

Appendix 1.

Telford and Wrekin Council

Community Club Asset Transfer Policy

March 2013



Telford & Wrekin
COUNCIL

Community Club Asset Transfer Policy (CCATP)

1. Introduction & Objectives

Telford and Wrekin Council as a Co-operative Council recognises and wishes to further encourage and support the role voluntary community sport clubs make to the development of sport across the borough.

The Council has a specific focus on sustainable 'community sport' (sport at a grassroots level) and is committed to ensuring accessible opportunities for all. One way the Council can further support this aim is to work in partnership with local community clubs, leagues and local governing bodies of sport such as the Shropshire County FA to promote and facilitate the transfer of assets currently in its ownership.

The CCATP sets out a transparent framework through which the Council may consider requests or seek interest from community clubs or other organisations seeking to secure tenure and control of the Council owned facilities they use.

CCATP Objectives

- Increase participation across the whole community
- Encourage healthy and active lifestyles
- Provide good quality, accessible facilities.
- Ensure pitch and facilities are well designed, fit for purpose, energy efficient and sustainable
- Maximise private and external investment
- Improve the game, players, coaches and volunteers
- Improve safety and safeguarding.

2. Context

For the purposes of this policy asset transfer is defined as a shift in management and/or ownership of land or buildings from the local authority to a community or voluntary sector club or group. There are a number of transfer options e.g. freehold, a long lease, a shorter lease or a licence to occupy. The council will work with successful applicants to ensure the most appropriate form and length of tenure is secured.

Assets in relation to this policy are defined as playing pitches (including where applicable ancillary facilities) in public open space other than a school, leisure centre or formal park.

A transfer will be considered where it is shown to be of value/benefit to the community by for example meeting local demand or improving quality and where the transfer is considered to provide a sustainable management option and/or the transfer will further support the Council in meeting its corporate priorities.

The Council will consider asset transfers requests or may actively seek to promote asset transfer opportunities within the context of the Telford and Wrekin Playing Pitch Strategy. The Strategy identifies a number of existing self help sites and potential community club managed sites (outlined below) that are identified as being a priority for consideration under the policy.

| Name | Location | Facilities | Quality* |
|--------------------------|-----------------|---|-----------------|
| Shukers Playing Fields | Newport | 3 Senior, 1 Junior & 2 mini pitches. Changing facilities | Good |
| Regatta Fields | Ironbridge | 1 Senior, 1 Junior & 1 mini pitch | Average |
| Broadoaks Playing Fields | Donnington | 2 Senior, 2 mini pitches | Average |
| The Elms | Stirchley | 2 Junior & 1 mini pitches | Average |

*As defined in the Telford & Wrekin Playing Pitch Strategy

In order to ensure that current and future demand can be met the Council may seek, from time to time to exclude any sites which it considers to be of strategic importance these will typically be multi pitch sites with changing provision that provide a home for a number of community clubs. However, should a number of clubs wish to submit a joint expression of interest in respect any of the below sites then this would be considered.

| Location | Facilities | Quality* |
|-----------------|---|----------------------|
| Sutton Hill | 3 Senior pitches. Changing facilities | Good |
| Dawley | 1 Senior pitch. Changing facilities | Good |
| Ketley | 2 Senior, 1 Junior & 1 mini pitches. Changing facilities | Good |
| Leegomery | 2 Senior, 1 Junior pitches. Changing facilities | Good |
| Wombridge | 1 Senior pitch. Changing facilities | Good |
| Wellington | 2 Senior pitches. Changing facilities | Good |
| Madeley | Currently 3 senior. New changing provision from 2014. | TBC |
| Malinslee** | Formerly 5 pitches. No Changing facilities. | Currently not in use |

** Strategic site not in use

It is intended that Community Clubs seeking to undertake any asset transfer are exemplars of the respective sports development pathway. (It is noted that this may not always be possible in the case of single pitch sites). They should provide high quality, opportunities for all, irrespective of age, gender, religion and ability. Reference will be made to the respective sports governing body

development plans. In the case of football facilities use of the Football Association's Football Development Plan template is recommended.

Whilst no two organisations needs or circumstances will be exactly the same it is intended that the below form the basis of all agreements for the transfer of any council owned asset under this policy. Requirements including those for monitoring and reporting will be detailed as conditions within each lease or other such agreement.

