

# BRIDGEND COUNTY BOROUGH COUNCIL

## REPORT TO OVERVIEW AND SCRUTINY COMMITTEE 3

17 JANUARY 2018

### REPORT OF THE CORPORATE DIRECTOR - COMMUNITIES

#### COMMUNITY ASSET TRANSFER

##### 1. Purpose of Report

1.1 The purpose of this report is to inform the Committee of:

- Bridgend County Borough Council's (BCBC's) community asset transfer policy;
- The financial incentives and other support currently available to town and community councils, community groups and sports clubs under the community asset transfer programme;
- The level of community asset transfer activity and progress to date; and
- Possible future developments.

##### 2. Connection to Corporate Improvement Plan and other Corporate Priority

To reflect the commitments in the Council's current Corporate Plan:

###### Priority Two - Helping people to be more self-reliant:

- Enable community groups and the third sector to have more voice and control over community assets;
- Support the third sector, town and community councils and community groups to meet local needs.

###### Priority Three - Smarter Use of Resources:

- To make the most of our physical assets, including school buildings;
- Review assets and services and enable the successful transfer of those most suitable to community groups and organisations.

##### 3. Background

3.1 Community asset transfer has traditionally been undertaken in line with the Council's Asset Management Plan 2021 : Community Asset Transfer Guidance Document first published in 2010 and updated in 2015. There have historically been a number of successful community asset transfers, including the transfer of Carnegie House (the former Bridgend Library) to Bridgend Town Council that was subject to full-scale refurbishment in 2013 which is often used as an exemplar by Welsh Government. Brief case studies of previous and current community asset transfer has been included at **Appendix A** for illustrative purposes.

3.2 Ongoing policies of fiscal austerity means that Wales is facing a continued, unprecedented and difficult financial climate for our public services with the Welsh Budget for 2019-20 being 11 per cent lower than it was in 2010-11. The Welsh Government announced the Final Local Government Settlement in December, which showed an overall increase of 0.2% across Wales, and an increase for Bridgend of 0.1%, which falls significantly below current inflation rates. The projection for 2019-20 is reduced funding of -1.0%. It is imperative therefore that the public sector continues to work in collaboration to safeguard the services of value to communities,

helping to build a prosperous Wales for current and future generations. The transfer of an asset to a town / community council, sports club or a community group offers an opportunity to maintain and preserve valuable community services which may otherwise be under threat; or alternatively improve the provision that is already available.

- 3.3 Recognising that Councils across Wales are proactively considering community asset transfers the Welsh Government issued an updated “Best Practice Guide – Community Asset Transfer in Wales” (March 2016) that is designed to help manage the process, minimise risk, ensure that proposals accord with the Council’s strategy and that community groups are fully aware of the liabilities and responsibilities they will face. The updated Guide fully aligns with the “Wellbeing of Future Generations (Wales) Act 2015”, which came into force in April 2016 and aims to improve the social, economic, environmental and cultural well-being of Wales and making public bodies think more about the long term, working better with people and communities and by taking a holistic approach to solving problems and avoiding future ones.
- 3.4 Community Asset Transfers are being progressed by a number of local authorities across Wales and policy, level of activity, key facts and lessons learnt that have been shared are included at **Appendix B** to facilitate comparison with BCBC.
- 3.5 The ‘Refurbishment and Management of Sports Pavilions’ Report was approved by Cabinet on 4 February 2014. At that time the total legacy of repair for sports pavilions was estimated to be £3.85 million, and Cabinet agreed that a sum of £1 million approved by Council in February 2013 for capital funding should be used to improve the condition of self-managed sports pavilions in partnership with users. The users under the terms of the lease would be responsible for the maintenance and repair of buildings and the payment of all service related charges. It was anticipated that users as a general rule would be better placed to develop and maintain the pavilions to a standard consistent with their needs and expectations.
- 3.6 The Authority currently has 45 sites with playing fields of which 40 have traditional pavilions the majority of which are in a poor state of repair. A list of pavilions and playing fields showing the sports played and value of repairs based upon condition surveys undertaken in 2008 and 2016 for internal management purposes (which excludes VAT, preliminaries and professional fees) has been included at **Appendix C**.
- 3.7 There are 20 community centres across Bridgend County Borough Council which have varying management and lease arrangements in place or presently subject to re-negotiation with community organisations that use them. A list of community centres showing estimated repair costs arising from the latest condition surveys undertaken which were prepared for internal management purposes has been included at **Appendix D**.
- 3.8 The Awen Cultural Trust works with the Council to support the voluntary management committees of 4 community centres (Awel-Y-Mor OAP Centre, The Bettws Life Centre, Blaengarw Working Men’s Hall, and Coity High Community Centre) and continue to be responsible for the day to day management with partnership agreements outlining the respective responsibilities of each party including the respective obligations for repair and maintenance having been established.
- 3.9 In March 2015 the Council’s Strong Communities Connecting Services (SCCS) Board, chaired by the Corporate Director Resources and includes representation from Council Directorates and other organisations located in the County Borough, established a Task and Finish Group to review its approach to community asset

transfer with the aim of increasing the pace and the number of asset transferred. The recommendations of the Task and Finish Group were approved by Cabinet on 14 July 2015 and have been summarised in the table below together with a brief outline of the actions taken:

