVIEW**

**1. Purpose of report**

1.1 To set out a new vision for the relationship between Town and Community Councils and Bridgend County Borough Council moving forward and as a result, a new mechanism for effective engagement, to replace the current Town and Community Council (TCC) Forum.

**2. Connection to Corporate Improvement Objectives/Other Corporate Priorities**

2.1 The report assists in the achievement of the following corporate priorities:

- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

**3. Background**

3.1 The current TCC Forum meets quarterly and is chaired by the Leader of the Council. Invitations to attend are extended to representatives of all Town and Community Councils throughout the County Borough. Requests for agenda items are made to all Councils and other reports are also brought forward by officers of the Council when it is timely to do so. In addition, a separate meeting is held with the Clerks of Town and Community Councils on a regular basis.

3.2 Unfortunately, representations have been made to the Chief Executive that the current forum meetings are often ineffective, characterised by relatively poor attendance and engagement, a limited number of relevant agenda items being brought forward, and seemingly either apathy or occasionally animosity towards attempts to use the forum as a means to improve engagement and working relationships between TCC's and BCBC. This clearly leads to frustration on both sides and had led to calls from some political Group Leaders within the Council to review the current arrangements.

3.3 The Council has set out a vision of how it needs to be different and act differently to sustain the provision of valuable public services in the face of continuing and prolonged austerity and increased demands caused by both legislative and demographic pressures. In addition Welsh Government has set

out the need for an enhanced role for the tier of government below Unitary Authorities in recognition of the important role they can play, particularly with regard to 'place' based services and their inherent closeness to the local communities they serve.

- 3.4 For BCBC this means the Council is seeking to create an environment where it actively looks to have ongoing meaningful and effective community engagement, and to give local communities and stakeholders more say in how their money is spent, and create sustainable local solutions to the delivery of services. This means the Council will often be playing an enhanced enabling or facilitating role, supporting local community groups and TCC's to take on greater responsibility for the management of local services, in line with both the principles of the Wellbeing of Future Generations (Wales) Act 2015 and the Council's Wellbeing Priority of building resilient communities which are less dependent on the Council.
- 3.5 This new relationship should be characterised by enhanced collaboration and partnerships with TCCs, often with co-production of mutually beneficial solutions.

#### **4. Current situation / proposal**

4.1 From a BCBC point of view the Council needs to do the following;

- Invest in better and enhanced engagement and liaison.
- Ensure better mutual understanding with TCCs.
- Target support and advice to enable TCCs to take on more (eg CAT).
- Streamline our processes to make working together simpler and more effective
- Recognise and determine who can do what best and in a financially sustainable way moving forward (and consider transferring funding as well as services to TCCs).

4.2 From a TCC point of view they need to do the following;

- Rise to the challenge more consistently and show local leadership by recognising their role will be different and potentially more important with more responsibility (use of precept etc).
- Consider merging or federating so that they are the right size to make a difference but maintain 'localism', and/or work together so that economies of scale can be achieved.
- Play a local coordination role with clubs and organisations.
- Recognise and determine who can do what best and in a financially sustainable way.

4.3 There is the potential to develop local contracts or deals between a relevant TCC and BCBC setting out areas of responsibility, funding and mutual assistance. In this way the roles of BCBC and TCC's will be clearer and better defined and should lead to better partnership working for the benefit of local people.

- 4.4 However, for this to become a reality a different and more purposeful vehicle is needed than the current TCC Forum.

It is proposed therefore that a new BCBC/TCC partnership Board is formed, with a single representative from each TCC invited, together with senior elected member and officer representation from BCBC. In addition the current CAT officer role will be extended to incorporate an ongoing liaison and support role for TCCs (additional support will be brought in specifically for the CAT programme so this is not put at detriment).

- 4.5 The purpose of the Board will importantly be to agree an annual work programme to progress and implement the vision and objectives set out above. It will therefore have much clearer outputs and outcomes and will not deal with operational and transactional concerns (these will need to be picked up as part of referrals etc or separate meetings).
- 4.6 Terms of reference and full details of the Board would need to be agreed but the purpose is to ensure we have a vehicle to more effectively work together in recognition of the changing role of both types of organisation.
- 4.7 There may potentially be some ‘kick back’ about the less public nature of ‘Board’ meetings but there is no reason why the minutes of such meetings should not be made public and scrutinised accordingly.
- 4.8 An initial discussion took place at the Group Leaders meeting on December 18<sup>th</sup> to help shape the proposal with the intention that it was then brought to the next meeting of the TCC clerks and the TCC Forum in March 2020, and if necessary for the changes to be approved at the AGM so that the Board can be established fully for the financial year 2020/21.
- 4.9 The views of the Forum are sought to help shape and inform any proposal for a new BCBC/TCC Partnership Board to replace the existing TCC Forum.

## **5. Effect upon Policy Framework & Procedure Rules**

- 5.1 There is no effect upon the Policy Framework and Procedure Rules.

## **6. Equalities Impact Assessment**

- 6.1 There are no equality implications arising from this report.

## **7. Well-being of Future Generations (Wales) Act 2015 Assessment**

- 7.1 The report contributes to the following goals within the Well-being of Future Generations (Wales) Act 2015:
- A prosperous Wales
  - A resilient Wales
  - A Wales of cohesive communities
  - A globally responsive Wales

## **8. Financial Implications**

8.1 There are no financial implications arising from this report.

## **9 Recommendations**

9.1 It is recommended that the Forum consider the report and inform any proposal for a new BCBC/TCC Partnership Board to replace the existing TCC Forum.

### **Contact Officer:**

Mark Shephard, Chief Executive

### **Background Documents:**

None

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT OF THE CHIEF EXECUTIVE

#### TOWN & COMMUNITY COUNCIL FORUM

17 MARCH 2020

#### COMMUNITY ASSET TRANSFER UPDATE

##### 1. Purpose of Report

- 1.1 To provide representatives of the Forum with an outline of the changes to Bridgend County Borough Council's Community Asset Transfer (CAT) policy and the support and opportunities currently available to Town & Community Councils (T&CCs) to work with the Council and community groups to achieve the best management arrangements for public sector assets and services.

##### 2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

- 2.1 This report assists in the achievement of the following corporate priorities:-
1. Helping people to be more self-reliant – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
  2. Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

##### 3. Background

- 3.1 The transfer of assets or services to T&CCs, sports clubs or community groups offers opportunities to maintain and preserve valuable community services which may otherwise be under threat due to financial cutbacks as a result of austerity; or alternatively improve the provision that is already available.
- 3.2 The Council established a £1 million Sports Pavilion Fund in February 2014 to encourage sports clubs to self-manage pavilions. The fund was intended to allow investment to improve the condition of such assets as part of an agreement to lease and take over the responsibility for the maintenance and repair of facilities and the payment of running costs - in line with their needs and expectations. A series of independent condition surveys are due to be undertaken shortly upon all Council assets available for CAT so that the extent of building works required in the future can be determined. The Cabinet has already agreed in principle that it will seek Council approval to replenish the fund, as and when necessary, as demand for CAT increases and the fund diminishes. This will be in conjunction with the S151 Officer and will be actioned through quarterly capital monitoring reports to Cabinet and Council when the fund reaches a level of around £200,000 and will be based on known commitments going forward.
- 3.3 The Corporate Director Communities first wrote to T&CCs, sports clubs and community groups on 16 October 2015 outlining the Council's CAT policy, assets available for

transfer, timescales and inviting expressions of interest in transferring Council assets which included sports pavilions and playing fields. It is evident that the Council's level of subsidy of more than 80% has in the main been a disincentive to the number of sports clubs seeking to complete transfers with only ambitious teams such as Bryncethin RFC, who secured funding of more than £550K, to turn their outdated pavilion into a community centre selecting self-management.

- 3.4 The Council created a 3-year fixed-term CAT Officer post funded from the Change Management Fund in November 2015 to deal with enquiries, provide advice and guidance, oversee due diligence and to liaise with internal and external stakeholders. The Corporate Management Board (CMB) agreed to extend the CAT Officer post for a further 3 years from 31 October 2018, and also included added responsibility for T&CC liaison following a further bid to the Change Management Fund.
- 3.5 The CAT Steering Group which is chaired by the Head of Operations - Community Services meets on a monthly basis and is represented by officers from Communities Operations (Parks, Corporate Landlord and CAT Officer), the Education and Family Support Directorate, the Social Services and Wellbeing Directorate, Finance, and Legal Services. The Steering Group has responsibility for approving expressions of interests, business cases, support and funding by ensuring that any proposed CAT meets the Council's strategic priorities, operational requirements and future direction of travel. Approval to dispose of any Council asset under CAT has been delegated to the Strategic Asset Management and Investment Manager. However, more complex and potentially contentious disposals are authorised either by the Corporate Director (Communities) or reported to Cabinet for approval.
- 3.6 The Council has entered into a CAT Business Support Contract to provide business planning and specialist advice to community groups to facilitate the CAT process which is provided by our partners - the Wales Co-operative Centre and the Coalfields Regeneration Trust. A total of 45 individual T&CCs and community groups have already received assistance under the contract to date.
- 3.7 The transfer of Bryncethin Playing Fields was protracted and highlighted limitations in the CAT process which needed to be improved and streamlined. The CAT Task & Finish Group was established by the CAT Steering Group with the primary objective of providing strategic direction in respect of the Council's CAT Programme and associated policies, systems and processes intended to make the process simpler and shorten timescales. The main recommendations arising from the CAT Task & Finish Group can be summarised as follows:
  - A list of assets available for CAT should be maintained and periodically reviewed and updated (see latest CAT Priority 1 Asset List grouped by T&CC areas at **Appendix A**);
  - Asset data (compliance, condition survey and operating costs) should be issued to community groups at the earliest opportunity;
  - Model Heads of Terms and template Leases for particular asset groups should be utilised wherever possible with a "take it or leave it" approach being adopted;
  - The submission of income and expenditure projections for a minimum of a 5-year period should suffice for the majority of CATs but detailed business plans should still be requested for more complex projects;
  - A risk based approach should be adopted for the Business Diagnostic Assessment undertaken upon community groups/sports clubs and the assets being subject to CAT;



- T&CCs and established community groups/sports clubs should have their applications fast tracked particularly where the asset subject to CAT is in a compliant condition. The risk based approach will enable a risk matrix to be produced identifying suitability for fast tracking.

3.8 The Task & Finish Group also recommended to Cabinet in the report approved on 23 July 2019 that the priority of assets for CAT should be refined so that savings under the Medium Term Financial Strategy (MTFS) can be prioritised accordingly:

Priority 1	<ul style="list-style-type: none"> <li>• Sports Pavilions</li> <li>• Playing Fields (excluding school playing fields) and Bowling Greens</li> <li>• Community Centres</li> </ul>
Priority 2	<ul style="list-style-type: none"> <li>• Playgrounds / Play Areas</li> <li>• Free Car Parks</li> <li>• Allotments</li> </ul>
Priority 3	<ul style="list-style-type: none"> <li>• Miscellaneous Assets</li> </ul>

3.9 The Council's updated CAT Policy that has also been approved by the Cabinet takes account of the changes summarised at paragraph 3.7 and in particular the simplified "fast track" process which will be applicable to all T&CCs and the majority of community groups wishing to progress transfers (see Copy of revised CAT Policy at **Appendix B**).

