

**EXPRESSION OF INTEREST FORM (EOI)**  
**for a Community Asset Transfer (CAT)**  
**from Powys County Council to a Third-Sector Organisation**

Reference Number		Date Received	
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**Guidance Notes**

This "Expression of Interest" form is an important document. The information within it will help the Council to identify good community based proposals for sustainable uses of public buildings owned by Powys County Council.

The aims of a Community Asset Transfer from Powys County Council are:-

- To encourage people in take part in economic and community life
- To develop capacity in and connections between public, private, voluntary and community sectors in order to support economic and social development
- To safeguard buildings for community use

When initially assessing your completed "Expression of Interest", the Council will consider:-

- Does the project meet at least one of the Council's Community Asset Transfer aims?
- Does the proposal benefit the people of Powys?
- Does the project contribute to the Council's corporate priorities and plan?

**NOTE – You must be realistic about the amount of time it will take to do your proposal and what you can achieve.**

If your EOI meets the Council's criteria, you will be invited to submit a full, costed Business Case, which will then be considered for submission as a Community Asset Transfer application.

For advice on both developing your project and completing this "Business Case" form, email the Regeneration Team at [regeneration@powys.gov.uk](mailto:regeneration@powys.gov.uk).

**This form, once completed, it should be sent to:**

The Valuation Team,  
County Hall,  
Llandrindod Wells  
LD1 5LG

Or emailed to [property.sales@powys.gov.uk](mailto:property.sales@powys.gov.uk)

**EXPRESSION OF INTEREST FORM (EOI)**  
**for a Community Asset Transfer (CAT)**  
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*(This is not an application form for funding)*

<b>PROPOSED PROJECT NAME</b>
Freehold Transfer to Newtown and Llanllwchaiarn Town Council of Severn Park Cafe

<b>CONTACT DETAILS</b>	
Name of the LEAD group or organisation	Newtown and Llanllwchaiarn Town Council
Address of the LEAD group or organisation	Town Council Offices The Cross Broad Street Newtown Powys SY16 2BB
Name of the main contact person	Ed Humphreys – Town Clerk
Phone number	01686 625544
E-mail address	townclerk@newtown.org.uk
What year did your organisation start?	1974

### YOUR THIRD-SECTOR STATUS

- Registered Charity                       Community Group                       Consortium  
 Voluntary Organisation                       Town/Community Council                       Statutory Organisation  
 Other \_\_\_\_\_

**Does your group or organisation have:**

You will be asked for these if you progress to a Business Case.

Item	Yes	No
a constitution	Local Government Act 1972	
terms of reference	Standing Orders & Financial Regulations	
A work plan	Town Plan	

### TELL US ABOUT YOUR ORGANISATION ( or GROUP)

#### WHAT PROPERTY ARE YOU INTERESTED IN?

Name of identified property	Severn Park Café
Address	Back Lane, Newtown SY16 2NH
Names of Powys County Council <u>Officers</u> that you have spoken to about this property. <i>(This does not mean that the property has been agreed for use by PCC)</i>	Amanda Lewis Lisa Griffiths Sue Simpson
Names of Powys County <u>Councillors</u> that you have spoken to about this property. <i>(This does not mean that the property has been agreed for use by PCC)</i>	None

**1. What does your organisation do?** *(If you are a new organisation, what do you hope to do?). Enclose any brochures / marketing that you currently use to help explain what you do.*

Newtown and Llanllwchaiarn Town Council is a statutory body under the Local Government Act 1972. The council aims to discharge its duties in accordance with the Act supporting residents and businesses of the community delivering services directly, or commissioning services.

More information about the council and their activities can be found on our website [www.newtown.org.uk](http://www.newtown.org.uk). This site also includes information on the local area.

## **2. List any other organisations with which you are affiliated or work with.**

The Town Council works with local and regional organisations in around Newtown and Powys, with strong links with community, voluntary, charitable, businesses and business representatives, and governmental/ local authorities. It has also formed co-operative links with other neighbouring community and town councils and in current discussions on forming a council cluster for purposes of the community delivery programme.