	Recommendation	Action Taken / Progress								
a)	<p>The Council should draw up a list of assets which it is prepared to transfer to the community taking account of our emerging corporate priorities and Medium Term Financial Strategy (MTFS) budget reduction requirements and giving an indicative timetable;</p>	<p>The Council determined asset groups and specific assets considered appropriate for community asset transfer:</p> <table border="1" data-bbox="842 488 1385 846"> <tr> <td data-bbox="842 488 997 633">Priority 1</td> <td data-bbox="997 488 1385 633"> <ul style="list-style-type: none"> <li>• Public Toilets</li> <li>• Parks Pavilions</li> <li>• Bus Shelters</li> <li>• Community Centres</li> </ul> </td> </tr> <tr> <td data-bbox="842 633 997 808">Priority 2</td> <td data-bbox="997 633 1385 808"> <ul style="list-style-type: none"> <li>• Playgrounds</li> <li>• Playing fields (excluding school playing fields) and bowling greens</li> </ul> </td> </tr> <tr> <td data-bbox="842 808 997 846">Priority 3</td> <td data-bbox="997 808 1385 846">Miscellaneous assets</td> </tr> </table> <p>The Corporate Director (Communities) wrote to Clerks of Town and Community Councils and relevant Community Groups and Sports Clubs on 16 October 2015 to invite expressions of interest in transferring Council assets under CAT Priority 1. A list of assets grouped by Town and Community Council area has been included at <b>Appendix E</b>.</p>	Priority 1	<ul style="list-style-type: none"> <li>• Public Toilets</li> <li>• Parks Pavilions</li> <li>• Bus Shelters</li> <li>• Community Centres</li> </ul>	Priority 2	<ul style="list-style-type: none"> <li>• Playgrounds</li> <li>• Playing fields (excluding school playing fields) and bowling greens</li> </ul>	Priority 3	Miscellaneous assets		
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Priority 3	Miscellaneous assets									
b)	<p>A fixed term dedicated CAT Officer post should be created to work with community groups/organisations to progress CAT applications, providing a single point of contact within the Council;</p>	<p>The Council appointed a full-time CAT Officer on a 3-year fixed-term contact funded from the Change Management Fund in November 2015 to deal with enquiries, provide advice and guidance, oversee due diligence and liaise with internal and external stakeholders.</p>								
c)	<p>The current CAT guidance should be amended in line with the new Welsh Government Best Practice Guide and best practice examples in other authorities, establishing clear roles and responsibilities including and setting out a framework for considering requests for CAT including a 4 stage process made up of, expression of Interest, development of a business plan, formal assessment of the business plan and completion of the transaction;</p>	<p>The Council issued updated guidance on Community Asset Transfer in October 2015 to reflect best practice and consultation with relevant bodies which incorporated the revisions to systems and processes and the establishment of clear roles and responsibilities for a four stage process:</p> <table border="1" data-bbox="842 1787 1385 2033"> <tr> <td data-bbox="842 1787 986 1825">Stage 1</td> <td data-bbox="986 1787 1385 1825">Expression of Interest</td> </tr> <tr> <td data-bbox="842 1825 986 1892">Stage 2</td> <td data-bbox="986 1825 1385 1892">Development of a Business Plan</td> </tr> <tr> <td data-bbox="842 1892 986 1960">Stage 3</td> <td data-bbox="986 1892 1385 1960">Formal assessment of Business Plan</td> </tr> <tr> <td data-bbox="842 1960 986 2033">Stage 4</td> <td data-bbox="986 1960 1385 2033">Completion of the transaction</td> </tr> </table>	Stage 1	Expression of Interest	Stage 2	Development of a Business Plan	Stage 3	Formal assessment of Business Plan	Stage 4	Completion of the transaction
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		The Stages of the CAT process have been expanded upon further at <b>Appendix F</b> .
d)	To facilitate CAT, a limited capital funding pot should be created to enable assets to be transferred in a reasonable state of repair and transition revenue funding should be considered, on a case by case basis, subject to a satisfactory business case being made.	In addition to the £1M secured from capital funding to support organisations wishing to take over Sports Pavilions the Council has: <ul style="list-style-type: none"> <li>• Set aside £200K from the Change Management Earmarked Reserve to fund a dedicated CAT Officer, for a 3 year period, along with specific legal and property support to enable the programme to move forward;</li> <li>• Approved an additional £50K capital funding per annum from 2016/17 to 2018/19 to support Town and Community Councils to undertake capital projects. This is in addition to re-focusing the £50K already in the Capital Programme in each of these years for community purposes to support community asset transfer;</li> <li>• Made £176.5K available from Core and SRF funds until March 2019 for the Community Asset Transfer Business Support Contact to provide community groups with business planning and specialist advice. Funding is proposed to be reduced by £40K to £136.5K as part of the MTFS proposal against CAT in 18/19.</li> </ul>

3.10 A Community Asset Transfer Steering Group was originally established primarily to oversee the transfer of Priority 1 assets and has responsibility for:

- Identifying CAT priorities and manage enquiries, to deliver against the MTFS priorities;
- Identifying and allocate CAT resources;
- Monitoring CAT progress and review whether projects are on track;
- Dealing with generic issues and risks associated with the delivery of the CAT programme; and
- Removing any barriers to effective joint working identified by the CAT Officer.

3.11 The Steering Group meets on a monthly basis and is represented by officers from Regeneration, Neighbourhood Services, Property Services, Finance, and Legal Services. Cabinet resolved in July 2017 that this forum was best placed to assess all community asset transfers expressions of interests, business cases, support and funding by ensuring that any proposed community asset transfer meets the Council's strategic priorities, operational requirements and future direction of travel. Such responsibilities had previously been delegated to the Corporate Property Group or the SCCS Board depending upon the complexity of the project under consideration.

3.12 A framework for the formation of a Community Asset Advisory Panel to provide ad hoc specialist advice and guidance in respect of projects considered by the Community Asset Transfer Steering Group to be of a complex nature has also been established. Representatives from the Welsh Rugby Union, the Coalfields

Regeneration Trust, and Wales Co-operative Centre have all agreed to sit on the Panel when required.

- 3.13 Approval for a community asset transfer and associated funding is made by the Corporate Director (Communities) in conjunction with the Section 151 Officer.

#### 4. Current Situation / Proposal

##### Level of Activity

- 4.1 Since the appointment of a Community Asset Transfer Officer in November 2015 the following progress has been made in relation to asset transfers:

- 83 community organisations have contacted BCBC in respect of 72 different assets. The majority of enquiries to date have been received from sports clubs and associations in relation to self-management of pavilions and playing fields;
- 5 town and community councils (Bridgend, Cornelly, Llangynwyd Lower, Pencoed, and Porthcawl) are currently progressing applications including public toilets, a community centre, playing fields, playgrounds and bus shelters;
- 1 transfer has been completed and 34 applications are currently “live” and subject to informal discussions, the development of formal expression of interest, business case or seeking final approval (see Table at **Appendix G**) which can be summarised as follows:

Progress Reached	No.
Completed Transfers	1
Transfer Approved with Lease being Finalised	6
Expression of Interest Approved with Business Case being Developed	10
Informal Expression of Interest Received with Discussions Ongoing	15
Engagement on Hold at Request of Group	3
<b>Total</b>	<b>35</b>

- 4.2 A children’s playground at Pandy Crescent, Pyle has been transferred to Pyle Community Council to enable refurbishment and improvements to be undertaken.

- 4.3 Three assets are being transferred to Pencoed Town Council on a 35 year lease to enable them to be improved for children and young people with leases due to be finalised shortly:

Asset	Improvement / Development
Pencoed Recreation Ground – Tennis Court	Multi-use games area (MUGA)
Pencoed Recreation Ground – Tennis Court	Skateboard Park*
Former Coed Bach Playground	Reinstatement of playground*

\* Development subject to planning approval

- 4.4 Licences are in the process of being issued to Bridgend Town Council to enable them to manage 9 bus shelters within the Bridgend area.

- 4.5 The freehold transfer of Griffin Park toilets to Porthcawl Town Council has been agreed in principle and refurbishment works under licence are due to commence during 2018, with the Town Council having appointed a project manager to oversee the improvements.

- 4.6 The only business case approved for the transfer of a pavilion and playing fields is in respect of Bryncethin RFC who are in the process of agreeing a 35 year lease with the Authority.