#### 4. Current Situation / Proposal

##### Level of CAT Activity

4.1 T&CCs, sports clubs and community groups are actively engaging with the CAT Officer to progress CATs on all the sports facilities managed by Green Spaces and Bereavement Services, and other asset groups such as community centres and play areas:

Progress Reached	Playing Fields & Pavilions	Other Asset Groups
Completed Transfers (Long Lease or Tenancy at Will)	1	5
Freehold Transfers being Finalised	0	2
Transfer Approved with Heads of Terms / Lease being Finalised	10	6
Renewable 5 Year Lease being Finalised	1	0
License to Occupy / Use	0	1
Expression of Interest Approved with Business Diagnostic Assessment & Financial Projections / Business Case being Developed	21	5
Informal Expression of Interest Received with Discussions Ongoing	16	5
<b>Total</b>	<b>49</b>	<b>24</b>

4.2 A detailed summary of CAT activity as at 28 February 2020 is included at **Appendix B**.

- 4.3 The Council has agreed in principle to the freehold transfers of John Street and Griffin Park public toilets which were closed on 2 January 2019. Porthcawl Town Council has re-opened and operates both facilities under licence while the transfers are being finalised. Cabinet has previously approved the allocation of £35K match-funding under the Town and Community Council Capital Grant scheme to assist with the re-development of Griffin Park public toilets. A condition survey and maintenance plan has been prepared under the CAT Business Support contract for John Street public toilets which has Grade II listed building status. Funding applications submitted by the Town Council to the CAT Fund for £50K has already been approved and a further application under the Town and Community Council Capital Grant scheme 2020-21 for an additional £20K is due to be considered by the Cabinet shortly so that the Council can work in partnership with the Town Council to refurbish the facility.
- 4.4 Awen Cultural Trust took over the temporary running of Maesteg Bus Station public toilets under a short-term licence with the operating costs funded by Maesteg Town Council until the facility was closed in October 2019 so that work on the Maesteg Town Hall redevelopment could be commenced.
- 4.5 Porthcawl Town Council have also taken over day to day running of the Griffin Park Youth Drop in Centre on a renewable management agreement while the development of a new road scheme for Sandy Bay is being progressed by the Council.
- 4.6 A tenancy at will has been completed with Laleston Community Council to enable the Bryntirion & Laleston Community Centre to remain open following the surrender of the lease by a local community association while the intention is for a 35 year lease to be progressed in the future.
- 4.7 Pencoed Town Council completed a tenancy at will in March 2020 for the Pencoed Pavilion. Pencoed Town Council have also been granted a 35 year lease for the two tennis courts at Pencoed Recreation Centre that has enabled a Multi-Use Games area and Skateboard Park to be developed.
- 4.8 A number of Play Areas have been or are in the process of being transferred to T&CCs which include: Coity Higher, Cornelly, Coychurch Lower, Laleston, Pencoed and Pyle. The Council encourages other T&CCs to also consider taking over the day to day management of Play Areas in their localities.
- 4.9 There are currently 6 T&CCs progressing CATs of playing fields and/or pavilions:

T&CC	Asset
Coity Higher Community Council	Great Western Avenue Playing Fields
Cornelly Community Council	North Cornelly Playing Fields
Laleston Community Council	Bryntirion Playing Fields
Llangynwyd Lower Community Council	Coytrahen Playing Fields
Newcastle Higher Community Council	Pen-Y-Fai Playing Fields
Porthcawl Town Council	Griffin Park (including Bowls Pavilion & Greens)

- 4.10 There are 8 CATs to sports clubs that it is hoped will be completed shortly:

Sports Club / Group	Asset(s)
Bridgend Athletic Club	Newbridge Fields Athletic Field & Track

Caerau FC	Hermon Road / Metcalf Street Playing Fields
Carn Rovers FC	Cwm Garw Playing Fields
Kenfig Hill RFC	Croft Goch Playing Fields (Pavilion + Rugby Pitch)
Maesteg Harlequins RFC	South Parade Playing Fields
Maesteg Park FC	Tudor Park Playing Fields
Pencoed Athletic BGC	Woodlands Park
Rest Bay Sports	Rest Bay Playing Fields

### CAT Resources

- 4.11 Resourcing shortages were noted by the CAT Task & Finish Group as being a contributory factor in the delay in processing CATs. The staff resources required to progress multiple CATs within agreed timescales for the influx of transfers required has been assessed by the Head of Operations Community Services and shortages within the Corporate Landlord and Green Spaces and Bereavement Services teams identified together with additional support requirements for the CAT Officer. Proposals for additional staff resources have been outlined in a business case that will be submitted to the Corporate Management Board shortly. Additional funding has been identified and earmarked provisionally in the Change Management Fund to support this application for more resource that will ensure that the pace of CAT is accelerated.
- 4.12 The “Team” approach favoured by the CAT Task & Finish Group whereby multi-disciplinary staff from different sections of the Council work together has already commenced with the formation of a CAT Operations Group.

### CAT Fund

- 4.13 The Sports Pavilion Fund outlined in paragraph 3.2 was re-designated as the CAT Fund and the scope for funding widened under the MTFS 2019-20 to 2022-23 in February 2019 to also include building works on other Council facilities such as community centres and public toilets, to support the CAT process. This is to ensure that as many buildings as possible can be kept open and provide long-term community benefits.
- 4.14 Funding applications up to £50K are approved by the CAT Steering Group with all sums in excess of this threshold being referred to the Cabinet for approval. To date six projects have been allocated funding from this source totalling up to £340,520:

Community Group / Sports Club	Asset	Purpose	Amount
Bryncethin RFC	Bryncethin Playing Fields	Develop a community centre	£110,000
Caerau FC	Hermon Road/Metcalf Street Playing Fields	Refurbish the existing pavilion	£50,000
Pencoed Town Council	Pencoed Recreation Ground Pavilion	Repairs to enable pavilion to be re-opened	*£75,000
Carn Rovers	Cwm Garw Playing Fields	Pavilion repairs and security measures	£10,300
Rest Bay Sports	Rest Bay Playing Fields	Pavilion Refurbishment	£45,220

Porthcawl Town Council	John Street Public Toilets	Refurbishment of Grade 2 Listed Building	£50,000
------------------------	----------------------------	--	---------

\* Maximum contribution agreed by Cabinet on 21 May 2019

4.15 The Cabinet has previously confirmed their commitment to replenishing the CAT Fund as and when necessary, subject to the availability of finite capital resources, to encourage transfers and meet demand particularly where value for money can be clearly demonstrated post CAT, and this principle was re-affirmed in the Cabinet report approved on 25 February 2020.

4.16 The Cabinet has also identified that a number of the pitches, greens and wickets currently maintained by Green Spaces and Bereavement Services may be in a poor condition due to enforced cuts in service provision over a number of years and issues surrounding drainage. The Cabinet also agreed on 25 February 2020 that the CAT Fund should be extended to include the maintenance of playing fields so that capital grants to enable pitch and drainage improvements, and equipment purchases can be administered via this source by improving the chances of long-term sustainable CAT by:

- Developing a programme of sports pitch improvement and drainage capital grants valued at £5,000 to £25,000 in consultation with the governing bodies to ensure that prioritised sites are fit for purpose based upon independent condition assessments of sports pitches, greens and wickets that will be commissioned separately.
- Establishing pitch maintenance equipment grants to provide capital funding valued from £5,000 up to £10,000 for T&CCs and sports clubs who complete transfers to assist with the purchase of equipment to enable the self-management of associated green spaces.

### **T&CC Capital Grant Scheme**

4.17 Funding under the T&CC Capital grant scheme since 2017-18 has prioritised CAT projects. The CAT Officer has liaised with T&CCs to assist them in submitting funding applications and Cabinet has approved match funding of £229,211 in respect of 10 CAT related projects during this period:

<b>T&amp;CC</b>	<b>Project</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Cornelly	Cornelly Community Centre Roof	£50,000		
Porthcawl	Griffin Park Public Toilets	£35,000		
Garw Valley	Bus shelter refurbishment in Betws		£3,795	
Pencoed	Provision of skateboard park		£20,000	
Cornelly	Landscaping around Cornelly Community Centre including pocket park		£40,000	

Pencoed	Refurbishment of Pencoed Recreation Ground Pavilion			£20,000
Bridgend	Refurbishment of Athletic Track at Newbridge Fields			£20,000
Cornelly	Refurbishment of Community Centre Toilets			£10,000
Coity Higher	Refurbishment of Pendre Fields Play Area			£15,000
Coity Higher	Refurbishment of Coity Castle Play Area			£15,416
<b>Total</b>		<b>£85,000</b>	<b>£63,795</b>	<b>£80,416</b>

- 4.18 Applications to the T&CC Capital grant scheme 2020-21 were made available in January 2020 with the deadline for receipt of completed applications of 28 February 2020 being established. Decisions on the allocation will be made by Cabinet in March 2020 ready for the start of the new financial year. Funding of up to £90,509 (T&CC Capital Grant Annual Allocation of £50,000 + Carry Forwards from Previous Years of £40,509) is currently available for 2020-21.

### **Other Support**

- 4.19 Cabinet confirmed the establishment of the Bridgend Sports Team Support Fund (BSTSF) on 25 February 2020 which is primarily aimed at assisting the development of mini, junior and youth teams, particularly those involved with sports clubs undertaking self-management or CAT. Funding of up to £75,000 has been made available in both of the next two financial years to support voluntary sports clubs based within the County Borough of Bridgend. Financial assistance will be limited to a maximum of £2,000 per team to fund the cost of equipment, training and day to day operating costs.
- 4.20 The Council has previously confirmed that the annual grant provided to bowling clubs will end in 2019-20. The Council appreciates that bowls club that currently make no direct financial contributions for the hire or the upkeep of bowls greens will be impacted most when self-management arrangements are introduced and that to lessen the initial burden that some form of transitional relief may be required to ensure sustainability of such assets. The Council is therefore prepared to make available a one-off grant of £5,000 for each bowls facility on the condition that the bowls clubs using them also commit to taking over the bowls green maintenance on a day to day basis from 30 September 2020 and that they complete a CAT lease of these facilities. This funding should not be linked to the number of bowls clubs or bowls greens attributed to a particular site.

### **Strategy for Newbridge Fields / Maesteg Welfare Park / Aberfields**

- 4.21 The Council has previously identified that Newbridge Fields may require alternative management and operational arrangements and is not suitable to be divided into plots to facilitate CATs to individual sports clubs. The CAT Steering Group also recognises that there are two further sites – Maesteg Welfare Park and Aberfields (more commonly known as “the Planka”) that currently provides sports facilities (pavilions and playing fields) that are also extensively used as public parks by local residents and visitors. Due to the size of the sites, level of public usage, the number of clubs involved, and/or need for improvement / development that options available in addition to the

standard CAT to sports clubs should also be assessed and individual strategies developed for these sites.

- 4.22 The CAT Officer has already held informal discussions with the relevant T&CCs and some of sports clubs involved and has established a Stakeholder Steering Group for each of the three sites to determine the most appropriate way of managing and developing these facilities in the future with option appraisals being independently commissioned.
- 4.23 A specification of requirements has been prepared and selective tender exercise to engage consultants is due to commence shortly. A budget of £20K has been set aside from the Change Management Fund already earmarked for CAT and is estimated that the assignment will take up to 6 months to complete with final reports being required by October 2020 so that any new arrangements can potentially be introduced by 1 April 2021.

### **Conclusion**

- 4.24 The Council has agreed to take a flexible and adaptable approach, whenever that is possible, when determining the most appropriate form and duration of a transfer. A List of Assets available for CAT either under long-term leases or short-term management agreements has been prepared to take account of future development potential of sites (updated Local Development Plan and the Schools Development Plan), and the generation of capital receipts (see CAT Priority 1 Asset List at **Appendix A**).
- 4.25 The level of engagement with T&CCs and sports clubs outlined at paragraphs 4.1 to 4.10 has been good with all sports related facilities being subject to discussions surrounding self-management arrangements.
- 4.26 The Council wishes to continue to work in partnership with T&CCs and encourages them to consider entering into more discussions relating to CAT of playing fields, pavilions, play areas and community centres and the provision of services such as grass cutting to ensure the best outcomes can be achieved to benefit our local communities.
- 4.27 The Council wishes to expand its collaboration with T&CCs both formally and informally, to foster a culture of joint working, recognising the extremely important role that T&CCs can play in helping to manage and maintain facilities and services that otherwise may come under threat as the County Borough Council continues to experience unprecedented and ongoing cutbacks to its overall budget. The Council also acknowledges that in some cases, because of their direct link to local communities and community groups, T&CCs may be better placed to work in partnership at a local level to develop long-term sustainable solutions.
- 4.28 The Council has identified other enhancements to its support mechanisms such as pitch / drainage improvements and equipment grants that may also be needed in addition to grants already provided to refurbish buildings such as pavilions to ensure that self-management can be completed successfully and assets become sustainable to the benefit of future generations. While it is the intention of the Council to replenish the CAT Fund to reflect the needs of community groups this cannot be guaranteed and is subject to the availability of continued funding. It is in the interests of T&CCs and community groups to complete transfers at the earliest opportunity so that required funding to improve assets can be duly secured and essential maintenance works progressed.

## 5. Effect upon Policy Framework & Procedure Rules

- 5.1 The Council's CAT policy document has already been updated to reflect the changes to process recommended by the CAT Task & Finish Group and approved by the Cabinet on 23 July 2019.

## 6. Equality Impact Assessment

- 6.1 There is no impact on specific equality groups as a consequence of this report. A full EIA was undertaken to support the original report - "Playing Fields, Outdoor Sports Facilities and Parks Pavilions" - considered by Cabinet on 22 October 2019.

