

Date of Meeting	Item	Members wished to make the following comments:	Response/Comments
17-Jan-2018	Community Asset Transfer	<p>The Committee highlighted the need for Bridgend County Borough Council to communicate more efficiently with Town and Community Councils, Community Groups and Sports Clubs and recommended that, as previously carried out, a current and up to date list of CAT Priority 1 assets be sent to all, to invite expressions of interest in the transferring of Council assets, detailing what advice and financial support would be made available for any interested parties.</p>	<p>Agreed. An updated list of CAT Priority 1 assets will be prepared and circulated to Town and Community Councils, Community Groups and Sports Clubs when Council policy arising from the Parks Review is determined.</p>
		<p>In relation to the current CAT process, Members emphasised the need for the method to be further developed and streamlined in order for the scheme to be successful. Therefore Members recommended that where applicable, indicative timescales be provided to assist with expectations throughout the stages and to avoid any potential risks in relation to any funding applications made by groups.</p>	<p>Agreed where possible. CAT processes will be subject to internal review with the objective of them being streamlined and ensure that transfers can be progressed in a more timely manner. However, it also needed to be recognised that some matters that caused delay were outside the control of the Council. Realistic timescales will also be provided to ensure that Town and Community Councils, Community Groups and Sports Clubs are aware of the length of time community asset transfers should take.</p>
		<p>Members acknowledged and understood the frustrations relayed by the Town Clerk and representatives from Bryncethin RFC with reference to their analysis of the current CAT process being long and protracted and expressed particular concerns over the delay in the production of leases for assets. The Committee viewed this as a result of a lack of communication between the departments involved throughout the process and a shortage of resources within this area of the Authority. Therefore the Committee made the following recommendations:</p>	<p>NA</p>

<ul style="list-style-type: none"> • That a copy of the lease be provided at the expression of interest stage to enable much earlier discussions and deliberations. 	<p>The suggestion will be looked at more fully. The feasibility of preparing standard leases for categories of assets will be explored with the objective of reducing delays and workload ideally. A copy of the standard lease will be issued once an expression of interest has been approved by the CAT Steering Group.</p>
<ul style="list-style-type: none"> • That when delays are encountered, that meetings are arranged with the relevant officers, along with an independent person to operate as an arbitrator to openly discuss any ongoing barriers. The Committee further suggest that the independent person could be an elected Member from another ward. 	<p>It is hoped that the introduction of standard leases will ensure that fair terms and conditions will offered to all parties and reduce the element of negotiation. The principle of an independent person to facilitate arbitration will be considered as part of this process.</p>
<p>Following discussions regarding the CAT Priority 1 Asset list and the mentioned resource issues allocated to the process, Members noted that the asset list is very extensive and highlighted how onerous a task it would become if several groups put forward an expression of interest to each asset. Therefore Members recommended that the CAT Asset list be reviewed and Officers concentrate resources on the top 10 assets that are currently under discussion until transfer is completed.</p>	<p>It will be difficult to target 10 assets when the Council are currently in discussions with circa. 30 community groups at various stages of the CAT process. However, it is anticipated that the circulation of an up-to-date list of CAT Priority 1 assets and the introduction of streamlined CAT processes / standard leases will significantly reduce workload going forward.</p> <p>The workload of staff involved in the CAT process will be subject to ongoing monitoring so that they can reflect Council priorities and savings required under the MTFS.</p>

<p>The Committee noted that there is currently a Community Asset Transfer Steering Group that consists of Bridgend County Borough Council Officers only and Members recommended that the group include elected Members.</p>	<p>The input of elected members is always welcomed and it is suggested that a Task and Finish Group should be established in the first instance to discuss and agree an up-to-date list of CAT Priority 1 assets and the formulation of streamlined CAT processes / standard leases with two elected members being invited to participate. The feasibility of elected members joining the CAT Steering Group can also be discussed as part of this process.</p>
<p>Members highlighted the need to encourage Town and Community Councils, Community Groups and Sports Clubs to work more collaboratively to enhance their viability to take over the Council's assets. Members therefore recommended that these comments be presented the TCC Forum.</p>	<p>Agreed. The need to work more collaboratively is acknowledged and that Town and Community Councils should be provided with a CAT update when an up-to-date list of CAT Priority 1 assets and streamlined CAT processes and standard leases have been finalised.</p>
<p>In addition to the recommendations made above, the Committee provided the following resolution which takes into account most of the issues raised and discussed and also provides openness and transparency in the CAT process. Members recommended that a Community Asset Transfer pack be created to supply to potential applicants to ensure they fully understand the risk implications of taking on an asset. Members recommended that the pack include the following information:</p> <ul style="list-style-type: none"> · type and term of lease; · estimated running costs of the asset; · what services the Council would expect the applicant to undertake; · who to contact for advice and support in completing the business case; · Estimated timelines for each stage in the process. 	<p>Agreed. In addition to the Rural Development CAT Toolkit and the running cost data which is already issued to community groups, the CAT Officer will develop a standard information pack that can be tailored for a particular asset.</p>
<p>Further Information Requested</p>	

	<p>Members noted the inaccuracies within the CAT Priority 1 Asset list and ask that the document be reviewed and further requested that a copy of the up to date version is distributed to Members.</p>	<p>An updated list of CAT Priority 1 assets will be prepared and circulated to Members when Council policy arising from the Parks Review is determined.</p>
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