- 4.7 A business case for the transfer of the Hermon Road / Metcalf Street Playing Fields has been prepared by Careau AFC (with assistance under the CAT Business Support contract) and reviewed by the Finance Department with responses to the queries raised due to be submitted by the Club.
- 4.8 Business cases are being developed / finalised with assistance under the CAT Business Support contract for the transfer of a further 6 assets: Heol-Y-Cyw Playing Fields; Llangeinor Playing Fields; Llangynwyd Playing Fields; North Cornelly Community Centre; Wildmill Community Centre; and North Cornelly Green / Playground.
- 4.9 It is the Authority's policy that only current users of assets are usually able to progress a community asset transfer. All existing users of facilities such as sports pavilion and playing fields are encouraged to work together under a joint management agreement, and groups that do not wish to participate in a community asset transfer are assigned protection under any lease as regards continued use should a transfer to another user be completed. The CAT Officer with assistance from an independent chairperson is presently working on joint applications with the following groups:

Asset	Community Groups
Croft Goch Playing Fields	Kenfig Hill RFC & Kenfig Hill AFC
Llangeinor Playing Fields	Llangeinor AFC, Llangeinor Rangers, & Richard Price Centre
Rest Bay Playing Fields	FC Porthcawl & Porthcawl United
Waunbont Bowls	Pontycymmer Bowls Club & Garw Valley Tennis Club

#### Financial Incentives & Other Support

- 4.10 Bryncethin RFC has been awarded £110K (subject to full project funding being secured) to assist with the upgrading of the pavilion to develop a community hub estimated to cost £395K with the Club having had to submit an acceptable business plan which demonstrates sustainability. The Club are in the process of securing funding under the Rural Communities Development Fund, Communities Facilities Fund and Welsh Church Act.
- 4.11 The £110K assigned to Bryncethin RFC to support the transfer was based upon 40% of the estimated building repair cost of £275,000 included in the 'Refurbishment and Management of Sports Pavilions' Report dated 4 February 2014 and Cabinet resolved in July 2017 that Bryncethin Pavilion and Playing Field should be the only community asset transfer project to be allocated funding based upon the original 40% of the estimated cost of refurbishment formula as it did not reflect the changing needs of the Authority.
- 4.12 Cabinet has also agreed that an equitable basis for allocating funding from the remaining £890K needs be determined and approved as and when further information regarding the future of the stock of the Council's pavilions has been considered, and option appraisals to inform the development of a comprehensive sports pavilion and playing fields strategy is determined. In the meantime it was agreed that a maximum contribution of up to £50K towards repairs or refurbishment works per community asset transfer is set to enable individual CAT projects to be progressed, subject to business case approval, while a formal funding mechanism is established. However, where the argument for increased levels of funding is clearly presented in a strong business case then amounts in excess of £50K may also be considered.
- 4.13 Funding under the Town and Community Council (T&CC) grant for 2017-18 and 2018-19 prioritise community asset transfer projects. Cabinet approved on 31

October 2017 match funding for 2 community asset transfer related projects: £50K for Cornelly Community Centre Roof (Cornelly Community Council) and £35K for Griffin Park Public Toilets (Porthcawl Town Council). The CAT Officer has offered to assist town and community councils develop funding proposals under the 2018-19 grant.

- 4.14 The Rural Community Asset Transfer Toolkit has been developed under the Authority's Rural Development Programme, REACH, to complement the Council's Community Asset Transfer Guidance document and assist community groups progress a transfer and manage assets.
- 4.15 The Council entered into a joint contract with the Wales Co-operative Centre, Bridgend Association of Voluntary Organisations (BAVO), and the Coalfields Regeneration Trust following a full tendering exercise in December 2016 to provide business planning and specialist advice to community groups to facilitate the community asset transfer process. A total of 9 community organisations have been referred under the contract to provide guidance in respect of business planning, legal structures, accounting for VAT, and building surveys (see Summary of Work undertaken in the Table at **Appendix H**).

#### CAT Related Expenditure

- 4.16 Capital and revenue expenditure arising in respect of the community asset transfer programme between 1 November 2015 to 31 December 2017 has been summarised in the Table at **Appendix I**.
- 4.17 The amount of capital expenditure has been outlined at paragraphs 4.10 to 4.13 above. The CAT Officer post has been funded for a period of 3 years with the costs to the end of December 2017 totalling £89.6K from the approved Change Management Fund budget of £135K. Other community asset transfer expenditure under the remainder of the Change Management Fund budget of £65K allocated to fund legal and property costs remains unspent. A total spend of £34.1K has also been incurred in respect of the CAT Business Support contract revised budget of £136.5K which has previously been outlined at paragraph 4.15 and the Table at Appendix H.

#### Initiatives Likely to Impact on Future Policy and Activity Levels

- 4.18 The Council has commissioned consultants, Peopletoo, to undertake a Review of the Parks and Playing Field Service to determine options to reduce the current spend of circa £1.4 million through measures ranging from efficiencies, income generation and alternative delivery arrangements. The draft report is subject to internal discussion and will be presented to and discussed with Cabinet by the Corporate Director Communities early in the new year to agree a clear way forward for the service when finalised. The Council's Community Asset Transfer policy and associated systems and processes will need to be subject to further review and alignment to reflect any strategic changes arising from the Peopletoo review and the role community asset transfer may play in the future. Specifically, if the current trajectory of financial savings in the Communities Directorate is maintained it may be necessary to set out clear future deadlines after which service provision would no longer be supported by the Council in the same way, or would need to be nearer to cost neutral [by increasing charges], in order to stimulate future transfers of assets and allow sufficient time for community asset transfers that have not happened thus far, in order to protect service provision in local communities.
- 4.19 BCBC under its Rural Development Programme has also appointed consultants to undertake a feasibility study to identify the potential for establishing sports based community hub or hubs in the Garw Valley. The consultants and the Steering Group have engaged with sports clubs and other stakeholders in the area and the final

report is scheduled to be discussed at a public meeting to be held on 25 January 2018. It is intended that any model(s) developed could also be used in other areas of the county borough.

- 4.20 The Group Manager (Sports & Physical Activity) and the CAT Officer met with the joint committee of the Welsh Rugby Union, the Football Association of Wales and Cricket Wales on 27 October 2017 to discuss the community asset transfer of sports pavilions and playing fields, sports strategy and the support that could be provided by the Council and sports governing bodies. The meeting was positive and further discussions are planned to be held in January 2018 when it is intended to provide feedback arising from the Peopletoo review.

Obstacles to Community Asset Transfer

- 4.21 There are a number of factors that impede the ability of a community group to complete an asset transfer and the main factors both internally (those where BCBC has an element of control – full or part) or externally (those outside the direct control of BCBC) are summarised below:

INTERNAL	EXTERNAL
<ul style="list-style-type: none"> <li>• Capacity of service providers – limited staff resources;</li> <li>• Conflicting policies, e.g. 70% subsidy on sports related hire charges;</li> <li>• Asset condition;</li> <li>• Delays in progressing transfers including back tracking;</li> <li>• Engagement issues;</li> <li>• Risk appetite;</li> <li>• Financial support available.</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity of the group – limited resources, overreliance on key individuals;</li> <li>• Securing external grant funding;</li> <li>• Asset Management – operations</li> <li>• Affordability of asset;</li> <li>• Engagement issues;</li> <li>• Legal and health and safety implications;</li> <li>• Unrealistic project development plans, e.g. 3G and 4G pitches;</li> <li>• Poor financial performance (current or past);</li> <li>• Demonstrating sustainability.</li> </ul>

- 4.22 The CAT Business Support contract has been specifically designed to assist community groups meet some of the challenges posed under external factors.