## 7. Well-being of Future Generations (Wales) Act 2015 Assessment

- 7.1 The Council is committed to promoting sustainable development and to discharge our duties under the Well-being of Future Generations (Wales) Act 2015. The proposals made by the CAT Task & Finish Group were aimed at streamlining processes to enable CATs to be fast tracked, wherever possible, and to reduce the burden placed upon T&CCs and community groups.
- 7.2 Bridgend County Borough Council wishes to promote CATs of its playing fields and sports pavilions to either T&CCs or relevant sports groups to ensure that existing users are not required to pay any increased charges. The proposals seek to take into consideration the long-term sustainability of sports facilities in the County Borough and recognises the importance of such facilities in delivering a healthier Wales and the role these facilities have in a Wales of cohesive communities. In light of increasing budget pressures, taking an integrated approach to the way the Council operates these kinds of facilities is vital. The report outlines how T&CCs, sports clubs and community groups can have an involvement in the development of collaborative working opportunities to ensure the long-term sustainability of the facilities and the Council's ability to fund other services.
- 7.3 The required Assessment Template has been completed and a summary of the implications from the assessment relating to the five ways of working is outlined below in respect of the Council's CAT policy and processes:

<b>Long-term</b>	Supports the corporate priorities of the Council outlined at paragraph 2.1.
<b>Prevention</b>	Ensures the assets and services threatened by financial austerity can continue to be used by the community and promote healthier lifestyles and general well-being.
<b>Integration</b>	Enables the Council to work in partnership with T&CCs, sports clubs, community groups, other stakeholders and the wider community to meet local needs in a more holistic way.
<b>Collaboration</b>	The proposals have been developed and will be delivered through a strong partnership between BCBC, T&CCs and relevant stakeholders.

<b>Involvement</b>	The proposals will be delivered in close partnership with a range of local stakeholders including T&CCs, community groups and current users.
--------------------	--

## 8. Financial Implications

- 8.1 The financial implications of the Council's current CAT activities and additional measures aimed at supporting sports clubs and stimulating transfers, in addition to any future capital funding agreed to replenish the CAT Fund, are reflected in the report originally considered by the Cabinet on 25 February 2020 and summarised below as follows:

Usage of Funding	Required Funding		Financial Year
	Capital	Revenue	
Establishment of Bridgend Sports Team Support Fund	-	£75,000	2020-21
	-	£75,000	2021-22
Commissioning Pitch Condition Surveys	-	£50,000	2020-21
Transitional Grants for Bowls Sites	-	£60,000	2020-21

## 9. Recommendation

Members of the Town and Community Council Forum are recommended to note the Council's:

- 9.1 Revised CAT Policy designed to simplify the process and reduce delays.
- 9.2 Associated funding under the CAT Fund and Town & Community Council Capital Grant scheme that has been set aside to encourage and support the transfer of Priority 1 assets.
- 9.3 List of CAT Priority 1 Assets that are available for transfer under long-term lease, tenancy at will, short-term management agreement or licence at **Appendix A**.
- 9.4 Recognition that community owned and managed models of delivery can reinvigorate community assets and can be devolved to the local level in which they operate. The success of CAT is dependent on the proactive participation of willing participants – T&CCs and community groups - together with their ability and capacity to manage the asset.
- 9.5 Commitment and willingness to engage with T&CCs and community groups to progress CATs.

**Mark Shephard**  
**CHIEF EXECUTIVE**  
**March 2020**

**Contact Officer: Guy Smith, Community Asset Transfer Officer**  
**Telephone: (01656) 815323**

**E-mail: Guy.Smith@bridgend.gov.uk**



**Postal Address:** Civic Offices  
Angel Street  
Bridgend  
CF31 4WB

### **Background documents**

Cabinet Report - Community Asset Transfer Policy (23 July 2019)

Cabinet Report - Playing Fields, Outdoor Sports Facilities & Parks Pavilions (22 October 2019)

Cabinet Report - Playing Fields, Outdoor Sports Facilities & Parks Pavilions and Community Asset Transfer (25 February 2020)



Community Asset Transfer Priority 1 Asset List

Town & Community Council / Ward	UPRN	CAT Priority 1 Assets		Description	Whole/Part	Existing Users	PROPOSED AGREEMENT			Comments
		Name	Address				MA / Licence to Occupancy	Short Term (1-7 yrs)	Long Term (up to 35 years)	
Maesteg Town Council - Caerau	10033	Noddfa Community Centre	34 Caerau Road, Caerau, CF34 0PB	Community Centre	Whole	Community Association	✓	✓	✓	
	10041	Caerau Welfare Park*	Prothero Street, Caerau	Changing pavilion; football pitch; outdoor bowling green; car park & playground,	Whole	3 x sports clubs	✓	✓	✓	Request for CAT of bowling green received.
	10040	Caerau Athletic Club*	Humphrey's Terrace, Caerau, CF34 0SG	Changing pavilion & 1 x football pitch	Whole	1 x sports club	✓	✓	✓	
	10029	Caerau Community Centre & Amenity Land to the North*	Woodland Terrace, Caerau, CF34 0SR	Community Centre	Whole	Caerau Development Trust	*	✓	✓	Community Centre already subject to Licence to Occupy
	10043	Hermon Road/Metcalf Street Playing Field & Pavilion*	Hermon Road, Maesteg	Changing pavilion & 1x football pitch with adjacent children's playground	Whole	3 x sports clubs	✓	✓	✓	
Maesteg Town Council - Maesteg West	10047	Maesteg Welfare Park Bowls Pavilion & Green*	Neath Road, Maesteg	Bowling pavilion & 1 x outdoor bowling green	Whole	1 x sports club	✓	✓	✓	
	10051	Tudor Park Playing Fields*	Bryn Celn, Cwmfelin	No pavilion. 1 x football pitch	Whole	1 x sports club	✓	✓	✓	Former club-house including changing rooms and car park subject to existing lease
Maesteg Town Council - Maesteg East	10042	Garth Park Pavilion & Playing Fields*	Bridgend Road, Garth, Maesteg	Changing pavilion, 2 x rugby pitches, 1 x cricket ground	Whole	3 x sports club & 1 x non-sport group	✓	✓	✓	Bowling green excluded due to BCBC title. Also title issue with land on which pavilion is built.
	10050	South Parade Pavilion & Playing Fields*	South Parade, Maesteg	Changing pavilion, 1 x football & 1 x rugby pitch	Whole	5 x sports clubs	✓	✓	✓	Fields in Trust status
Llangynwyd Middle Community Council	10045	Llangynwyd Pavillon & Playing Fields*	Heo Maesteg, Llangynwyd	Changing pavilion, 1 x football & 1 x dual use rugby/football pitch	Whole	2 x sports clubs	✓	✓	✓	
	20019	Blaengarw Cricket Pavillon*	Garreg Side, Blaengarw	Pavilion and 1 x cricket ground	Whole	1 x sports club	✓	✓	✓	Pavilion currently closed. Potential demolition
	20021	Cwm Garw Pavillon & Playing Fields*	Garreg Side, Blaengarw	Pavilion and 1 x football pitch	Whole	1 x sports club	✓	✓	✓	
	20024	Pwl y Garn Pavillon & Playing Fields*	Gwendoline Street, Blaengarw	1 x football pitch. Existing pavilions to be demolished	Whole	None	✓	✓	✓	Pavilion to be demolished
Garw Valley Community Council - Pontycymer	20020	Blandy Park Pavillon & Playing Fields*	Oxford Street, Pontycymer	Changing pavilion & 1 x football pitch	Whole	1 x sports club	✓	✓	✓	Pavilion likely to be demolished - funding obtained
	20022	Lawrence Park Pavillon & Playing Fields*	Gwaunbant, Pontycymer	Changing pavilion, 1 x rugby pitch & 1 x former football pitch	Whole	1 x sports club	✓	✓	✓	Part subject to CAT application - former football field
	20064	Waunbant Bowling Green*	Federation Lane, Pontycymer	Outdoor bowling green and store	Whole	1 x sports club	✓	✓	✓	Pavilion subject to existing CAT
	20064	Waunbant Tennis Pavillon	Federation Lane, Pontycymer	Pavilion only	Whole	1 x sports club	✓	✓	✓	Tennis courts subject to existing CAT
Garw Valley Community Council - Llangeinor	20023	Llangeinor Pavillon & Playing Fields*	Bettws Road, Llangeinor	Changing pavilion, 1 x football pitch & 1 x Scancis mini pitch	Part	2 x sports clubs	✓	✓	✓	Part of site subject to existing CAT
Garw Valley Community Council - Bettws	20001	Bettws Pavillon & Playing Fields*	Heol Richard Price, Bettws	Changing pavilion, 2 x football pitches & all weather training area.	Part	3 x sports clubs	✓	✓	✓	Funding obtained for old section of pavilion to be demolished
Ogmore Valley Community Council - Nantymoel	30028	Nantymoel RFC*	Gwendoline Street, Price Town, Nantymoel	Changing pavilion & 1 x rugby pitch	Whole	2 x sports clubs	✓	✓	✓	
	30030	Waun Llwyd Bowling Green*	Rhes Y Waun Fach, Price Town, Nantymoel	1 x outdoor bowling green	Whole	1 x sports club	✓	✓	✓	Community / Bowls Pavilion subject to existing CAT
Ogmore Valley Community Council - Ogmore Vale	30066	Caedu / Ogmore Park*	Park Avenue, Ogmore Vale	Bowling pavilion, 1 x outdoor bowling green & 2 x tennis courts	Whole	1 x sports club	✓	✓	✓	Courts not in use
	30029	Ogmore Vale RFC (Pavilion & Playing Fields)*	Bridge Street, Ogmore Vale	Changing pavilion & 1 x rugby pitch	Whole	1 x sports club	✓	✓	✓	
	30025	Aberfelds Pavillon & Playing Fields*	Aber Road, Pricetown	Changing pavilion, 2 x football pitches & 1 x rugby pitch	Whole	3 x sports club	✓	✓	✓	
	30027	Lewistown Pavillon & Playing Fields*	Blackmill Road, Lewistown	Changing pavilion & 1 x football pitch	Whole	None. Historically used by 2 x sports clubs	✓	✓	✓	Pavilion currently closed. Title issue with land on which pavilion built.
Ogmore Valley Community Council - Blackmill	30026	Evanstown Welfare Park*	Heol-Y-Parc, Evanstown, Gilfach Goch	Changing/bowls pavilion, bowling green & 1 x rugby pitch	Whole	3 x sports clubs	✓	✓	✓	
St Brides Minor Community Council - Bryncoch	40113	Sarn Lifelong Learning Centre	Merfield Close, Sarn, CF32 9SW	Muti use building including community centre, day centre & library	Part	Muti use	✓	✓	✓	Only area utilised by community association. Remaining areas of building excluded from any CAT
Ynysawdre Community Council - Ynysawdre	40018	Ynysawdre Community Centre	Bryn Road, Tondy	Community Centre	Whole	Community Association	✓	✓	✓	
	40028	Pandy Park Pavillon & Playing Fields*	Terfyn Ynysawdre, Ynysawdre	Changing pavilion, 1 x football pitches & 2 x rugby pitch	Whole	3 x sports clubs	✓	✓	✓	Possible S106 implications
Llangynwyd Lower Community Council	40027	Coytrahen Playing Fields*	A4063 Maesteg Road Tondy To Cildaudu Road, Goetre-Hen	Playing field only - not currently used for formal sports use	Whole	None	✓	✓	✓	
Coity Higher Community Council - Pendre	50020	Litchard Cross Playing Fields*	Heol West Plas, Coity	2 x football pitches (no pavilion) with adjacent playground (UPRN 50031)	Whole	3 x sports clubs	✓	✓	✓	
	50021	Great Western Avenue Pavillon & Playing Fields*	Great Western Avenue, Bridgend	Changing pavilion & 1 x football pitch	Whole	2 x sports clubs	✓	✓	✓	
Brackla Community Council - Brackla	50001	Brackla Playing Fields*	Whitethorn Drive to Channel View	No pavilion, 1 x football pitch & 1 x rugby pitch	Whole	3 x sports clubs	✓	*	*	Dual use arrangements with school during school hours.
Coychurch Lower Community Council	50020	Coychurch Pavilion & Playing Fields*	B4181 Coychurch Roundabout to Heol Simonston	Changing pavilion & 1 x football pitch	Whole	None - historically used by 4 x sports club	✓	✓	✓	Pavilion currently closed - not economic to bring back into use
Laleston Community Council	60060	Bryntirion Playing Fields*	Mount Pleasant, Bryntirion	2 x football pitches	Whole	1 x sports clubs	✓	✓	✓	Land on which Scout Hall is located is subject to existing lease
	60161	Bryntirion & Laleston Community Centre*	Mount Pleasant, Bryntirion	Community Centre located within playing field site	Whole	Community Council	✓	✓	✓	
Bridgend Town Council - Oldcastle		Newbridge Fields Athletic Track*	Newbridge Fields off Park Court Road, Bridgend	Athletic Track	Whole	1 x sports club	✓	✓	✓	
Cefn Cribbwr Community Council - Cefn Cribbwr	70017	Cefn Cribbwr Community Centre	Cefn Road, Cefn Cribbwr	Community Centre	Whole	Community Association	✓	✓	✓	
	70022	Cae Gof Pavillon & Playing Fields*	Cefn Road, Cefn Cribbwr	Changing pavilion, bowls pavilion, 1 x football pitch, 2 x rugby pitches, 1 x dual use pitch, 1 x outdoor bowling green & 4 x tennis courts	Whole	3 x sports club	✓	✓	✓	Part of site subject to existing CAT
Pyle Community Council - Pyle	70023	Croft Goch Pavillon & Playing Fields*	Pisga Street, Kenfig Hill	Changing pavilion, 1 x football pitch & 1 x rugby pitch	Whole	2 x sports clubs	✓	✓	✓	
Cornelly Community Council - Cornelly	70025	North Cornelly Pavillon & Playing Fields*	Meadow Street, North Cornelly	Changing pavilion, 2 x football pitches & 1 x rugby pitch	Whole	4 x sports clubs	✓	✓	✓	
Porthcawl Town Council - Rest Bay	80030	Locks Lane Pavillon & Playing Fields*	Locks Lane, Porthcawl	Changing pavilion, 4 x football pitches & 1 x cricket ground	Whole	3 x sports clubs	✓	✓	✓	Part of site subject to historic CAT
	80033	Rest Bay Pavillon & playing Fields*	West Drive, Porthcawl	Changing pavilion, 2 x football pitches & 1 x rugby pitch	Whole	4 x sports clubs	✓	✓	*	