Applications under the Community Club Asset Transfer Policy will be considered through an initial Expression of Interest form (fig 1) which will be evaluated in accordance with the below criteria:

1. Must be able to demonstrate that the transfer of management/ownership of land will provide community benefit e.g. by helping to grow participation or improving the quality of facilities.
2. Must be able to demonstrate sufficient and sustainable organisational capacity and structure to manage the transfer process and ongoing obligations e.g. a properly constituted organisation with clear roles and responsibilities.
3. Must be able to demonstrate that the organisation is financially sound and that the organisation in a position to access sufficient resources to maintain or achieve a 'good' standard of provision as defined in the Telford and Wrekin Playing Pitch Strategy.
4. Must be able to support the key objectives outlined within the Policy.

A further application with supporting business case will be invited from those organisations satisfying the above criteria.

With regard to any asset transfer it is important that neither the applicant or Council are financially disadvantaged. The decision to dispose of a site under an asset transfer will be agreed if it is the most effective way of realising the potential. All applicants seeking external funding as part of a proposed business case should engage with the local Governing Body i.e. Shropshire County FA and the Council at an early stage to see if the scheme is eligible for external funding. All expressions of interest will be considered on a case by case basis.

3. Process (fig 1)

A standard form is provided to detail the organisation's expressions of interest. Here a brief proposal is outlined that includes the site location, club status, club intentions - level of responsibility, length of commitment, existing provision and/or improvements (small-scale, site-specific build projects) and resources including potential funding. Expressions of Interest will be considered in conjunction with any respective Governing Body Asset Transfer guidance.

Once a formal expression of interest has been received and is considered to meet the requirements of the CCATP or the Council determines to proactively seek expressions of interest the Council is required under Section 123 Local Government Act 1972 to advertise its intentions in a local newspaper for two consecutive weeks and consider any objections, to seek public views on the proposal. Any objections will be presented to the decision maker (Assistant Directors/Lead Cabinet Members) before making a final decision.

If the expression of interest is successful and unchallenged the applicant will be contacted and invited to develop a business case they will also be informed as to what they will need to demonstrate through the business case. If more than one expression of interest is received then each applicant will be invited to develop a business case. It is advised that the applicant work with their associated Governing Body i.e. the Shropshire County FA to develop the supporting documentation.

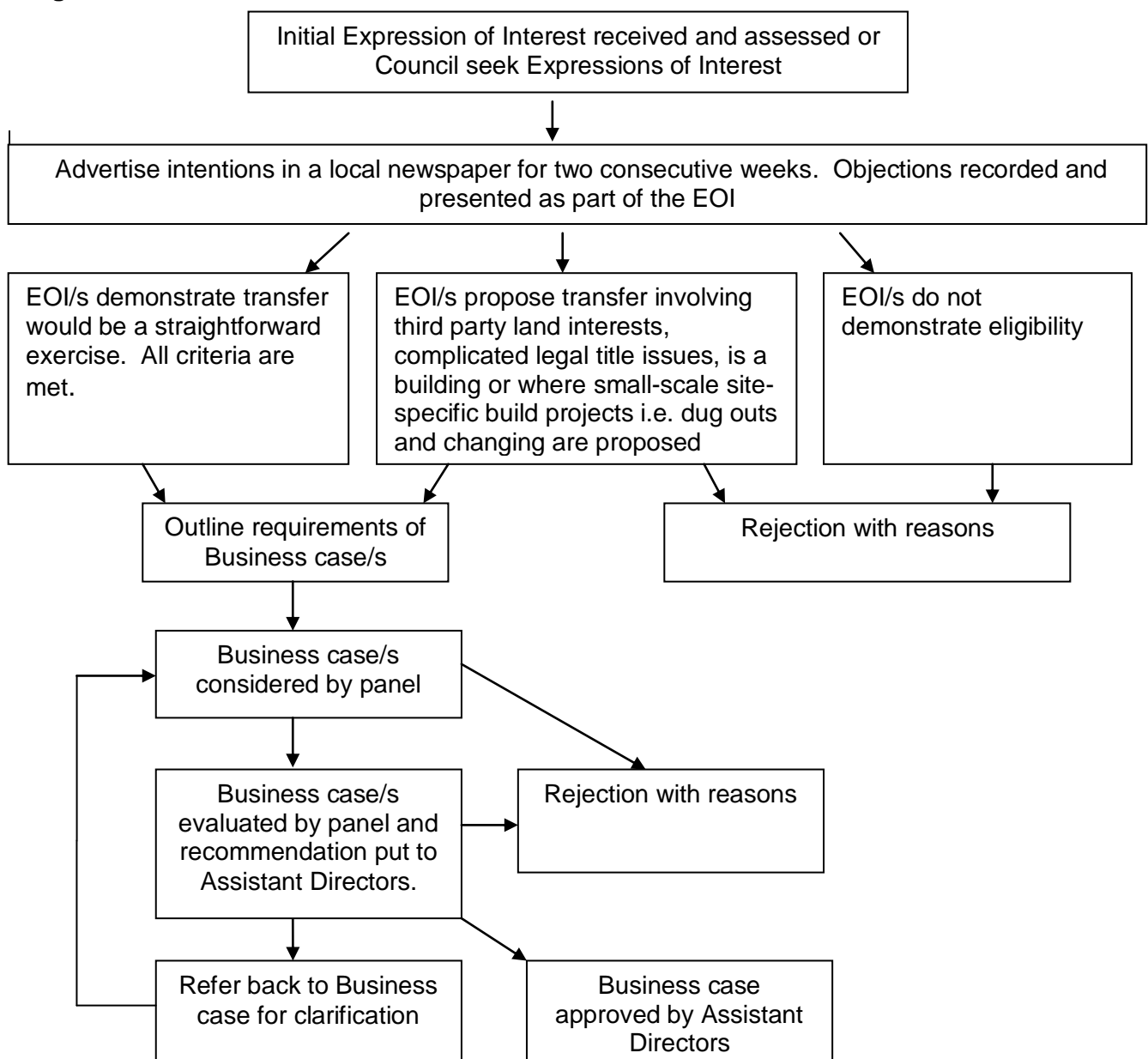
The business case should include a proposed timescale for the transfer and the applicant should be able to confirm that they have capacity to progress the transfer process and respond to issues within a reasonable timescale.