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

- 5.1 There are no effects on the Policy Framework and Procedure Rules.

**6. Equality Impact Assessment**

- 6.1 There is no impact on specific equality groups as a consequence of this report.

**7. Financial Implications**

- 7.1 The financial implications of community asset transfer are reflected in the report.

**8. Recommendation**

- 8.1 Overview and Scrutiny Committee is invited to:



note the content of this report in relation to community asset transfer; and to consider and agree any recommendations the committee may wish to make consistent with its challenge and support role in light of this report.

**Mark Shephard**  
**CORPORATE DIRECTOR - COMMUNITIES**  
**January 2018**

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### **Background documents**

AMP 2021: Community Asset Transfer Guidance Document

Cabinet Report 4 February 2014 - The Refurbishment and Management of Sports Pavilions

Cabinet Report 14 July 2015 – Community Asset Transfer

Cabinet Report 25 July 2017 – Community Asset Transfer

## **Bridgend County Borough Council Community Asset Transfer Case Studies**

### **Example of a Completed Transfer**

#### **CARNEGIE HOUSE**



A Cabinet decision to move Bridgend Library into Bridgend Recreation Centre meant that there was an historic, high profile building in Bridgend Town Centre that required a new, sustainable use. The Town Council were approached by BCBC because at that time they were also looking to re locate into the Town Centre and had an interest in establishing an arts and cultural venue in the town. The fundamental decision was therefore based on increasing library footfall, reducing library costs and ensuring ongoing beneficial use of an iconic town centre building.

During 2013, Bridgend Town Council began planning to relocate its Council Chamber to the former library building founded by Andrew Carnegie in the town centre. Alongside this, the local arts organisation Bridgend Arts Ltd. had identified that the town centre lacked an arts venue and could not offer space for local artists to meet and present their work. Through collaboration and following detailed discussions with BCBC, the Town Council relocated to the former public library building in Wyndham Street in January 2014 and renamed the property to Carnegie House / Ty Carnegie to pay tribute to the past.

The first floor of the building accommodates the Town Council Chamber, Board Room and staff office; whilst the ground floor and small gallery on the first floor are designated for the Arts.

The Town Council has used its funds to undertake refurbishment of the building which has included: replacing the heating system, renovating and redecorating the ground and first floor rooms (in Edwardian colours), replacing the flooring in the entrance hall, stairs and throughout the first floor and main hall.

The Town Council has been awarded a grant from the Arts Council of Wales to develop a programme of events at the venue.

## Example of a Transfer being Finalised



### **BRYNCETHIN PLAYING FIELD & PAVILION**

Bryncethin RFC aims to transform the dilapidated pavilion into a community hub. The work will include an extension, an additional second storey and car park. The building element of the project is estimated to cost £395K (including VAT and contingency of £30K) which is intended to be undertaken using a combination of contractors and in-house labour.

The project designed by the Vice-Chair, Mr. Phil Jones, a retired chartered surveyor has received planning permission and BCBC Built Environment has sense checked the project and associated costings, and they have concluded that the project is viable. In addition to £110K provided in principle by BCBC the Club are in the process of finalising funding under the Rural Communities Development Fund, Communities Facilities Fund and Welsh Church Act.



The lease is in the process of being finalised by Property and Legal services with the Club intending to commence work in May 2018.

## Example of a Transfer at Inception Stage

### **LLANGEINOR PLAYING FIELDS**

Hwb Llangeinor Hub chaired by Cllr. Rod Shaw has been formed from an amalgamation of three separate organisations - Llangeinor AFC, Llangeinor Rangers and the Richard Price Centre to develop a community hub and 2 x 4G pitches at Llangeinor playing fields.



The project has a total estimated cost of £2.2M and the group is presently being supported under the CAT Business Support contract by Business Advisor, Shannon Robinson from the Coalfields Regeneration Trust to develop a business plan and funding strategy. A public meeting is planned to be held to promote the project on Sunday, 21 January 2018.

The CAT Steering Group approved the expression of interest for the project on 17 August 2017 and the group have been invited to develop a business case.

## Comparison Data from Other Local Authorities

Local Authority	Policy	Level of Activity	Financial Incentives	Key Facts	Lessons Learnt / Challenges
<b>Blaen Gwent</b>	An interim approach was adopted in July 2017 in relation to the transfer of sports grounds and clubs subject to a pending a review of the overall CAT process and policy later in the year as part of the Environment, Regeneration & Economic Development Scrutiny Committee forward work programme.	The Council has 20 sites and 48 sports facilities.	The Council has made available limited funding to allow works to be undertaken to facilitate any CAT Transfer. These would be the minimum necessary to enable the transfer to take place.	<ul style="list-style-type: none"> <li>• Meetings with individual sports groups to discuss potential increases in costs for use of facilities and to explore whether clubs would care to consider the CAT of their facilities held towards the end of 2015;</li> <li>• Meetings also took place with the governing sporting bodies and umbrella organisations to ensure they were aware of the Council's approach;</li> <li>• Many of the facilities have limitation to the potential fundraising, letting and income which could be derived with little flexibility in use or space for alternative uses and income generation;</li> <li>• Many of the Council's sports grounds and moreover buildings have issues with backlog maintenance and would benefit from improvements;</li> <li>• The Council has increased sports ground fees in both 2016/17(rate of inflation) and 2017/18 (10% increase) in the light of budget cuts;</li> <li>• The ongoing review would allow the Council to engage with clubs over the next few months, and present an opportunity for those interested in moving towards a CAT to do this based on a more simplified approach.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Limited staff resources</b> to progress transfers;</li> <li>• <b>Legal issues</b> - preparation and completion of legal documents to affect the transfer are time consuming;</li> <li>• <b>Specific land issues</b> - related to the individual site, ground or asset. Examples include advertisement under S123 Local Government Act 1972, Charities Act 2011, Fields in Trust.</li> </ul>