Town & Community Council / Ward	UPRN	CAT Priority 1 Assets		Description	Whole/Part	Existing Users	PROPOSED AGREEMENT			Comments
		Name	Address				MA / Licence to Occupancy	Short Term (1-7 yrs)	Long Term (up to 35 years)	
Porthcawl Town Council - Porthcawl Central East	80028	Griffin Park Pavilion & Bowls greens*	Eastern Promenade, Porthcawl	Bowls Pavilion, 3 x outdoor bowling greens, 2 x tennis courts & putting course	Whole	2 x sports clubs	✓	*	*	Tennis courts & possibly southern most bowling green required for highways works associated with Phase 2 regeneration. Potential title issues as freehold of part vested in Town Council not BCBC. TUPE considerations.
	80075	Griffin Park Community Centre*	New Road, Porthcawl	Community Centre	Whole	Community Association	✓	✓	✓	
Coychurch Higher Community Council - Penprysg	90012	Heol-y-Cyw Pavillon & Playing Fields*	High Street, Heol-Y- Cyw	Changing pavilion, 2 x rugby pitches & kickabout area (former tennis courts)	Whole	1 x sports club	✓	✓	✓	
Pencoed Town Council - Felindre	90013	Pencoed Recreational Grounds Pavilion*	Felindre Road, Pencoed	Changing pavilion only	Whole	None - historicallu used by 4 x sports clubs & 3 x non sports groups	✓	✓	✓	Pavilion currently closed. Bowls Pavilion & Green; MUGA & Skate Park all subject to exists CAT's.
	90013	Pencoed Recreational Grounds Playing Fields*	Felindre Road, Pencoed	Playing fields only - 1 x football pitch & 1 x rugby pitch	Whole	4 x sports clubs	✓	✓	*	
Pencoed Town Council - Hendre	90014	Woodlands Park Pavilion*	Llwyn Gwern, Pencoed	Changing pavilion, 2 x football pitches, 2 x rugby pitches & 1 x mult use pitch	Whole	4 x sports clubs & 3 x non sports groups	✓	✓	✓	

\* Asset either already subject to a lease or presently subject to CAT discussions

# AMP 2021: Community Asset Transfer Guidance document

**Community demand, need and lead**



**Supporting BCBC aims and priorities**



**Positive community asset transfer**



**Transparency**



**Sustainability**

Cyngor Bwrdeistref Sirol



# BCBC Community Asset Transfer Guidance

Welcome to the latest version of Bridgend County Borough Council's (BCBC's) Community Asset Transfer (CAT) Policy. It provides a clear vision and mechanism as to how the Council will approach and deal with opportunities to transfer land, buildings and services to the Community. This policy replaces the original CAT Guidance endorsed by Cabinet in 2010 and updated in 2015. It reflects the changing financial climate faced by the Council and the increasing empowerment of local communities. The Guidance forms an integral part of the Council's Asset Management Plan process.

In response to the forecasted public sector funding reductions as a result of on-going austerity and increasing pressures and public sector services, the Council will seek to work with eligible interested community groups to secure transfers and to provide ongoing support. It is intended to help community groups to manage and operate facilities and hopefully to secure investment in their long-term future. To this end the Council works closely with partners from the Third Sector to support community groups and sports clubs by ensuring the right advice and guidance is available to applicants and those who have already taken over the self-management of facilities and services.

This Policy also sets out how a simplified fast track risk based approach can be adopted for the majority of the Council's assets which should make the CAT process easier to navigate.

### **Who should read these Guidelines**

This policy is primarily to inform Town and Community Councils, Third Sector Organisations and sports clubs (collectively referred to as community groups) of the Council's requirements when progressing a CAT. The Policy is designed to help community groups understand the Council's approvals processes and decision making criteria. Templates for applications and key stage procedures are also included.

### **Application of the Guidelines**

Due to the diverse nature of Council property assets and variety of CAT requests, there cannot be a "one size fits all" approach to CAT. A consistent and principled but fluid framework is therefore required. The Guidance is centred on 4 key principles:

- ▶ **Community led to meet community demand and need**
- ▶ **Any CAT must support Council aims and priorities**
- ▶ **Transparency including governance and financial implications**
- ▶ **Project sustainability**

Proportionality and common sense is required in application of the Guidelines. For example, a short lease, licence to occupy or a management agreement may require less detailed assessment criteria than a longer term lease of 35 years. A transfer of a small area of land will not need the depth of business planning that a significant building would, particularly where significant external funding is also required. Any risk needs to be managed and informed, and transparent decisions should be subject to requisite scrutiny.

## Contents

1. Purpose of this policy
2. Definition of Community Asset Transfer
3. National policy context
4. Local policy context
5. The Council's commitment to Community Asset Transfer
6. The 4 principles of BCBC Asset Transfer
7. Identifying suitable assets for Community Asset Transfer
8. Framework for considering requests for Community Asset Transfer
9. Decision processes
10. Property and legal considerations
11. Handover
12. Ongoing Support and Statutory Compliance
13. Community Asset Transfer Support and Contacts

Appendix 1	Application Criteria
Appendix 2	CAT Standard Process
Appendix 3	CAT Fast Track Process
Appendix 4	RAG traffic light rating system based Assessment
Appendix 5	Expression of Interest (EOI)
Appendix 6	Detailed Business Plan Illustration
Appendix 7	Financial Projections Illustration
Appendix 8	Business Diagnostic Assessment Outline
Appendix 9	Sample Lease Licence Terms
Appendix 10	List of Resources and Contacts

## Document approvals and consultations

	Cabinet CAT Task & Finish Group CAT Steering Group Town and Community Council Forum Wales Co-operative Centre Coalfields Regeneration Trust
--	--

## 1. Purpose of this policy

The purpose of this Community Asset Transfer (CAT) policy is to encourage property asset transfers to community groups in support of the Council's Asset Management Plan (AMP) 2021 and AMP 2021 Disposals Strategy and the transfer of service provision in line with the Council's corporate priorities and well-being objectives.

An appropriate transfer is one which:

- **is community led to meet community demand**
- **supports Council's aims and priorities**
- **is sustainable in the long term**
- **has positive financial implications for the Council**

## 2. Definition of Community Asset Transfer

CAT may take a variety of forms but in essence involves a temporary or permanent transfer of stewardship and/or ownership to community groups. The method of transfer may include:

- management agreement
- short term licence to occupy
- short or long term lease
- freehold transfer (exceptional circumstances only)

## 3. National policy context

### **Well-being of Future Generations (Wales) Act 2015**

The Well-being of Future Generations (Wales) Act 2015 places a duty on each public body to carry out sustainable development. Sustainable Development is defined as a process of improving the economic, social, environmental and cultural wellbeing of Wales.

Public, third and business sectors including BCBC have come together in Bridgend to form a Public Services Board (PSB). Bridgend PSB is committed to working together to improve wellbeing in Bridgend County now and in the future and have prepared a Well-being Plan that contains the following 4 key objectives:

- Best Start in life
- Support communities in Bridgend County to be safe and cohesive
- Reduce social and economic inequalities
- Healthy choices in a healthy environment



## **The Equality Act, 2010**

The Equality Act, 2010 places a duty on public bodies to demonstrate due regard to the aims of the Public Sector Equality Duty (PSED). The PSED requires public bodies to operate in a way that eliminates unlawful discrimination, advances equality of opportunity, and fosters good relations between those who share a relevant protected characteristic, and those who do not. There are nine protected characteristics in total (age, sex, gender reassignment, sexual orientation, disability, race, religion and belief, marriage and civic partnership as well as pregnancy and maternity), and all public functions are designed and delivered in a way which reduces discrimination and promotes positive engagement with those who possess relevant protected characteristics. All CAT activities will support and encourage the Council's duties under the Equality Act, 2010 by ensuring that any activity is assessed for the likely adverse impact on protected groups and therefore reduced where possible.

## **Community Asset Transfers in Wales - A Best Practice Guide**

A number of national reports, reviews and guidance encourage local authorities to engage with community groups with a view to a transfer of community assets. Welsh Governments 'Community Asset Transfers in Wales - A Best Practice Guide' March 2016 provides essential guidance for both local authorities and community groups. BCBC was part of the working group which helped produce the document and much of the guidance reflects the approach which this Council has adopted.

## **4. Local policy context**

BCBCs property strategy seeks to rationalise its property portfolio and obtain the best outcome to help deliver Council objectives. This requires balancing best price considerations and reduction in revenue costs against the benefits of alternative use including asset transfer. This is supported by a disposals strategy that works to achieve the best disposal outcome for BCBC.

CATs clearly support the Council's priority themes. These include:

- **Helping people to be more self-reliant** – “Taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services”.
- **Supporting a successful economy** – showing any links to sustainable jobs and growth.
- **Smarter use of resources** – “Ensuring that all our resources (financial, physical, human and technological) are used as effectively and as efficiently as possible, and supporting the development of resources throughout the community that can help deliver our aims.”

### 5. The Council's commitment to Community Asset Transfer

The Council is committed to using CATs where appropriate. However, with limited staff resources, it is necessary to **prioritise** applications which most benefit:

- a) the Council's financial position; and
- b) impact in the community in terms of:
  - Economic and social enterprise leveraging additional investment.
  - Community empowerment.
  - Retain and/or enhance local services that may be lost due to budget restraints and service cuts.
  - Building capacity and encouraging a more sustainable third sector.
  - Supporting delivery of the Council's corporate priorities.
  - Tackling poverty.

This policy sets out a framework to support decision-making and an agreed method of assessing all CAT requests. The Council will however, support community groups through the CAT process in a number of ways which include:

- Guidance from a dedicated CAT Officer.
- A listing of assets potentially suitable for transfer in a 'Community Asset Schedule' will be made available and regularly updated.
- Supplying relevant information including:
  - running cost data
  - copies of condition surveys
  - building plans
  - servicing / testing data
  - any other relevant information
- Advice under the Council's CAT Business Support Contract from our partners organisations that specialise in providing advice and guidance to community groups.

## 6. The 4 Principles of BCBC Asset Transfer

In order to complete a CAT, 4 principles will need to be in evidence:

<p><b>Community Need</b></p>	<p>There must be strong support from within the local community. Evidence of equality of access will need to be demonstrated. Members of the community should be able to influence proposed operations and decision-making. There must be a clear demand for the project. Community groups must also ensure that any transfer will not displace or distort the market place. Applications are welcomed from consortia, joint ventures and collaborative projects.</p>
<p><b>Support Council Corporate Improvement Objectives / Other Corporate Priorities</b></p>	<p>The proposed transfer must support the delivery of Council's Corporate Improvement Objectives / Other Corporate Priorities as outlined above.</p>
<p><b>Transparency</b></p>	<p>The decision making process is designed to show accountability and is clearly set out in the Framework for considering CATs at section 8 below. The process needs to be flexible in line with the complexity of applications and available Council staff resources. Decisions will be transparent and communicated clearly.</p>
<p><b>Sustainability</b></p>	<p>The applicant is required to demonstrate their ability to manage the asset effectively via:</p> <ul style="list-style-type: none"> <li>• Financial plan:             <ul style="list-style-type: none"> <li>○ Detailed business plan for complex cases particularly if the Council asset subject to transfer requires significant investment involving major refurbishment or new build; or</li> <li>○ 5-year financial projections enabling a community group to demonstrate an understanding of associated income and expenditure streams and operating costs for the more straightforward transfers</li> </ul> </li> <li>• An appropriate legal and governance structure.</li> <li>• An assessment of the need for the activities being proposed and consideration of whether or not this is being provided by other organisations.</li> <li>• Efficient use of the facilities in terms of space and time periods.</li> <li>• Organisational capacity and capability – strong skills at board, management and operational level to manage the asset and maximise its use including meeting any statutory requirements.</li> </ul>

## **7. Identifying suitable assets for Community Asset Transfer**

### **Community Asset Schedule**

The Council has determined that the following categories of asset are potentially available under the CAT programme:

Priority 1	<ul style="list-style-type: none"> <li>• Sports Pavilions</li> <li>• Playing Fields (excluding school playing fields) and Bowling Greens</li> <li>• Community Centres</li> </ul>
Priority 2	<ul style="list-style-type: none"> <li>• Playgrounds / Play Areas</li> <li>• Free Car Parks</li> <li>• Allotments</li> </ul>
Priority 3	<ul style="list-style-type: none"> <li>• Miscellaneous Assets</li> </ul>

It must be noted that not all assets under these categories will be considered as suitable for CAT. Assets will generally not be considered suitable for CAT if the:

- Asset is required for the delivery of essential services;
- Asset generates a net income stream for the Council;
- Asset has future use by the Council, e.g. re-development potential; or
- Asset may be required by the Council to generate capital receipts through its sale on the open market as part of its capital investment programme to help fund projects such as new schools.