The council is represented formally on many organisations:

- Hafren Junior School Governing Body
- Ladywell Green Infants School Governing Body
- Maesyrrhandir Primary School Governing Body
- Penygloddfa School Governing Body
- St Mary's RC School Governing Body
- Treowen Primary School Governing Body
- Ysgol Dafydd Llwydd School Governing Body
- Action for Children Family Centre Committee (Skylark Way)
- Maldwyn Leisure Centre Local Consultative Committee
- Management Committee CAB
- Montgomery Canal Partnership
- Montgomeryshire Police Liaison Committee
- Newtown & District Civic Society
- Newtown Twinning Association
- Northside Community Hall Management Committee
- One Voice Wales Area Committee
- One Voice Wales Larger Councils Committee
- Oriel 31 Board of Trustees Management Committee
- Representative Body of Theatre Hafren
- Robert Owen Museum
- Sarah Brisco Trust
- Shrewsbury to Aberystwyth Railway Liaison Committee
- Treowen Community Hall Association

The Town Council also provides financial support grants for many local groups through its Newtown Community Fund scheme:

- A Voice for You
- Powys Citizens Advice
- Coleg Powys Senior Citizens
- Dial a Ride
- Hope Church
- Montgomeryshire Music Festival
- Newtown Carnival Trust

- Phoenix Community Furniture
- Severn Rivers Trust
- Treowen FC
- Urdd Gobaith Cymru
- Silver Band
- Explorer Scouts
- Rekindle
- 1st Newtown Scout Group
- Cruse Bereavement Care - Powys
- Newtown Local History Group
- Footloose Dance Group
- Newtown March & Open Air Contest
- Dial a Ride
- Montgomeryshire Youth Music
- Northside Residents Association
- Newtown Handbell Ringing Group
- Theatre Hafren
- Newtown Rotary Club
- Newtown Visually Impaired Group

Under its powers of twinning, the council is twinned with the District of Les Herbiers in France, and delivers its twinning work with the Newtown Twinning Association.

**3. If you already operate a project or activity, where is it currently based and is it different to the idea for this building?**

Toilets:

The council currently operates the gents, ladies, and disabled public toilets at these two sites under an operating licence with Powys CC from 19<sup>th</sup> October 2015 to 31<sup>st</sup> March 2016. The toilets are situated in two car parks near the town centre and well used approx:

- Back Lane Gents 1600 pw
- Back Lane Ladies 1000 pw
- Gravel Gents 850 pw
- Gravel Ladies 600 pw

Charter Market:

Council already leases the Tuesday Charter Street Market from Powys CC

Playgrounds:

Council operates 4 playgrounds in the town centre and in the residential estates

Community Delivery:

Council is also resolved and/or in discussion to express an interest on:

Vaynor, Amenity land and riverside walk	(41,330 sqm)
Trehafren Fields Amenity Land and riverside walk	(153,700 m <sup>2</sup> ) including skate park.
Trehafren Hill Open Space	(74,950 sqm)
Vaynor, Sports field & Open Space	(48,740 sqm)
Dolerw Park Amenity land	(114,700 sqm)
Town Park Grounds	

Tourism:

Council operates a Tourist Information Service point in the town centre.

Museum:

Council provides a customer service for the Robert Owen Museum in Town Centre.

Community Fund:

Council provides a grant scheme under the community fund to provide financial support local organisations and clubs. It also provides £4,000 grant support for the Powys Citizens Advice.

Customer Services:

Council provides a 11am to 3pm front desk customer service point at its offices in Town Centre.

Open Spaces and benches

Council maintains several open and greenspaces in the community (mowing, planting tending), and provides picnic area and benches through the town centre

Hanging Baskets:

Council operates a hanging baskets programme in the summer in the Town Centre.

## TELL US ABOUT YOUR IDEA FOR THE PROPERTY

### 4. What do you want to use the property for and why?

As a result of a public consultation (Newtown Community Action Plan 2016 – 2020) the statement of intended outcomes indicated "*income generation linking to existing enterprises: cafes, B&Bs, Museums, nature reserves*" as a long term vision.

Working closely with the current lease holder we will look to secure the option of a café at the core of the town park project which is itself central to the community delivery programme as commissioned by both Powys County Council and the Town Council.

With the Town Council now in practical possession of the adjoining toilet block, this transfer will safeguard the café with a whole building approach to maintenance and improvements, utilizing the rental income from the café to best effect.

This EOI is to formally start the freehold transfer process. Without freehold ownership, the Town Council can not commit expenditure on improvements or maintenance on this building.

The Town Council wishes to see a continued café facility in central Newtown for the benefit of residents and visitors to our town.

### 5. To achieve this, how much will your idea cost?

*(Consider development costs, design fees, capital proposals and revenue costs, as examples.)*

It is proposed that the freehold will be transferred to the Town Council for a nil consideration.

### 6. How will you make it happen?

The transition will be achieved by legal services commissioned separately by each part.

The continued maintenance and liaison with the current and future lease holders will be managed by the Town Council's Amenities Manager, funded by the precept.