Local Authority	Policy	Level of Activity	Financial Incentives	Key Facts	Lessons Learnt / Challenges
<b>Cardiff Council</b>	<p>'Step up' initiative has been launched to encourage more volunteers to take over the management of services and assets in their own communities.</p>	<p>Not known</p>	<p>Not known</p>	<ul style="list-style-type: none"> <li>• Buildings available for transfer / sale are periodically advertised on website.</li> <li>• Preferred to redevelop existing sites where facilities presently provided could be incorporated into any new build at the cost of potential developers.</li> </ul>	<p>Not Known.</p>
<b>Carmarthenshire County Council (CCC)</b>	<p>Whole scale transfers or potential closure of parks and playgrounds (including pavilions and playing fields) announced in 2013/14 with deadlines set for:</p> <ul style="list-style-type: none"> <li>• Expression of Interest: 01/04/16;</li> <li>• Completion of Transfers: 31/03/18.</li> </ul>	<ul style="list-style-type: none"> <li>• 150+ assets available for transfer;</li> <li>• 82% of assets had or were in the process of being transferred;</li> <li>• Closure of remaining assets were presently subject to public consultation (deadline 21/03/18).</li> </ul>	<ul style="list-style-type: none"> <li>• Twice the site operating costs in 2013;</li> <li>• Additional grant up to £10K;</li> <li>• Health and safety issues corrected pre-transfer.</li> </ul>	<ul style="list-style-type: none"> <li>• The project was being managed by the Parks Manager supported by 3 staff (1 x Property Services, and 2 x Legal Services);</li> <li>• CCC had 100% coverage by town and community councils with 72 being in existence;</li> <li>• The majority of transfers were being progressed by town and community councils with the remainder being undertaken by sports clubs / associations;</li> <li>• Some town and community councils were sub-letting facilities to sports clubs;</li> <li>• The majority of leases were of 99 years in duration;</li> <li>• Only standard leases were issued which were considered to be exemplar by external bodies and none had been disputed and subject to change;</li> <li>• Transfers were subject to s.123 (disposal of land by principal councils) and did not require open access space restrictions;</li> <li>• The majority of town and community councils required service level agreements with CCC for the maintenance of playgrounds.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Legal aspects</b> caused the greatest delay and most uncertainty – Report and Title (trust, land and registration) required at earliest opportunity;</li> <li>• <b>Accuracy of expenditure data</b> – ability for accounting to cost centre level.</li> <li>• <b>Safety certificates</b> either obtaining copies or re-testing;</li> <li>• <b>Increased in workload</b> – need for dedicated team;</li> <li>• <b>No specific support network</b> provided to assist town / community councils and sports clubs with organisations. Carmarthenshire Association of Voluntary Services were being heavily relied upon.</li> </ul>

Local Authority	Policy	Level of Activity	Financial Incentives	Key Facts	Lessons Learnt / Challenges																				
				<ul style="list-style-type: none"> <li>• CCC had agreed to fund annual inspections;</li> <li>• Business cases were only required for sports clubs no requirement for town and community councils;</li> <li>• No TUPE issues have arisen from transfers to date with staff numbers being reduced by more than 50% based upon voluntary redundancy, retirement and ill health;</li> <li>• Other assets groups likely to be subject to community asset transfer in the future, and these may include: lakes and fisheries, open spaces, public conveniences, community education establishments.</li> </ul>																					
<b>Rhondda Cynon Taf</b>	<p>“RCT Together” launched in March 2015 whereby individual assets / services are targeted by the Council and advertised – “30 Day Window of Opportunity” - inviting community groups to provide innovative and creative solutions to address community need.</p> <p>Priority given to proposals that will support sustainability.</p>	<table border="1" data-bbox="555 799 927 1209"> <tr><td>Transfers Completed</td><td>18</td></tr> <tr><td>Informal Enquiries</td><td>139</td></tr> <tr><td>Expressions of Interest Submitted</td><td>278</td></tr> <tr><td>Expressions of Interest Withdrawn</td><td>144</td></tr> <tr><td>Expressions of Interest Declined</td><td>31</td></tr> <tr><td>Business plans Received</td><td>40</td></tr> <tr><td>Active Cases (% reliant on outcome of funding applications)</td><td>74</td></tr> </table> <p>Assets subject to transfer can be summarised as follows:</p> <table border="1" data-bbox="555 1394 927 1493"> <thead> <tr> <th>Asset Group</th> <th>No.</th> </tr> </thead> <tbody> <tr> <td>Museum</td> <td>1</td> </tr> <tr> <td>Art Centre</td> <td>1</td> </tr> </tbody> </table>	Transfers Completed	18	Informal Enquiries	139	Expressions of Interest Submitted	278	Expressions of Interest Withdrawn	144	Expressions of Interest Declined	31	Business plans Received	40	Active Cases (% reliant on outcome of funding applications)	74	Asset Group	No.	Museum	1	Art Centre	1	<ul style="list-style-type: none"> <li>• £100K Community Enabling Fund made available to support delivery of community facilities;</li> <li>• Additional Community Action Fund (£50 to £500) set-up for volunteers and community members in RCT to undertake small scale actions;</li> <li>• 2-3 year rent free period.</li> </ul>	<ul style="list-style-type: none"> <li>• Long-term lease is RCTs default position;</li> <li>• Breakout clauses may be negotiated to allow community organisations flexibility but this may impact upon external funding;</li> <li>• Surplus buildings are identified by the Asset Management Group;</li> <li>• Speculative expressions of interest can also be submitted by community / voluntary organisations;</li> <li>• Business plans demonstrating sustainability are approved by the Community and Service Transfer Panel (made up of case specific officers from Estates, Regeneration, Finance, Leisure, Planning, Legal, etc.);</li> <li>• Transfers are approved under delegated powers or referred to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time constraints</b> – Aligning large scale match funding packages – lead in time can be anything from 18-24 months for larger capital development grants and the Council is reluctant to “hang on” to a vacant building as they continue to deteriorate;</li> <li>• <b>Reactive vs Proactive Approach</b> – Sensitivity around discussing key buildings prior to any formal declaration the building is surplus. Earlier discussions required to support active transfers of buildings;</li> <li>• <b>Capacity of independent support agencies</b> – groups require a lot of “hand holding”;</li> <li>• <b>Specific challenges of Groups</b> – including:</li> </ul>
Transfers Completed	18																								
Informal Enquiries	139																								
Expressions of Interest Submitted	278																								
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Active Cases (% reliant on outcome of funding applications)	74																								
Asset Group	No.																								
Museum	1																								
Art Centre	1																								

Libraries	3
School	2
Day / Community Centre	2
Courthouse	1
Paddling Pools	5
Tennis Courts	1
Land	1
Dog Kennelling	1

- Cabinet;
- Work collaboratively with voluntary sector partners to provide a range of support and advice on business planning, governance, legal structures, funding, etc.;
  - Average duration of leases were 25 years but determined largely by needs of funders;
  - Market value rent charged which was subject to negotiation;
  - Community groups involved in transfers have to date levered in a total of £3.7M.

governance arrangements, capacity, skills gaps, safeguarding concerns, viability and sustainability, impact of transfer, competition for funding;

- **Building Condition** – surplus buildings often come with a raft of capital development costs to make them “fit for purpose” and “energy efficient”;
- **Strategic Steer** – require a more informed strategic lead from Welsh Government.