Council owned assets suitable for transfer will be regularly updated and identified through the Council’s robust asset management planning process which includes regular reviews of our property holdings. Service need for assets, including opportunities for alternative methods of service delivery, will influence our requirement for assets. The potential for assets identified as surplus to our requirements to be transferred to the community will be considered through our Acquisitions and Disposals Strategy.

A ‘Community Asset Schedule’ will list potentially suitable CAT Priority 1 Assets together with any specific restrictions and will be made publicly available. Not included in this list are those assets which the Council wishes to retain for operational, financial or other purposes.

In compiling the schedule and/or in assessing applications, regard will need to be given by the Council to whether any financial clawback from fund providers may apply. This may be the case if Lottery funds for example include clawback restrictions which may be triggered by an asset transfer.

### **Applications From Existing Tenants / Users**

The Council will consider applications from eligible organisations already in occupation of a BCBC building looking to vary their terms of occupation, for example by increasing the lease term to meet grant funding requirements or formalising licence arrangements. Please note that you will still be required to meet all our application and assessment criteria.

Lease renewals are not usually considered as being CATs for BCBC funding purposes.

## General Applications

Eligible organisations looking for a property, but who do not have a specific asset in mind can still submit an Expression of Interest. If we consider the application viable and it meets our Stage 1 criteria we will work with the community group to potentially identify a suitable asset.

In all cases we would strongly advise that the Council's CAT Officer should be contacted in the first instance so that formal discussions can be held at the earliest opportunity.

Some proposals may not require a property agreement e.g. such as transfer of a service, an agency agreement or a sponsorship arrangement. The Council welcomes interest from applicants to provide services whether autonomously or in collaboration with the Council. This Guidance, however, focuses on the transfer of property assets. Any proposals to provide services should be made to the Director of Communities.

## Priority of applications

Preference will be given to:

- Community groups already in occupation of a premises (land and/or building).
- Collaborative applications for co-locating community groups including consortia. In such cases, 'umbrella' organisations or partnerships should be considered by applicants.

Where several expressions of interests are received for one building, all live applications will be considered rather than dealing on a "first come first served basis".

## 8. Framework for considering requests for CATs

The Application Criteria that must be complied with when considering a community asset transfer is detailed at **Appendix 1**. The degree to which the criteria are met, the condition of the asset and the requirements of potential funders will be used to determine the most appropriate type of transfer agreement. A short term lease or licence to occupy or a management agreement may be more appropriate initially as part of a phased or temporary transfer whilst additional capacity and confidence is built.

All applications will be considered in accordance with the Council's CAT framework either the 4 stage process (see Standard CAT Process at **Appendix 2**) or "fast track" process particularly where the asset subject to transfer is in a compliant condition (see "Fast Track" process at **Appendix 3**). The standard 4 stage process will usually be applicable for:

- All complex transfers;
- Assets assessed as uneconomical to repair by the Council; and
- Disposal of surplus assets with potential community interest.

The Council will use a RAG traffic light rating system based upon an assessment of risk associated with a community group and asset / service subject to transfer to make this aspect more transparent as illustrated in the table shown at **Appendix 4**.

All community groups are required to submit an Expression of Interest (EOI) pro-forma that requires basic information relating to the organisation, the asset / service and link to the Council's corporate priorities (see copy of EOI at **Appendix 5**). Community groups are advised to hold informal discussions with the Council's CAT Officer prior to an EOI being prepared and submitted.

The Council will ensure that community groups are provided with appropriate advice and guidance from partner organisations under the CAT Business Support contract, e.g. business planning to facilitate the CAT process.

Central to this process is a requirement for a detailed **Business Plan** or outline **Financial Projections** which are dependent on whether the Council considers applications are suitable under the standard or "fast track process". Illustrations, with guidelines, are provided at **Appendix 6** and **Appendix 7** respectively.

## 9. Decision processes

The process should be flexible and easy to understand for community groups. The extent and detail of the business case required may vary with the type of assets/services being transferred. Regard will need to be given by the Council to any staff matters such as the Transfer of Undertakings (Protection of Employment) regulations (TUPE), redundancy and management of change issues. Any transfer is also expected to reduce a community groups dependency on Council revenue funding.

The Council's due diligence process should be proportionate to the scale and complexity of the proposal:

- All community groups will be subject to a **Business Diagnostic Assessment** (see Outline at **Appendix 8**) to provide the Council with assurance as regards the capabilities and capacity of a particular community group and that the directors / trustees of the group involved are fully aware of the duties and responsibilities that must be discharged. The Business Diagnostic Assessment will contain mandatory and discretionary recommendations (including compulsory training elements) to assist in the development of community groups and them becoming competent asset holders. The implementation of recommendations will dictate how quickly the transfer can be progressed.
- CAT expressions of interest, business / financial plans and associated funding applications of up to £50K are usually approved by the **CAT Steering Group**. Large or complex CATs may be referred to the **CAT**

**Advisory Panel** which consists of key public sector organisations in the area and will usually also require the approval of Cabinet particularly where associated funding to support projects is likely to exceed £50K.

- Property transactions will usually require approval under the Council's delegated powers scheme or be referred to the Cabinet.

The CAT officer shall submit the reports with assistance and advice from the Corporate Landlord, Legal Services, Human Resources and Finance, if required.

The CAT Steering Group chaired by the Head of Operations Community Services is responsible for assessing both Stage 1, Stage 2 and associated CAT funding applications and members will include senior officers from the key service directorates. Consultations will be made with the CAT Advisory Panel (complex transfers), Council Members and community groups as required.

The decision will reflect assessment of the detailed criteria outlined at Appendix 1 and other considerations such as:

- BCBC asset requirements - whether the asset required for future service delivery.
- Financial benefits to the Council.
- Whether any financial clawback from fund providers apply.
- Wider benefits to the Council and community.

Where appropriate any final decision rests with the Corporate Director Communities and the Section 151 Officer or by referral to the Cabinet. The Council reserves the right to reject any application but in so doing, shall provide feedback outlining the reasons. Applicants shall be encouraged to re-submit where those elements have been sufficiently addressed.

## 10. Property and legal considerations

CATs will need to deliver the best disposal option for the Council which will generally be by way of leases. Alternatively, a licence to occupy or management agreement may be more appropriate. Freehold transfer will only be considered in exceptional circumstances and require Cabinet approval.

The length of a lease offered will be determined on a case by case basis having regard to the property condition, circumstances of the project, strengths of the applicant, and sustainability of the business case. The maximum duration of a lease term presently available from the Council is 35 years unless specific external funding requires a longer term. As a guide, capital grant funding for improvements will usually require a minimum lease term of 10 years.. Should further funding be identified after the initial lease has been granted, negotiations for an extended lease period may be necessary depending on the funders conditions.

### Rent/market values

Community uses do not usually attract commercial revenues. Community groups are often dependent on grant funding and are generally unable to pay market rents/prices for property. By being aligned to Council priorities, the Council's 'return' is therefore based on the social, economic or environmental benefits. The Council, however, needs to justify and record any decision to transfer a property at an undervalue with reference to:

- A valuation of the property to identify any value being forgone.
- The 'General Disposal Consent (Wales) 2003' which enables local authorities to proceed with certain transfers at an undervalue
- State Aid provisions to ensure either none is given or to ensure that it is permitted and the Council is protected.

A **peppercorn** or discounted rent or any other disposal at below market value may well be justifiable but should not be assumed. A decision to grant concessionary terms needs to be justifiable and recorded by the Council's Corporate Landlord. Cabinet approval may be required depending on the circumstances. In determining the rent, consideration will be given to:

- Value of the property.
- The management and running costs of the property.
- Financial position of a community group.
- Extent of benefit to the Council in terms of revenue savings and/or service delivery.

The onus falls on the community group to demonstrate that concessionary terms are needed. This will best be provided by reference to their business plan or financial projections.

### Other lease terms/conditions

A lease or licence provides opportunities in terms of self-management and also brings increased health and safety and property statutory compliance responsibilities. A summary of the main indicative core terms to be considered for inclusion in a lease or licence is outlined in summary at **Appendix 9**.

### Energy procurement

It is likely that existing energy supplies in the longer term at a property are covered by the Council's central energy procurement contract. This bulk purchase of energy provides a favourable tariff for the Council and a new community group occupier may express a wish to remain on this contract to continue with the tariff. The Council, however, is ultimately liable under the contract for any payment default. The general position therefore should be for the community group to contract separately for its own energy supplies. It is also important that the community groups energy usage does not count for any carbon reduction commitments. Further information may be sought from the Council's Energy Contracts Manager.



## 11. Handover

During handover the Council will supply, wherever possible, a folder compiled by the Council's Corporate Landlord which will provide:

- Details of all statutory testing and servicing details.
- Fire risk assessment.
- Health and safety information & certificates.
- List of tests generally needed on buildings.
- List of contractors which the Council utilises and are prepared to provide similar services to community groups.
- Details of utility readings .

The Council has a Compliance Officer who will act as the key contact within Corporate Landlord to provide guidance to community groups on technical issues within buildings and to assist occupants to keep premises compliant.

A key priority for community groups is an understanding of and the ability to meet Health and Safety and statutory compliance requirements. Some useful website links are detailed below and support is available from Council Officers should there be any concerns or doubts about what is required regarding compliance.

<http://www.hse.gov.uk/voluntary/village-legal.htm>

<http://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>

<http://www.hse.gov.uk/toolbox/fire.htm>

The Council will also supply all keys and any other information required to operate the premises safely.

The handover will take place with the nominated lead officer for the applicants together with the designated person dealing with statutory compliance (if they are different).

## 12. Ongoing Support and Statutory Compliance

The Corporate Landlord will also advise on and confirm any required landlord consent for any works, alterations or modifications proposed to the premises.

Applicants will be asked to identify a designated individual within the organisation who will have responsibility for the premises and necessary testing and servicing. This individual will be the key contact point for the Corporate Landlord. They will have responsibility for ensuring the premises remains safe and compliant in accordance with any statutory requirements and they will need to be aware of their role and responsibilities.

Applicants will also be asked to provide feedback to the Council on their project in relation to progress, milestones achieved, problems encountered and targets for the future. This would normally be expected on an annual basis but could be more regular if required. It would also be expected that applicants would consent to speak to other potential applicants with a similar project if required to supply advice and suggestions to help their application.

Any request for feedback or information from the Council would be expected to be provided within 21 days unless the request is of an urgent nature.

**Any future adaptation or improvement works, over and above routine maintenance works, to premises are likely to require landlord consent. You must speak to the Council before you commence any works. The Corporate Landlord will be able to advise on requirements including the need for any other potential consents – planning, building regulations etc.**

### 13. Community Asset Transfer Support and Contacts

The Council strongly advises that the application and business case is developed with support from a business adviser assigned under the CAT Business Support Contract.

Often community groups taking on a premises (building and/ or land) may require different support through the life of a project. This may start with initial support to establish an organisation through to helping groups develop businesses or establish trading arms, The CAT Business Support Contract is intended to support all stages of a CAT and not just for the initial take-over of premises. By having a one stop shop, applicants or occupiers can refer issues and suggestions to the CAT Officer and ensure they receive the most appropriate support at that time.

A list of resources and relevant links to advice on CAT is attached at **Appendix 10**.

All applicants will be required to identify who the key contact within their community group is for leading on the CAT process. This is to avoid confusion as to whom information and advice is being given to. For the Council the key point of contact is our CAT Officer who can be contacted by email: [Guy.Smith@bridgend.gov.uk](mailto:Guy.Smith@bridgend.gov.uk) or Telephone: (01656) 815323.

Applicants will also be asked to identify the person within each organisation who will have responsibility for ensuring that a premises (building and/ or land) remains compliant with any legal responsibilities and safe for people to use. This may be a different person to the key contact.

