

**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 to 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 Public Conveniences Back Lane, Newtown and Public Conveniences Shortbridge Street, Newtown

<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	

### WHAT PROPERTY ARE YOU INTERESTED IN?

Name of identified property	Public Conveniences ID 6880 and 6879
Address	Public Conveniences Back Lane, Newtown and Public Conveniences Shortbridge Street, Newtown
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>	Alastair Knox, Network Manager Nichola Davies, HGSS Projects Officer David Pritchard, Valuer
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>	County Councillor John Brunt Portfolio Holder for Highways

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

- 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 resolved and/or in progress to take on Allotments, Playing Fields/ Park, Trehafren Hill, Skate-park, Car Parks, Back Lane Café from Powys CC.

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?

The property will be used as public conveniences. The County Council has been operating the toilets and has recently passed the operation to Town Council under a licence agreement as part of the PCC Community Delivery Programme, with a stated intent for future freehold transfer, which will enable the Town Council to commit to refurbishment.

This EOI is to formally start the freehold transfer process. Without freehold ownership, the Town Council could not commit expenditure on refurbishment.

The Town Council wishes to see a continued (and enhanced) public convenience in Newtown in order to provide public service for the benefit of residents, businesses and visitors.

### 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. Refurbishment of one toilet block is budgeted to £30,000

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

The Town Council has undertaken an initial survey of the building with the current operating contractor and will be seeking quotations for its refurbishment and operation. Subject to agreement on the freehold transfer and the commitment to a minimum £11,000 year grant package already committed from the County Council, the Town Council will take over the facility, implement the refurbishment plan and then continue to run the improved facility.

### 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 will continue to run and manage the premises with monies raised through the precept by the Town Council and other Town Council funds as appropriate, supported by the annual grant from the County Council.

## TELL US ABOUT YOUR COMMUNITY IDEA

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

The town will be left with either a reduced provision or no public convenience provision if the Town Council does not take over the facilities as the county council has indicated closure. The toilets are centrally located within the town and are considered an essential facility for the wellbeing and prosperity of Newtown.

**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 and business and believe that there is general support for operating the facilities.

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

The Town Council will ensure under the terms of any transfer and subsequent lease that the facilities are used to promote wellbeing, inclusivity and sustainability. 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?**

The refurbishment improvement to the facilities will reduce water and electricity consumption to help minimise the overall carbon footprint of the building, through installation of new equipment and facility.

**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?)*

The Town Council have already taken steps to cost the refurbishment and contract out the operation of the facilities and are awaiting transfer of the premises before implementing these. The Council employs a Town Clerk and an Amenities Manager who will liaise closely with Toilet Facility Contractor. The Town Clerk will report back to the appropriate committee of the Town Council in accordance with their constitutional requirements.

**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?**

The Town Council propose to carry out refurbishment works on commitment to transfer to the value of £30,000 of estimated budget. This sum has been set aside on a Commercially Confidential basis.

**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)**

The county council has indicated current running costs of £26,500 after grant + vat per annum for both toilet blocks. The Town Council propose to carry out refurbishment works on Back Lane initially upon commitment to transfer, to the value of £30,000 of estimated budget. This sum has been set aside on a Commercially Confidential basis

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

Revenue Running Costs:

County Council Grant (£11,000 pa commitment at present) and the remainder from Town Council Precept.

Capital Refurbishment

£30,000 from reserves

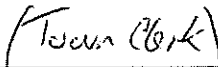
CONTACT SIGNATURE	
Signature of main contact person	
Name of main contact person (in BLOCK letters)	E J HUMPHREYS (Town Clerk)
Date	23/12/2015

## 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	23/12/2015
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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