<b>Swansea Council</b>	Elected to sell surplus assets rather than undertake community asset transfers.	n/a	n/a	n/a	n/a
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## BRIDGEND COUNTY BOROUGH COUNCIL - PAVILIONS &amp; PLAYING FIELDS SUMMARY

UPRN	Pavillions	Active Sports Clubs	Sports Facilities					Condition Survey*	
			Football Pitch	Rugby Pitch	Cricket Square	Bowling Green	Tennis Courts	2008	2016
30025	Aberfields (Planka) Playing Fields	4	2	1				66,050	9,500
20018	Bettws Playing Fields	3	2					161,600	n/k
20019	Blaengarw Cricket	2			1			13,850	40,500
20020	Blandy Park Playing Fields	2	1					26,200	212,500
50001	Brackla Playing Fields	5	1	1				n/a	n/a
40026	Bryncethin Rugby	3		1				99,300	95,000
60060	Bryntirion Playing Fields	3	2	1				n/a	n/a
70022	Cae Gof Playing Fields	6	2	2		1		42,220	212,000
30066	Caedu / Ogmores Park	2				1	2	5,850	15,500
10040	Caerau A.F.C.	2	1					34,250	133,500
10041	Caerau Welfare Park	3	1			1		8,300	96,500
50020	Coychurch Playing Fields	6	1					19,050	200,500
40027	Coytrahen Playing Fields	0	1					10,400	n/a
70023	Croft Goch Playing Fields	4	1	1				45,250	104,000
20021	Cwm Garw Playing Fields	1		1				1,350	42,750
30026	Evanstown Welfare Park	2		1		1	2	18,100	25,000
10042	Garth Park Playing Fields	7		1	1	1		700	142,000
50021	Great Western Avenue Playing Field	4	1		1			26,000	37,000
80028	Griffin Park	6				6	2	48,850	124,000
90012	Heol-Y-Cyw Playing Fields	4		2			2	84,100	211,000
10043	Hermon Road/Metcalf Street Playing Field	1	1					17,250	71,500
20022	Lawrence Park Playing Fields	3	1	1			3	57,650	n/k
30027	Lewistown Playing Fields	1	2					23,800	78,375
50025	Litchard Cross Playing Fields	3	2					n/a	n/a
20023	Llangeinor Playing Fields	3	1					121,050	187,000
60061	Llangewydd Road Playing Fields	2	1	1				n/k	n/k
10045	Llangynwyd Playing Fields	7	1					7,300	172,000
80030	Lock Lane Playing Fields	7	4		1			285,300	1,800
10047	Maesteg Welfare Park	9	1	2		2	5	12,480	161,250
30028	Nantymoel R.F.C.	3		1				4,900	126,250
60022	Newbridge Fields ( North)	5		1		2		63,450	n/k
60064	Newbridge Fields (South)	9	3	4				123,988	13,800
60023	Newbridge Fields South Cricket Pavilion	5			4			16,850	23,500
60063	Newbridge Fields extension								
70025	North Cornelly Playing Fields	3	2	1				45,250	n/k
30029	Ogmores Vale R.F.C.	2		1				8,900	96,250
40028	Pandy Park Playing Fields	6	2	2				229,100	-
90013	Pencoed Recreation Ground	9	1	1	1	1	1	96,900	199,500
20024	Pwl-Y-Garn Playing Fields	1	1					11,550	56,000
80033	Rest Bay Playing Fields	7	2	1				11,750	114,000
10050	South Parade Playing Fields	6	1	1				3,310	79,000
10051	Tudor Park Playing Fields	1	1					n/a	n/a
20064	Waunbont Bowls	1				1		41,100	n/k
30030	Waunlwyd Playing Fields / Bowling Green	1				1		n/k	n/k
90014	Woodlands Park Playing Fields	7	2	2				88,400	73,500
	<b>Total</b>	<b>171</b>	<b>45</b>	<b>31</b>	<b>9</b>	<b>18</b>	<b>17</b>	<b>1,981,698</b>	<b>3,154,975</b>

Key:

\* Condition Survey data is for internal use only and excludes VAT, preliminaries and professional fees



## BRIDGEND COUNTY BOROUGH COUNCIL - COMMUNITY CENTRES

	UPRN	Asset	Condition Survey*	
			Date	£
1	20011	Bettws Life Centre	Sep-2015	210,700
2	20012	Blaengarw Working Mens Hall	Oct-2015	43,900
3	50012	Coity Higher Community Centre	Nov-2015	81,500
4	80012	Awel-y-Mor Senior Citizens Centre	Dec-2015	229,200
5	40113	Sarn Life Long Learning Centre	Aug-2016	16,000
6	10029	Caerau Community Centre	May-2016	22,900
7	10033	Noddfa Chapel	May-2016	220,950
8	20013	Richard Price Centre	Aug-2016	312,000
9	20066	William Trigg Centre	Jul-2016	70,000
10	30102	Bryant OAP Centre	Jun-2010	21,350
11	40018	Ynysawdre Community Centre	n/k	49,350
12	50013	Pendre Pavilion Litchard	Oct-2010	60,100
13	70017	Cefn Cribbwr Community Centre	Jun-2016	64,300
14	70018	North Cornelly Community Centre	Jun-2016	153,300
15	80075	Griffin Park Community Centre	Jul-2016	102,550
16	30098	Evanstown Community Centre	Jun-2016	163,500
17	40017	Coytrahen Community Centre	Jul-2016	63,000
18	50011	Brackla Community Centre	Jun-2016	68,500
19	60042	Wildmill Community Centre	Jan-2007	27,350
20	60161	Bryntirion & LLaleston Community Centre	Jun-2016	121,500

KEY:

\* Condition Survey data is for internal management use only and excludes preliminaries, VAT and professional fees

## CAT PRIORITY 1 ASSETS LOCATED IN TOWN & COMMUNITY COUNCIL AREAS

Town / Community Council	Borough Ward	CAT Priority 1 Assets
<b>Maesteg</b>	Caerau	<ul style="list-style-type: none"> <li>Caerau Noddfa Community Centre,</li> <li>Caerau Welfare Park</li> <li>Caerau Athletic Club</li> <li>Caerau Community Centre</li> <li>Hermon Road/Metcalf Street Playing Field &amp; Pavilion</li> </ul>
	Maesteg West	<ul style="list-style-type: none"> <li>Maesteg Welfare Park</li> </ul>
	Maesteg East	<ul style="list-style-type: none"> <li>South Parade Pavillion &amp; Playing Fields</li> <li>Garth Park Pavilion &amp; Playing Fields</li> </ul>
<b>Llangynwyd Middle</b>	Llangynwyd	<ul style="list-style-type: none"> <li>Llangynwyd Pavillion &amp; Playing Fields</li> </ul>
<b>Garw Valley</b>	Blaengarw	<ul style="list-style-type: none"> <li>Pwll y Gwn Pavillion &amp; Playing Fields</li> <li>Cwm Garwn Pavillion &amp; Playing Fields</li> <li>Blaengarw Cricket Pavillion</li> </ul>
	Pontycymmer	<ul style="list-style-type: none"> <li>Lawrence Park Pavillion &amp; Playing Fields</li> <li>Waunbart Bowls Pavillion</li> <li>Blandy Park Pavillion &amp; Playing Fields</li> </ul>
	Llangeinor	Llangeinor Pavillion & Playing Fields
	Bettws	Bettws Playing Fields
<b>Ogmore Valley</b>	Nantymoel	<ul style="list-style-type: none"> <li>Waun Llwyd Bowls Pavillion</li> <li>Old Park, Nantymoel RFC</li> </ul>
	Ogmore Vale	<ul style="list-style-type: none"> <li>Caedu Park</li> <li>Ogmore Vale RFC</li> <li>Aber Playing Fields</li> </ul>
	Blackmill	<ul style="list-style-type: none"> <li>Evanstown Community Centre</li> <li>Lewistown Pavillion</li> <li>Evanstown Welfare Park</li> </ul>
<b>Coychurch Higher</b>	Penprysg	Heol-y-Cyw Pavillion & Playing Fields
<b>St Bridges's Minor</b>	Bryncethin	Bryncethin Pavilion & Playing Fields
	Bryncoch	Sarn and Bryncethin Community Centre
	Sarn	N/A
<b>Ynysawdre</b>	Ynysawdre	<ul style="list-style-type: none"> <li>Ynysawdre Community Centre</li> <li>Pandy Park Pavillion</li> </ul>
<b>Llangynwyd Lower</b>	Aberkenfig	<ul style="list-style-type: none"> <li>Coytrahen Community Centre</li> <li>Coytrahen Playing Fields</li> </ul>
<b>Newcastle Higher</b>	Aberkenfig	N/A
	Pen-y-Fai	N/A
<b>Cefn Cribbwr</b>	Cefn Cribbwr	<ul style="list-style-type: none"> <li>Cefn Cribbwr Community Centre</li> <li>Cae Gof Pavillion &amp; Playing Fields</li> </ul>
<b>Pyle</b>	Pyle	<ul style="list-style-type: none"> <li>Croft Goch Pavillion &amp; Playing Fields</li> </ul>
<b>Cornelly</b>	Cornelly	<ul style="list-style-type: none"> <li>North Cornelly Pavillion &amp; Playing Fields</li> <li>North Cornelly Community Centre</li> </ul>