## Appendix 1 - Application Criteria

### a) The Applicant must be:

**A Community/Town Council or a Community Group, which satisfies the following criteria:**

- Legal entity that is incorporated and provides limited liability for the stakeholders involved. This would usually be in the form of a company, society, CIO (Charitable Incorporated Organisation) or CIC (Community Interest Company). It must enable the management/ownership of buildings and provision of services.
- Exist for community/social/environmental benefit.
- Non-profit distributing – any surpluses must be reinvested to further its community benefits/social aims.
- Demonstrate good governance through open and accountable processes, with appropriate financial and audit controls.
- Demonstrate engagement with the community.
- Demonstrate it has the skills and capacity within or available to effectively deliver its services and manage the asset.
- Holds adequate insurance and will be able to comply with statutory health and safety requirements to operate the asset/service.
- Provide services or engage in activities that deliver economic, environmental or social benefits to the community.
- Provide copies of the organisation's Annual Report and accounts if available.
- Strong links with the local community and directly benefit the people of the county borough.
- Benefit as wide and diverse a range of local people as possible and demonstrate an inclusive approach to all members of the community.
- Decision making process influenced by local community.

### b) The Asset

- A legal interest owned by the Council from which the organisation can demonstrate community benefit.
- The asset is in the freehold/leasehold ownership of the Council.
- Applications for multi-uses and co-location of services should be encouraged.

### c) Proposed Use

- There is both a need and demand for the proposed activities and consideration is given as to whether or not this is being satisfactorily addressed by another organisation.
- The proposed use will support the delivery of the Council's corporate priorities.
- The proposed use will maximise opportunities for income generation to ensure sustainability.

- The community group has established how much space it requires to deliver its proposals, and how they will make optimum use of the asset.
- The proposed use will deliver extensive and inclusive reach into the community and will be open to all.

### d) **Business Plan and Finance**

Community asset transfers considered to be suitable for “fast tracking” under the updated policy will only require income and expenditure projections for a minimum of a 5-year period to be provided to enable a community group to demonstrate an understanding of the associated costs of managing and demonstrating the sustainability of the asset.

However, a robust business plan clearly stating the operation and service provision and financial and organisational capacity of the organisation to deliver the proposed services/activities and manage the asset is critical to the success of any transfer is still required for large or complex projects particularly if the Council asset subject to transfer requires significant investment involving major refurbishment or new build.

## Appendix 2 – CAT Standard Process

APPLICATION STAGE	REQUIREMENTS	DECISION MAKER	TARGET TIMESCALES
<p><b>STAGE 0</b> Informal pre-application discussion</p>	<p>Before submitting an Expression of Interest, applicants should discuss their proposals with the CAT Officer.</p>	N/A	N/A
<p><b>STAGE 1</b> Submit <b>formal Expression of Interest (EOI)</b> (Appendix 3) to CAT Officer</p> <p>The Council will provide any relevant asset information available</p>	<p>Outline business case in the form of the EOI to provide:</p> <ul style="list-style-type: none"> <li>• Details of the organisation</li> <li>• Governance arrangements</li> <li>• Proposed use of asset and benefits</li> <li>• Benefits to community, Community Group and Council</li> <li>• Support from community/partners</li> </ul> <p>If the application is supported, the Community Group will be invited to proceed to Stage 2. If the application is not supported a full explanation will be provided.</p>	<b>CAT Steering Group</b>	6 weeks from receipt of Expression of Interest
<p><b>STAGE 2</b> <b>Business Diagnostic &amp; Business Plan</b></p> <p>Support may be available under the Council's CAT Business Support contract (from our partners Wales Co-operative Centre and Coalfields Regeneration Trust)</p>	<p>Initial assessment of community group by Business Adviser in consultation with CAT Officer to determine capacity / capabilities and inform future needs under Business Support Contract.</p> <p>Report outlining areas requiring action ranked mandatory and discretionary. All mandatory requirements, e.g. attendance at specific training events (governance, duties and responsibilities of directors, etc.) must be completed prior to any transfer being agreed.</p> <p>Detailed Business Plans prepared by Community Group – (see illustration at Appendix 5):</p> <ul style="list-style-type: none"> <li>• Needs analysis and projected utilisation</li> <li>• Type of transfer sought and why</li> <li>• Planned outcomes and benefits and how they will be measured/monitored</li> <li>• Details of any proposed partnership/collaborative working</li> <li>• Track record for delivering service/managing property</li> <li>• Capacity to manage the asset</li> <li>• 5 year plans for revenue and capital funding – projected income and expenditure including costs of managing and operating the asset</li> <li>• Financial sustainability and forward planning</li> </ul>	<p>Business Diagnostic Assessment to be assessed by CAT Officer / CAT Steering Group</p> <p>Business plans to be assessed by Finance Department</p>	<p>Within 4 weeks from Stage 1 Approval</p> <p>Full business plan to be submitted within 12 weeks of Stage 1 approval if possible</p>

## Community Asset Transfer Policy

APPLICATION STAGE	REQUIREMENTS	DECISION MAKER	TARGET TIMESCALES
<b>STAGE 3:</b> <b>Full assessment of CAT Proposal including Business Plan</b>	Report by CAT Officer to <b>CAT Steering Group</b> or <b>CAT Advisory Panel</b> (complex/larger cases) with a detailed assessment of: <ul style="list-style-type: none"> <li>• Benefits for community, the Community Group and how they relate to delivering Council priorities</li> <li>• Risks in relation to financial and organisational ability to manage the asset</li> <li>• Potential loss of capital receipt and existing income or other opportunity cost to the Council</li> <li>• Potential for on-going revenue savings for the Council</li> <li>• Proposed terms of transfer and any legal or other issues</li> <li>• Monitoring arrangements as required</li> </ul>	<b>CAT Steering Group and /or CAT Advisory Panel</b>	6 weeks from receipt of full Business Plan
<b>STAGE 4:</b> Property transaction approval and completion of agreement	Approval via Council Delegated Powers or by Cabinet.  Instruct Solicitors  Legal completion	<b>Corporate Director Communities in consultation with s. 151 Officer</b>  <b>Cabinet</b>  <b>Head of Legal and Regulatory Services</b>	8 weeks of Stage 3 approval

## Appendix 3 – CAT Fast Track Process

APPLICATION STAGE	REQUIREMENTS	DECISION MAKER	TARGET TIMESCALES
<p><b>STAGE 0</b> Informal pre-application discussion</p>	<p>Before submitting an Expression of Interest, applicants are encouraged to discuss their proposals with the CAT Officer.</p>	N/A	N/A
<p><b>STAGE 1</b> Submit <b>formal Expression of Interest (EOI)</b> (Appendix 3) to CAT Officer</p> <p>The Council will provide any relevant asset information available</p>	<p>EOI to be completed and provide details of:</p> <ul style="list-style-type: none"> <li>• The organisation</li> <li>• Governance arrangements</li> <li>• Proposed use of asset and benefits</li> <li>• Benefits to community, Community Group and Council</li> <li>• Support from community/partners</li> </ul> <p>If the asset is available for transfer and the application is supported, the Community Group will be invited to proceed to Stage 2 and Stage 3. If the application is not supported a full explanation will be provided.</p>	<b>CAT Steering Group</b>	4 weeks from receipt of EOI
<p><b>STAGE 2</b> <b>Business Diagnostic &amp; Financial Projections</b></p> <p>Support may be available under the Council's CAT Business Support contract (from our partners Wales Co-operative Centre and Coalfields Regeneration Trust)</p>	<p>Initial assessment of community group by Business Adviser in consultation with CAT Officer to determine capacity / capabilities and inform future needs under Business Support Contract.</p> <p>Report outlining areas requiring action ranked mandatory and discretionary. All mandatory requirements, e.g. attendance at specific training events (governance, duties and responsibilities of directors, etc.) must be completed prior to any transfer being agreed.</p> <p>Financial projections for a minimum of 5 years (see illustration at Appendix 6) to be prepared by Community Group with assistance by Business Adviser (if required).</p>	<p><b>Business Diagnostic Assessment to be assessed by CAT Officer / CAT Steering Group</b></p> <p><b>Financial projections to be assessed by Finance Department and CAT Steering Group</b></p>	<p>Within 4 weeks from Stage 1 Approval</p> <p>Financial projections to be submitted within 6 weeks of Stage 1 approval if possible</p>

## Community Asset Transfer Policy

APPLICATION STAGE	REQUIREMENTS	DECISION MAKER	TARGET TIMESCALES
<b>STAGE 3:</b> <b>Assessment of CAT Proposal</b> including any financial assistance, e.g. grants to support CAT	Report by CAT Officer to <b>CAT Steering Group</b> with an assessment of: <ul style="list-style-type: none"> <li>• Benefits for community, the Community Group and how they relate to delivering Council priorities</li> <li>• Risks in relation to financial and organisational ability to manage the asset</li> <li>• Potential loss of capital receipt and existing income or other opportunity cost to the Council</li> <li>• Potential for on-going revenue savings for the Council</li> <li>• Proposed terms of transfer and any legal or other issues</li> <li>• Monitoring arrangements as required</li> </ul>	<b>CAT Steering Group</b>	4 weeks from receipt of Financial Projections
<b>STAGE 4:</b> Property transaction approval and completion of agreement	Approval via Council Delegated Powers or by Cabinet.  Instruct Solicitors  Legal completion	<b>Corporate Director Communities in consultation with s. 151 Officer</b>  <b>Cabinet</b>  <b>Head of Legal and Regulatory Services</b>	8 weeks of Stage 3 approval



## Appendix 4

### RISK BASED MODEL

		ORGANISATION				
		1	2	3	4	5
A S S E T	A					
	B					
	C					
	D					
	E					
<b>Organisation</b>						
Rating	Description					
1	Established group with acceptable historic accounts and evidence of the required funding for the venture Correctly constituted legal entity with relevant knowledge and skills Experience of managing a facility and understands the requirements and legal undertaking Has a good and active relationship with the relevant sports organisation etc Experience of delivering in the community Proposed project is feasible and good fit with community need.					
2	Established group with evidence of the required funding for the venture Correctly constituted legal entity with relevant knowledge and skills Some experience of managing a facility and understanding of the requirements and legal undertaking Working relationship with the relevant sports organisation etc Some experience of delivering in the community Proposed project is feasible and good fit with community need.					
3	Recently formed group with evidence of the required funding for the venture Correctly constituted legal entity with some knowledge and skills Limited experience of managing a facility but some understanding of the requirements and legal undertaking Working relationship with the relevant sports organisation etc Limited experience of delivering in the community Proposed project is feasible and good fit with community need.					
4	Newly formed group with some funding for the venture Correctly constituted legal entity with some knowledge and skills Limited experience of managing a facility and understand the requirements and legal undertaking Working relationship with the relevant sports organisation etc Limited or no experience of delivering in the community Some concerns of project feasibility and/or fit with community need.					
5	Newly formed group No historic accounts or funding Not correctly constituted legal entity Limited knowledge and skills Poor relationship with relevant sports organisation etc No experience of delivering in the community Questions over project feasibility / poor fit with community need					
<b>Asset - assumes building on site</b>						
Rating	Description	Likely Condition Grade				
A	Building in good condition - newly built or recent full refurbishment. Fully compliant. No management issues. No major expenditure anticipated during lease term other than usual planned maintenance. Condition Grade likely to be a Grade A with limited Priority 2 and 3 costs	Grade A				
B	Building in reasonable condition Fully compliant. No management issues. No major expenditure required other than usual planned maintenance. Condition Grade likely to be a Grade B with some Priority 1, 2 & 3 costs	Grade B				
C	Building in fair condition. No major issues affecting day to day running but may need significant expenditure during lease term. Condition Grade likely to be a Grade B or possible Grade C with significant Priority 1, 2 & 3 costs	Grade B/C				
D	Building in poor condition but complaint. Safe but life may be limited or significant expenditure required during standard lease term. HOT's to take into account expected remaining life if applicable. Condition Grade likely to be a Grade C with high Priority 1, 2 & 3 costs	Grade C				
E	Building in very poor condition. Not complaint and potentially unsafe. Closure (and demolition) to be considered or Major Refurbishment / New Build Required	Grade D				

**Key**

<b>Red</b>	A problem needs serious attention and action	<b>Amber</b>	Not complete, in progress, additional action required	<b>Green</b>	On track, in progress and complete to plan, no issues
		<b>Yellow</b>			

## Appendix 5 – Expression of Interest (EOI) Template

### Community Asset Transfer – Stage 1 Expression of Interest

Before submitting an application applicants are encouraged to discuss their options, suitability and the scope of community asset transfer with the CAT Officer. These informal discussions will help to prepare for the process of making a formal application for transfer.

The Council recognises that developing the business case and preparing an application for community asset transfer can be both time consuming and resource intensive for applicants. **Stage 1** of the application process has therefore been designed to assess whether any potential application will meet the Council’s suitability criteria. The Council will not be able to process the application unless all the information relevant to the asset transfer is received. It is simple to complete and should avoid spending time and valuable resources on an application that is unlikely to be approved. Applicants that meet the Council’s suitability criteria will be invited to complete a more detailed **Stage 2 application**.