### 7. How do you propose to ensure the future of the property?

*(i.e.: keeping it in good repair and running it.)*

The Town Council has already invested £35k in the toilet block part of the building and will continue to run and manage the whole building including the café with monies raised through rental, the precept and other Town Council funds as appropriate.

## TELL US ABOUT YOUR COMMUNITY IDEA

### 8. Why do you believe that your idea is needed and what evidence / information justifies your project?

In the public consultation (Newtown Community Action Plan 2016 – 2020) the residents stated they wanted to maintain open, clean public toilets, improved parks and facilities for those parks and to promote the town centre.

The Severn Park Café is already a thriving town centre café and the Town Council would like to work closely with the tenants to help them maintain this service and seek to improve on it. The added income the rent will provide will help the Town Council maintain the whole building including the toilet block for the benefit of residents and visitors as part of the community delivery programme.

### 9. Have you discussed your idea with other people / groups in your community?

This is important because, if you complete a Business Case form for a Community Asset Transfer (CAT) by Powys County Council, you will have to demonstrate that you have community support. (NOTE – As part of its appraisal process, the Council may approach anyone you name below.)

Yes. The Town Council have sought the views of the residents in a recent public consultation (Newtown Community Action Plan 2016 – 2020); residents stated they wanted to maintain open, clean public toilets, improved parks and facilities for those parks and to promote the town centre. The consultation also indicated “income generation linking to existing enterprises: cafes, B&Bs, Museums, nature reserves” as a long term vision.

### 10. If your idea has links to other projects? Describe what these are and the benefits.

With a whole building approach, this project will directly and physically link to the transfer of the public toilets, thus allowing us to ensure the overall look and maintenance of the whole building.

It will also link into the town park project as part of the community delivery programme.

The transfer may stipulate that the facility has to be inclusive, and run for the benefit of all of Newtown and the surrounding district.

### 11. What environmental impact will your idea have as it is delivered – in a positive and / or negative sense? What environmental considerations have you made?

One of the main objectives of the Town council in this transfer is to secure the ownership of the whole building. By owning the whole building we will investigate ways of saving energy through better insulation and more efficient heating and hot water systems.

### 12. How will you make it happen?

*(Who will make it happen, what are your timescales, how will people know about it and how will you keep it going?)*



With a successful transfer of this asset the Town Council's Amenities Manager will produce a condition survey for the building to highlight areas for improvement.

Priority improvements and legislative compliance work will be completed within the first 12 months with further improvements scheduled as required.

Funded by the precept a regular maintenance programme will see this building utilized to the best of its potential.

### TELL US ABOUT COSTS AND FUNDING?

**13.** (This is only an EOI and we do not require detailed costing however, you will be required to provide them in a Business Case if your EOI is accepted.)

**A) How much will it cost to set up your project?**

Set up costs are minimal as the Town Council's current resources both in time and money are already in place.

**B) What have you allowed for purchase / lease of the property?**

The Town Council is seeking a consideration of £1 for the freehold asset transfer subject to appropriate user covenant with regards perpetual community use.

**C) How much will it cost, annually, to run the project? (indicate over 5 years)**

Without knowing the exact rental income from this property it's difficult to predict exactly how much the transfer of Café will cost the Town Council.

However it is anticipated to be cost neutral at worst, with an income through rental more likely to help cover the running and maintenance cost of the whole building.

Any capital improvements will be directly from the precept.

**D) Tell us how you will fund the above and the source of the funding?**

Revenue Running Costs:

Town Council Precept.

### CONTACT SIGNATURE

Signature of main contact person	
Name of main contact person (in BLOCK letters)	ESTHER FINNIS (Town Clerk)
Date	18/05/2016

## Data Protection and Information Security

The information submitted in this "Expression of Interest" form will be processed in accordance with the Data Protection Act (1998).

For the administration, appraisal, approval, monitoring and auditing of this project, Powys County Council will hold your proposal information. We may need to share it with the Appraisal Panel, elected Members, Officers from the Council, and the Welsh Audit Commission – and any internal or external auditors required to audit the activities of the Council.

Please sign and date below, to confirm that the information supplied in this "Expression of Interest" form is accurate, and that you accept processing of your information as stated above.

Applicant's Signature		Date	18/05/2016
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This "Expression of Interest" form must be submitted electronically to [property.sales@powys.gov.uk](mailto:property.sales@powys.gov.uk) – and at the same time a signed printed copy must be submitted by post to:-

The Valuation Team  
County Hall  
Spa Road East  
Llandrindod Wells  
Powys LD1 5LG

This "Expression of Interest" form will not be reviewed until we have received both:-

- a. the electronic copy
- b. the signed and dated printed copy