KEY:  Subject to long-term lease  
 Community Asset Transfer or other development presently under discussion

## CAT PRIORITY 1 ASSETS LOCATED IN TOWN & COMMUNITY COUNCIL AREAS

Town / Community Council	Borough Ward	CAT Priority 1 Assets
<b>Porthcawl</b>	Nottage	N/A
	Rest Bay	<ul style="list-style-type: none"> <li>Rest Bay Pavillon &amp; Playing Fields</li> <li>Locks Lane Pavillon</li> <li>Rest Bay Public Toilets</li> </ul>
	Porthcawl Central East	<ul style="list-style-type: none"> <li>Giffin Park Community Centre</li> <li>Giffin Park Pavillon</li> <li>Griffin Park Public Toilets</li> </ul>
	Porthcawl West Central	John Street Public Toilets
	Newton	N/A
<b>Merthyr Mawr</b>	Bryntirion, Laleston and Methyr Mawr	N/A
<b>Laleston</b>	Bryntirion, Laleston and Methyr Mawr	<ul style="list-style-type: none"> <li>Bryntirion and Laleston Community Centre</li> <li>Llangewydd Road Playing Fields</li> </ul>
	Cefn Glas	N/A
	Llangewydd and Brynhyfryd	N/A
<b>Bridgend</b>	Newcastle	<ul style="list-style-type: none"> <li>Newbridge Fields (North)</li> <li>Newbridge Fields (South)</li> </ul>
	Morfa	N/A
	Oldcastle	<ul style="list-style-type: none"> <li>Newbridge Fields Cricket Pavilion</li> <li>Rhiw public Toilets</li> <li>Bridgend Bus Station Public Toilets</li> <li>Cheapside, Bridgend Public Toilets</li> </ul>
<b>Coity Higher</b>	Litchard	N/A
	Pendre	Great Western Avenue Pavilion
	Coity	N/A
<b>Brackla</b>	Brackla	Brackla Playing Fields
<b>Coychuch Lower</b>	Coychurch Lower	Coychurch Playing Fields & Pavilion
<b>Pencoed</b>	Penprysg	N/A
	Felindre	Pencoed Recreational Grounds Pavillon
	Hendre	Woodlands Park Pavillon

KEY:  Subject to long-term lease  
 Community Asset Transfer or other development presently under discussion

## STAGES OF CAT PROCESS

The CAT process has been designed to test an organisation's capacity and the robustness of its business and financial case.

- A. **Stage 1** of the process is the submission of an Expression of Interest which gives the CAT officer the opportunity to meet with the group face to face to discuss their proposals. At this stage checks are undertaken on the building and the group are given all relevant data for the asset. This will normally inform their decision to progress with CAT. Decisions are traditionally formed dependant of the condition and affordability of the asset.
- B. **Stage 2** of the process is where due diligence of the group and its business case commences where the CAT officer will work with the group and assess the following issues:
- a) **Capacity of the organisation** – will review their governance, legal structure, powers within their Council as an organisation identifying if the proposed works are in line with the directors 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 Coop, 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 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. Clubs will be asked to undertake a skills audit of its committee and implement training or mentoring in areas where there are skills deficits/gaps.
  - c) **Business and financial case** – At Stage 2 the group is 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 SCCS board, and will complete an application assessment matrix which scores on 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)

**Bridgend County Borough Council - Community Asset Transfer Progress**

**Sports Pavilions & Playing Fields**

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
1 30025	Aberfields (Planka) Playing Fields	Nantymoel RFC	21/03/2017			Initial discussions / Awaiting Dates for meeting.
2 20020	Blandy Park Playing Fields	Garw AFC	28/07/2017			Initial discussions / Awaiting Dates for meeting.
3 40026	Bryncethin Rugby	Bryncethin RFC		Fields	26/05/2017	Funding up to £110K approved subject to total funding of £395K being secured. Lease to be finalised.
4 70022	Cae Gof Playing Fields	Cefn Cribwr Athletic Club/RFC		07/10/2016		No engagement from Club.
5 50020	Coychurch Playing Fields	Brackla Juniors	19/03/2017			Initial discussions / Awaiting Dates for meeting.
6 40027	Coytrahen Playing Fields	Llangynwyd Lower Community Council	29/03/2017			CAT Officer has provided asset data and attended a meeting of the Community Council to answer questions.
7 70023	Croft Goch Playing Fields	Kenfig Hill RFC & Kenfig Hill AFC	24/04/2017	20/12/2017		Joint management group to be established to progress transfer and Business Advisor to be assigned.
8 20021	Cwm Garw Playing Fields	Carn Rovers	26/10/2017	20/12/2017		Business plan to be developed with assistance under the CAT Business Support contract.
9 30026	Evanstown Welfare Park	Giffach Goch RFC	22/09/2017			Draft EOI has been prepared by Club and issues regarding trust land and previous funding being investigated.
10 10042	Garth Park Playing Fields	Maesteg Celtic RFC	24/02/2017			Club waiting for change to BCBC policy before CAT will be progressed.
11 50021	Great Western Avenue Playing Field	Coity Higher Community Council	18/10/2017			CAT Officer has provided asset data and attended a meeting of the Community Council to answer questions.
12 90012	Heol-Y-Cyw Playing Fields	Heol-Y-Cyw RFC		05/10/2016		Business plan being developed with assistance under the CAT Business Support contract.
13 10043	Hermon Road/Metcalf Street Playing Field	Caerau FC		28/09/2016		Business plan has been prepared and reviewed by the Finance Department. Waiting for Club to respond to queries.
14 20023	Llangeinor Playing Fields	Llangeinor AFC, Llangeinor Rangers, Richard Price Centre	23/11/2017	18/08/2017		Business plan being developed with assistance under the CAT Business Support contract.
15 10045	Llangynwyd Playing Fields	Llangynwyd Rangers		24/03/2016		Business plan being developed with assistance under the CAT Business Support contract.
16 10047	Maesteg Welfare Park	Nantffyllon RFC		16/05/2016		No engagement from Club.
17 30028	Nantymoel R.F.C.	Nantymoel RFC	18/03/2016			No engagement from Club.
18 40028	Pandy Park Playing Fields	Tondu RFC	04/04/2017			Club waiting for change to BCBC policy before CAT discussions to commence.
19 90013	Pencoed Recreation Ground	Pencoed AFC	09/11/2017			Informal EOI raised at CAT Steering Group and options available to Club to be explored (including Woodlands Park).
20 80033	Rest Bay Playing Fields	FC Porthcawl & Porthcawl Utd.	10/02/2017			EOI rejected by BCBC due to potential future development of site. Other alternatives presently being discussed.
21 10050	South Parade Playing Fields	Maesteg Harlequins	27/11/2017			Options available to the Club have been outlined and feedback from members is awaited.
22 10051	Tudor Park Playing Fields	Maesteg Park AFC	22/06/2017			Initial discussions / Awaiting Dates for meeting.
23 20064	Waunbont Bowls	Pontycymmer Bowls Club & Garw Valley Tennis Club	14/07/2017	28/11/2017		A Business Advisor to be assigned under CAT Business Support contract to assist clubs develop a business plan.
24 90014	Woodlands Park Playing Fields	Pencoed B&GC	03/07/2017			CAT Officer has provided asset data and attended a meeting of the Club to answer questions.