#### 1. Please provide details of the organisation making the application

Name of Organisation:	
Address of Organisation	
Applicant Name:	
Position:	
Telephone Number:	
Email Address	
Date:	

#### 2. Type of organisation

What type of organisation are you e.g. registered charity?	Give charity number
Do you have a formal constitution, governance document or set of rules?	Give company registration number

#### 3. What is the structure and purpose of your voluntary or community organisation?

How many people are	Management Committee	
---------------------	----------------------	--

## Community Asset Transfer Policy

involved in your organisation?	Full Time Employees	
	Part Time Employees	
	Volunteers	
When was the organisation established?		
What is the purpose and main activities of your organisation?		
Does your organisation have experience of managing an asset? If yes please provide details  If you have projections of income and expenditure at this stage, give further details.		

**4. Please tell us about the asset (land or buildings) you are interested in?**

Name and address of asset	
If this is a speculative application please provide details of the type of asset and location required	
Type of transfer you are interested in.	

**5. Please tell us about the proposed use of the asset**  
(please continue on a separate sheet if required but no more than one side of A4)

What do you want the asset for?	
What benefits will this bring to the organisation, the local community and the Council?	

--	--

**6. Please tell us about any partners, collaborators and stakeholders**

If you are proposing any arrangements with public sector or other third sector partners please provide details	Please enclose a letter of support from any other joint user
--	--

**7. Give details as to how your proposals link with the Council's priorities**

See paragraphs 4 and 6.2	
--------------------------	--

**Please return the completed form to:**

**Community Asset Transfer Officer  
Communities Directorate  
Bridgend County Borough Council  
Civic Offices  
Angel Street  
Bridgend  
CF31 4WB**

**Telephone: (01656) 815323**

**Email: [Guy.Smith@bridgend.gov.uk](mailto:Guy.Smith@bridgend.gov.uk)**

## Appendix 6 - Detailed Business Plan Illustration

### Executive summary

#### 1. Our project

- About ANOther Community Organisation
- Our values and the mission of our organisation
- The aims and objectives of our community project

#### 2. The market

- About our community
- Existing & target markets
- Results of community consultations
- Knowledge of other existing community services & facilities
- Opportunities to build partnerships

#### 3. Business growth and development

- A review of our organisation (SWOT Analysis)
- Our business development strategy
  - Phase 1 – Project design (Year 0)
  - Phase 2 – Centre development (Years 1 - 3)
  - Phase 3 – Centre expansion (Years 4 & 5)

#### 4. Centre management

- Our management team/committee – skills/capabilities
- Staffing and the role of community volunteers
- Development of community activities
- Service delivery & programming
- Policies & procedures
- Day-to-day operations

#### 5. Centre development

- Current facilities
- Potential opportunities for refurbishment & expansion

#### 6. Marketing plan

- Building our profile
- Promoting our services

#### 7. Financial plan (property asset)

- Five year income & expenditure (cashflow projection)- see Appendix 4. Provide evidence to support projections and state assumptions
- Income generation (sales forecasts)

- Fundraising strategy

## **8. Risk analysis**

- Risk log
- Plan for minimising risks

### **Appendices:**

**Appendix 1: Community Consultation and Engagement Plan**

**Appendix 2: Desk top survey of other community facilities**

**Appendix 3: SWOT Analysis of ANOther Community Organisation**

## Appendix 7 – Financial Projections Illustration

Note:	Income	Phase 1	Phase 2	Yr 2	Yr 3	Phase 3	
		Current	Yr 1			Yr 4	Yr 5
1	Local Authority 'start-up' grant						
2	Other grant aid						
3	Rent & room hire						
	Large Hall						
	Small Hall						
	Multi Use Games Area (MUGA)						
4	Other income						
	Vending Machines						
	Café & Shop Sales						
	Other						
5	Volunteer time in kind						
6	Own fundraising						
	<b>Total</b>	£	£	£	£	£	£
	<b>Expenditure</b>	<b>Current</b>	<b>Yr 1</b>	<b>Yr 2</b>	<b>Yr 3</b>	<b>Yr 4</b>	<b>Yr 5</b>
7	Staff salaries & on-costs						
	Centre Manager						
	Caretaker						
	Cleaner(s)						
	Volunteer time in kind						
8	Staff & volunteer training & dev't						
9	Caretaking / cleaning costs						
	Cleaning materials						
	Refuse collection						
	Security						
10	Utilities						
	Water						
	Electricity						
	Gas						
11	Rates						
12	Repairs and maintenance						
13	Transport & travel						
14	Centre Supplies						
	Tools & materials						
	Equipment hire						
	Office furniture & IT						
	Medical, clothing & PPE						
	Telephones						
	Internet						
15	Centre promotion						
	Printing & publicity material						
	Advertising						
16	Vending machine rental & supplies						
17	Insurances & professional fees						
	Property insurance						
	Public liability insurance						
	Performing rights soc. fees						
	Accountancy fees						
	Legal fees						
	Architects fees						
	Consultancy fees						
18	Other - sundries & miscellaneous						
	<b>Total</b>	£	£	£	£	£	£
		<b>Surplus (deficit)</b>	£	£	£	£	£
					<b>Accumulated reserves</b>		£

## Appendix 8 - Business Diagnostic Assessment Outline

Due diligence of the group and its business case commences where the CAT Officer / Business Adviser will work with the community group to undertake a Business Diagnostic Assessment of the following:

- a) **Capacity of the organisation** – will review their governance, legal structure, powers within their constitution as an organisation identifying if the proposed project is in line with the directors / trustees responsibility and capability. The group will also be asked to provide key policies and procedures such as Equality policy, Safeguarding policy, Environmental policy, financial management procedures, insurance etc. Where areas for development are identified groups will be signposted to organisations such as Wales Co-op, Coalfields Regeneration Trust and BAVO for additional support and training, which can include support with Business plans, funding, and governance. A level of common sense and relativity is being adopted when appraising applications to ensure that the process does not become a barrier or restriction to enable groups to progress forward and support will be provided where possible.
- b) **Skills and capacity of the group** – groups will be asked for pen profiles of its directors / trustees and a brief outline of what skills and experience they will bring to the organisation. Groups will be encouraged to develop role descriptions and a structure to understand how the facility will be managed, procedures surrounding this and outline how conflict will be managed. Additionally some groups (especially where there is 1 leader or an ageing committee) will be asked to develop a succession plan. Community groups / sports clubs will be asked to undertake a skills audit of their committees and implement training or mentoring in areas where there are skills deficits/gaps.
- c) **Business and financial case** – The group is presently expected to submit a 5 year business and financial plan for review. This will identify how viable the scheme is and gives the case officer the opportunity to challenge and question some of the assumptions made to inform cash flow projections. The CAT Officer will present the case to CAT Steering Group and / or CAT Advisory Group (complex transfers).

Going forward it is suggested that the CAT Officer / Business Adviser will complete an application assessment matrix which scores an organisation on the following criteria:

- i. Applicant organisations capacity – skills of committee, how it's governed and what processes and procedures are in place to ensure good practice is adopted
- ii. The business case and proposal for the asset
- iii. Community and partnership impact – looking at needs analysis
- iv. Suitability of the asset
- v. Financial case and assumptions
- vi. Capacity to manage the asset (operational)

The Business Diagnostic will also result in (where required) mandatory and discretionary recommendations (including compulsory training elements) to assist the development of community groups and them becoming competent asset holders.



### Appendix 9 - Sample Lease/ Licence Terms

**Term** – the length of the lease or licence will be dependent on the circumstances and funding stream. 20-30 years is generally suitable for a community group to obtain capital funding. Note however that Big Lottery Fund's CAT programme requires minimum 99 year lease. Transitional tenure arrangements may be required until a community group is able to proceed on a longer basis. In such cases a short term licence, management agreement or lease up to 2-3 years may suffice.

**Rent** – a concessionary or peppercorn rent or licence fee depending on the asset and applicant's financial circumstances see Guidance above.

**Repairs** – the community group will usually be responsible for all repairs and maintenance and compliance with health and safety law. Variations to this will be considered on their merits.

**Running costs** - the community group will be responsible for all running costs of the asset.

**Assignment** – will not be permitted in view of any concessionary terms granted. The right to hire space will be given provided no exclusive rights are given to users.

**Insurance** – for both long term and short term leases, the Council will insure and recharge the premium to the tenant. All tenants should insure for contents and public liability.

**Use** – use of the premises will be restricted in line with the community aims of the community group.

**Application of income** – all income must be reinvested by the community group in the running of the facility. The Council reserves the right to review the rent if income is not applied in this way.

**Insolvency** – if the event that the the community group becomes insolvent, the Council will have the right to determine the lease/licence/ management agreement..

**Professional costs** – each party to bear their own costs incurred in the lease/licence/management agreement process.

**Other** – the lease/ licence/management agreement will contain such other terms as are usually contained in such documents as required by the Council's Head of Legal Services.

**PLEASE NOTE** that the above lease/licence/management agreement terms are indicative core terms only. Additional terms may be relevant given the specific nature of the individual property asset. In addition, a set of detailed Heads of Terms will be issued to the community group once its application for the asset transfer has been approved by the Council.

## Appendix 10 - List of Resources and Contacts

### Community Asset Transfer Resources

Community Asset Transfers in Wales – A Best Practice Guide - Welsh Government  
<http://gov.wales/topics/people-and-communities/communities/community-asset-transfer/best-practice-guide/>

Development Trust Association Wales – Asset Development Portal  
<http://assetsportal.dtawales.org.uk/resources/>

Locality  
<http://locality.org.uk/>

Planning Aid Wales  
<http://www.planningaidwales.org.uk/>

My Community Space  
<http://www.mycommunityspace.org.uk/>

### Support Organisations - General

Bridgend Association of Voluntary Organisations (BAVO)  
<https://www.bavo.org.uk/>  
(01656) 810400

Coalfields Regeneration Trust  
<https://www.coalfields-regen.org.uk/>  
(01443) 404455

The Wales Co-operative Centre  
[www.walescooperative.org](http://www.walescooperative.org)  
(02920) 807103

Wales Council for Voluntary Action  
<http://www.wcva.org.uk/home>  
[0800 2888329](tel:08002888329)

### Support Organisations – Specific

FAW Trust  
[www.welshfootballtrust.org.uk](http://www.welshfootballtrust.org.uk)  
Laura Easton - [leaston@fawtrust.cymru](mailto:leaston@fawtrust.cymru) - (01633) 282 911

Welsh Rugby Union  
<https://www.wru.co.uk/>  
John Howells – [jhowells@wru.wales](mailto:jhowells@wru.wales) - 07786255397

Cricket Wales  
<http://www.cricketwales.org.uk/>  
Mark White - [Mark.white@cricketwales.org.uk](mailto:Mark.white@cricketwales.org.uk) - 07890693719

Bridgend County Borough Council - Community Asset Transfer Programme - Summary of Progress (28 February 2020)