**Community Centres**

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
25 10029	Caerau Community Centre	Caerau Development Trust	16/10/2016			The Centre have prepared an EOI but have not been advanced to application stage.
26 70018	North Cornelly Community Centre	Cornelly Community Council		21/01/2016		Match funding for refurbishment of roof under T&CC grant approved and Business Advisor assigned to assist with business case.
27 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.

**Public Toilets**

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
28 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.

**Playgrounds / Green Spaces**

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
29 -	Bridgend Area	Bridgend Town Council	16/08/17			Feasibility of transferring 15 playgrounds in Bridgend area are being assessed internally.
30 90017	Coed Bach Playground	Pencoed Town Council		06/06/2017	28/11/2017	Lease to be finalised by Property and Legal Services.
31 70018	North Cornelly Green / Playground	Cornelly Community Council		26/09/2017		Plans and business case to be developed.
32 -	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.
33 90013	Pencoed Recreation Ground – Tennis Court	Pencoed Town Council		27/02/2017	30/10/2017	Change of use to MUGA - lease being finalised.
34 90013	Pencoed Recreation Ground – Tennis Court	Pencoed Town Council	31/01/2017	27/02/2017	30/10/2017	Change of use to Skateboard Park - lease being finalised.

**Bus Shelters**

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
35 -	Bridgend Area	Bridgend Town Council	02/12/2015	16/02/2017	n/a	Leases on 9 bus shelters requested by Town Council are being finalised by Property and Legal services.

- Key:
- Transfer completed
  - Transfer approved Lease being finalised
  - Expression of Interest Approved & Business Case being Developed
  - Informal Expression of Interest
  - No engagement

**CAT Business Support Contract – Summary of Activity  
(1 December 2016 to 31 December 2017)**

Referral	Organisation Name	Type of Work	Consultant	Cost
001	Bryncethin RFC	Business Planning & Legal Entity	Wales Co-operative Centre	4,830.00
002	Cornelly Community Association	Business Diagnostic	Wales Co-operative Centre	386.40
003	Llangynwyd Rangers BGCW FC	Business & Financial Planning	Coalfields Regeneration Trust	1,545.60
003A	Llangynwyd Rangers BGCW FC	Business Diagnostic	Coalfields Regeneration Trust	386.40
004	Heol-Y-Cyw RFC	Structural Engineering Survey	Vale Consultancy	432.00
004A	Heol-Y-Cyw RFC	Condition Survey	Hurley & Davies	1,573.80
004B	Heol-Y-Cyw RFC	Business Planning	Coalfields Regeneration Trust	6,585.60
005	Porthcawl TC (Griffin Park Toilets)	Refurbishment Design & Costing	Hurley & Davies	882.60
005A	Porthcawl TC (Griffin Park Toilets)	Business Planning & Option Appraisal	TBC	TBC
005B	Porthcawl TC (Griffin Park Toilets)	Revised Design & Costings	TBC	987.50
006	Rest Bay Sports	Visioning, Initial Plan and Site Visit	Wales Co-operative Centre	993.60
007	Cornelly Community Association	Charity Registration, Visioning, Business Plan & P&P	Wales Co-operative Centre	3,211.20
008	Llangeinor Hub	Visioning and Site Planning	Coalfields Regeneration Trust	6,000.00
009	Llangynwyd Rangers BGCW FC	Condition Survey	Hurley & Davies	1,581.00
010	Caerau FC	Business Planning & Funding	Wales Co-operative Centre	1,839.60
010A	Caerau FC	Business Planning Additional Work	Wales Co-operative Centre	966.00
011	BCBC Regeneration School	Training & Networking for Community Groups	Coalfields Regeneration Trust	7,200.00
012	All	Generic Policies & Procedures	BAVO	TBC
013	Caerau FC	Condition Survey	Hurley & Davies	1,170.00
014	Wildmill Community Centre	Business Plan	Wales Co-operative Centre	TBC

## Community Asset Transfer Funding & Expenditure - 1 November 2015 to 31 December 2017

### Capital Spending

Type	Source	Total Approved Funding	Capital Allocations			Balance Available	
			Total	2015-16	2016-17		2017-18
		£	£	£	£	£	
Pavilion Improvements	Capital Receipts	1,000,000	110,000	-	-	110,000	890,000
Town & Community Council Grant*		100,000	85,000	n/a	n/a	85,000	15,000

### Revenue Spending

Type	Source	Total Approved Funding	Revenue Expenditure			Balance Available	
			Total	2015-16	2016-17		2017-18
		£	£	£	£	£	
CAT Officer Post & Related Expenditure	Change Management Fund	200,000	89,597	11,238	46,744	31,615	110,403
CAT Business Support Contract^	Core and SRF	136,500	34,093		34,093		102,408
<b>Total</b>		<b>336,500</b>	<b>123,690</b>	<b>11,238</b>	<b>80,837</b>	<b>31,615</b>	<b>212,811</b>

#### Notes:

\* T&CC Grant prioritised CAT Transfers in 2017-18 and will do the same in 2018-19 with funding of up to £135K available [£100K+unspent balance 2017/18 £15K + unspent balance 2016/17 £20K]

^ Funding of £176.5K originally allocated reduced by £40K as part of 18/19 MTFS