A. Sports Pavilions & Playing Fields

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
A1	30025 Aberfelds (Planka) Playing Fields	Nantymoel RFC / Wyndham BGC FC	21/03/2017	15/02/2019		EOI approved 15/02/19. Discussions ongoing with the clubs and possible inclusion in a wider Ogmere Vale pitch project.
A2	20018 Bettws Playing Fields	Bettws FC	27/02/2019	10/04/2019		EOI approved and application to be fast tracked.
A3	20019 Blaengarw Cricket & Pavilion	Blaengarw Cricket Club	22/01/2020			First meeting held with Club on 05/02/20. EOI to be submitted shortly.
A4	20020 Blandy Park Playing Fields	Garw AFC	28/07/2017	16/05/2018		EOI approved by CAT Steering Group 16/05/18. Business Adviser appointed and concept drawings being developed.
A5	50002 Brackla Playing Fields	Brackla RFC	18/09/2018			EOI currently on hold while issues surrounding the site, e.g. dual use with local schools are resolved.
A6	40026 Bryncethin Playing Fields	Bryncethin RFC		28/01/2016	26/05/2017	Funding up to £110K approved from Sports Pavilion Fund. Lease issued on 09/10/18. Redevelopment complete.
A7	70022 Cae Gof Playing Fields	Cefn Cribwr Athletic Club/RFC		19/12/2019		Original EOI approved by SCCS Board on 07/10/16. Joint EOI approved 19/12/19 and application fast tracked.
A8	30066 Caedu / Ogmere Park	Ogmere Vale Bowling Club	03/01/2019	25/11/2019		EOI approved and Fast Track application being progressed.
A9	10041 Caerau Welfare Park Bowls Green	Caerau Welfare Bowling Club & Caerau Bowling Club		19/07/2019		EOI approved. Clubs requested to re-consider decision on the pavilion.
A10	10041 Caerau Welfare Park Playing Fields	Nantfyllon RFC	31/10/2019			EOI Submitted. Decision deferred while availability of site is being confirmed.
A11	10040 Caerau FC (Riverboat)	Caerau FC	18/01/2018	25/10/2018		Club seeking to relocate from Caerau Welfare Park following Caerau FC's CAT of Metcalf Street. EOT agreed in principle.
A12	10040 Caerau FC (Riverboat)	Careau All Whites	25/10/2019			Competing EOI submitted by existing user. BDA to be undertaken upon all interested parties.
A13	50020 Coychurch Playing Fields	Brackla Juniors / Brackla RFC	19/03/2017			Two separate groups have expressed an informal interest and open to working together. Meeting with Community Council to be held 10/12/19.
A14	40027 Coytrahean Playing Fields	Llangynwyd Lower Community Council	29/03/2017	04/07/2018	n/a	EOI approved by CAT Steering Group on 04/07/18. Landscape consultant engaged. Lease being finalised.
A15	70023 Croft Goch Playing Fields	Kenfig Hill RFC & Kenfig Hill AFC	24/04/2017	29/03/2018		Business case being finalised with the joint approach being subject to re-assessment.
A16	20021 Cwm Garw Playing Fields	Carn Rovers	26/10/2017	26/01/2018	22/11/2018	Business plan approved by CAT Steering Group. Funding application also approved with lease being finalised.
A17	30026 Evanstown Welfare Park	Gilfach Goch RFC / Gilfach Goch Bowls Club	22/09/2017	26/01/2018		EOI approved on 26/01/18 and independent condition survey undertaken. Bowls Club seeking to work in partnership with RFC.
A18	10042 Garth Park Playing Fields	Maseteg Celtic RFC	24/02/2017			Club discussing feasibility of working together and submitting a joint EOI. Some land ownership issues and historic disagreements between clubs.
A19	10042 Garth Park Playing Fields (Bowls Green)	Maseteg Celtic Bowls Club	21/02/2019			Meeting held with Bowls Club on 21/02/19 and feasibility of CAT possibly under a joint arrangement with RFC and cricket club being considered.
A20	50021 Great Western Avenue Playing Fields	Coity Higher Community Council		15/05/2019		EOI approved by CAT Steering Group - Application to be Fast Tracked
A21	80028 Griffin Park (including Bowls Green & Pavilion)	Porthcawl Town Council		19/12/2019		EOI from Town Council approved and fast tracked. Part freehold transfer with remainder under short-term agreement to enable future road development.
A22	90012 Heol-Y-Cyw Playing Fields	Heol-Y-Cyw RFC		05/10/2016		Business Plan to be submitted to the Finance Department shortly.
A23	10043 Hermon Road/Metcalf Street Playing Field	Caerau FC		28/09/2016	23/04/2018	Business plan approved on 23/04/18 and funding of £50K assigned under the CAT Fund. Lease to be finalised shortly.
A24	20022 Lawrence Park Playing Fields	Pontycymer RFC	14/11/2019	25/11/2019		EOI approved and Fast Track application being progressed.
A25	20023 Llangainor Playing Fields	Llangainor AFC, Llangainor Rangers, Richard Price Centre	23/11/2017	18/08/2017		Business plan being developed with assistance under the CAT Business Support contract.
A26	10045 Llangynwyd Playing Fields	Llangynwyd Rangers		24/03/2016		Business plan being developed with assistance under the CAT Business Support contract.
A27	80030 Locks Lane Playing Fields	Porthcawl Athletics Association (PAA)	26/03/2018			Discussions with PAA ongoing. EOI submitted on 19/12/19 deferred until issues surrounding the renewal of 3 expired leases resolved.
A28	10047 Maesteg Welfare Park	Nantfyllon RFC		16/05/2016		EOI Submitted. Decision deferred while availability of site is being confirmed.
A29	10047 Maesteg Welfare Park Bowls Pavilion & Green	Maesteg Welfare Bowls Club	04/03/2019	10/04/2019		EOI approved and application to be fast tracked.
A30	30028 Nantymoel R.F.C.	Nantymoel RFC	18/03/2016	15/02/2019		EOI approved 15/02/19. Discussion with club ongoing. Transfer could form part of a bigger project across Ogmere Vale.
A31	60022 Newbridge Fields Athletics Pavilion	Bridgend Athletics Club	20/12/2018	22/08/2018	n/a	Track being resurfaced with funding from Bridgend Town Council, Sports Wales, BCBC and Club. Leases for site and clubhouse being progressed.
A32	60064 Newbridge Fields (South) Newest Rugby Pitch	Bridgend Town Cricket Club	13/06/2018			Club seeking to develop dedicated cricket pitch. EOI submitted 13/06/18 deferred subject to further consultation with other users.
A33	60064 Newbridge Fields "Shack" Pavilion & Pitches	Bridgend Athletic RFC	04/03/2019			Meeting held with Club and RFC on 04/03/19. Club open to considering all options for future of Newbridge Fields.
A34	60062 Newbridge Field Bandstand Pavilion + 2 pitches	Bridgend Sports RFC	12/10/2018			EOI decision deferred while decision on Newbridge Fields is being taken.
A35	70025 North Cornelly Playing Fields	Cornelly Community Council.	08/01/2018	27/01/2020		EOI from Community Council approved by CAT Steering Group.
A36	30029 Ogmere Park Playing Fields	Ogmere Vale FC		20/08/2019		EOI approved with Business Diagnostic Assessment and full business plan being required. Site could form part of Ogmere Vale project.
A37	40028 Pandy Park Playing Fields	Tondu RFC	04/04/2017			CAT Officer has held discussions with other users (Tondu Robbins AFC and Aberkenfig BGC). EOI from Tondu RFC deferred multi-user site.
A38	40029 Pandy Park Playing Fields Amenity Land	Tondu Wheelers		19/12/2019		EOI approved with business plan to be developed and funding secured for the development of a velodrome.
A39	90013 Pencoed Recreation Ground	Pencoed Town Council	09/11/2017	15/05/2019		EOI approved and funding secured via Cabinet under T&CC Capital Grant & CAT Fund. Refurbishment due to commenced 19/11/19.
A40	90036 Pencoed Bowling Green & Pavilion	Pencoed Bowls Club	27/03/2019			Lease already held for pavilion and green. Arrangements need to be regularised.
A41	60066 Penfai Playing Field ("Kickabout Area")	Newcastle Higher Community Council / PVCA	20/12/2018	21/10/2019		EOI approved. PVCA also interested in future involvement to protect green space.
A42	70026 Pyle Bowling Green	Kenfig Hill & Pyle Bowls Club	27/02/2019			Lease already held for pavilion and green. Arrangements need to be regularised.
A43	20024 Pwll-Y-Garn Playing Fields	Calon y Cwm CIO		10/04/2019		EOI to use facility as an outdoor pursuit centre has been approved with detailed business plan required.
A44	80033 Rest Bay Playing Fields	FC Porthcawl & Porthcawl Utd.	10/02/2017	15/02/2019	15/02/2019	Business case approved with 5 year lease being finalised. Funding application on hold due to request for additional information.
A45	10050 South Parade Playing Fields	Maesteg Harlequins	27/11/2017	22/08/2018	10/04/2019	EOI approved and business plan agreed. Lease being finalised.
A46	10051 Tudor Park Playing Fields	Maesteg Park AFC	22/06/2017	24/09/2018	20/08/2019	EOI approved and business plan agreed. Lease of pitch being finalised. Harsnch Taverns and already included in earlier lease to Punch Taverns.
A47	20064 Waunbont Bowls	Pontycymer Bowls Club	14/07/2017	28/11/2017		EOI approved and business case for substantial re-development being prepared.
A48	30030 Waunilwyd Bowls Green & Pavilion	Wyndham Bowling Club		19/09/2019		EOI approved and fast track to application stage. Lease of Community Centre already held by Club.
A49	90014 Woodlands Park Playing Fields	Pencoed AFC & Pencoed B&GC	09/11/2017	20/12/2018		EOI approved and business plan being finalised. Funding for pitch maintenance improvements approved by Sports Wales.

B. Community Centres

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
B1	60161 Bryntrion & Laleston Community Centre	Laleston Community Council	27/02/2018	13/06/2018		Temporary Tenancy at Will agreed. EOI for full CAT transfer approved 21/10/19 and Heads of Terms being progressed.
B2	10029 Caerau Community Centre	Caerau Development Trust	16/10/2016	21/10/2019		EOI for an initial 3 year lease approved. Full CAT to be explored.
B3	70018 North Cornelly Community Centre	Cornelly Community Council		21/01/2016	n/a	Roof refurbishment to be funded under T&CC grant. "Light touch" business plan submitted and approved. Lease being prepared.
B4	80077 Griffin Park Youth Drop in Centre	Porthcawl Town Council		22/11/2018	n/a	Asset surplus to Education requirements. Short-term management agreement to reflect future Sandy Bay Road development.
B5	80075 Griffin Park Community Centre	Griffin Park Community Centre		15/05/2019		EOI approved. Business Diagnostic Assessment and detailed Business Case required.
B6	60042 Wildmill Community Centre	Wildmill Community Life Centre Ltd		21/01/2016		25 year lease secured on 04/07/06 with development of a business case for freehold transfer being progressed by Business Adviser.

C. Public Toilets

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
C1	Maesteg Bus Station Public Toilets	Awen Cultural Trust	18/02/2019			A short-term Licence to Occupy issued to Awen Cultural Trust with re-opening funded by Maesteg Town Council.
C2	80008 Griffin Park Public Toilets, Porthcawl	Porthcawl Town Council	07/02/2017	27/02/2017	18/08/2017	Match funding for refurbishment of the toilets under T&CC grant approved and freehold transfer to be finalised. Temporary licence agreed.
C3	80009 John Street Public Toilets, Porthcawl	Porthcawl Town Council	14/08/2018	22/11/2018	n/a	Restrictions on listed building status held. Freehold transfer agreed in principle with temporary licence to use agreed. £50K from CAT Fund approved.

D. Playgrounds / Green Spaces

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
D1	- Bridgend Area	Bridgend Town Council	16/08/17			Feasibility of transferring 15 playgrounds in Bridgend area are being assessed internally by CAT Task & Finish Group.
D2	- Coity Higher Area	Coity Higher Community Council	21/02/2019	06/03/2019		EOI approved and application fast tracked.
D3	90017 Coed Bach Playground	Pencoed Town Council		06/06/2017	28/11/2017	Lease agreed.
D4	50035 Coychurch Play Area	Coychurch Lower Community Council		21/10/2019		EOI and draft Heads of Terms issued.
D5	50021 Great Western Avenue Playground	Coity Higher Community Council	18/10/2017	16/05/2018		EOI approved. Draft Heads of Terms prepared. Lease completed.
D6	- Hendre Road Playground & Green	Pencoed Town Council	23/04/2018			EOI approved. Town Council requested data on annual inspection report and costs.
D7	- Laleston Play Area	Laleston Community Council		19/07/2019		EOI approved and draft Heads of Terms to be prepared.
D8	70018 North Cornelly Green / Playground	Cornelly Community Council		26/09/2017		Plans updated to take account of adjoining Surgery development. Lease to be finalised.
D9	- Pandy Crescent, Pyle	Pyle Community Council		27/02/2017	24/04/2017	Match funding for park improvements under T&CC grant approved and leasehold transfer finalised.
D11	90013 Pencoed Recreation Ground – Tennis Courts	Pencoed Town Council	31/01/2017	27/02/2017	30/10/2017	Change of use to Skateboard Park - lease completed. Funding of £20K approved by Cabinet under T&CC Grant 2018-19.

E. Bus Shelters

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
E1	- Bridgend Area	Bridgend Town Council	02/12/2015	16/02/2017	n/a	Licences on 9 bus shelters subsequently withdrawn by Town Council.

F. Car Parks

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
F1	- Heol Y Cyw Free Car Park	Coychurch Higher Community Council	14/02/2018			Future development potential of site to be determined. To be subject to further discussions with Community Council.

G. Miscellaneous Assets

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
G1	- Aberkenfig Charity Shop (Second Chance)	Aberkenfig Church Groups	07/02/2019			EOI approved. Business Diagnostic Assessment and detailed Business Case required.
G2	- Caerau Community Centre (Land for Extension)	Caerau Men's Sheds	08/02/2019			Potentially seeking to work in partnership with CDT to extend the footprint of the centre.
G3	- Hut 9, Island Farm	Hut 9 preservation Group	25/07/2018			CAT Officer has met with the group and outlined the benefits of CAT.
G4	- Llynfi Valley BMX Track, Coegnant Road	Llynfi BMX Club	26/04/2018			CAT Officer facilitating discussions to transfer lease from CDT to the BMX Club.

This page is intentionally left blank