The business case will be considered by a panel consisting of officers from Legal, Design & Property, Environmental Services, Leisure and the Football Association, and will include :

- (i) Any Legal matters relating to the piece of land/terms of transfer.
- (ii) Any financial costs/benefits/issues arising from the proposal.
- (iii) Any planning related matters i.e. The Community Right to Build.
- (iv) Experience/capacity/capability of the organisation involved.
- (iv) Detailed risk assessment of the proposal.
- (v) Details of the transfer agreement.

The panel will make a recommendation to the Assistant Director (Neighbourhood & Leisure Services) and the Assistant Director (Development, Business & Housing) in consultation with the respective Cabinet Members, to consider under delegated authority.

Fig 1.



Business Case Requirements

Applicants will be invited to develop a business case and will be notified of a named officer from the Council who will help support and guide them through the process of developing a suitable business case. As part of the business case applicants will need to consider and demonstrate:

1. Strategic/Community need

Priority will be given to 'self help' sites that have been detailed in the Telford and Wrekin Playing Pitch Strategy (TWPPS). The TWPPS will be used to ascertain any further strategic need such as under-supply. If community need is identified by the club this will need to be linked to the Council's priority areas, areas of deprivation or projects that tackle social inclusion and crime reduction. This might include work with the local police or probation service or other non-football specific community groups and organisations.

2. Length of commitment

Clubs must specify the length of their commitment to managing the facilities/provision. This can be for a minimum of 3 years year up to 25 years.

3. Level of responsibility

Detailed schedules for both grounds and building maintenance that are realistic for the club to achieve must be provided. Templates to support this can be obtained from the sports Governing Body. Where there is a pavilion attached to the pitches associated running costs i.e. utilities, appropriate insurances are to be met by the club.

4. Standard/condition

Consideration will be given to the standard/condition of pitches as defined in the Playing Pitch Strategy (ref TWPPS). Priority will be given to clubs who put forward achievable proposals to improve provision/facilities (in accordance with Governing Body Standards/Guidelines).

5. Club Development

The clubs must be able to demonstrate that they are working towards or have achieved Clubmark or Governing Body equivalent i.e. FA Charter Standard. This will be monitored in conjunction with the appropriate local Governing Body i.e. Shropshire County FA.

6. Competition

The Community Club must provide appropriate competitive opportunities for players at different ages and abilities in different forms of the game.

7. Workforce Development (staff, coaches, tutors, referees, volunteers)

The Community Club must be able to provide evidence that all involved in the governance, officiating, coaching and volunteering within the club adhere to the Governing Body of the sport.

8. Education

As part of the Community Clubs school link work, where appropriate the club must provide pupils with the opportunity to develop their sport at school in and out of school hours. Junior Clubs must

have established links with a minimum of 1 secondary and 1 primary school to help players to progress from junior to adult sport.

9. Women's and Girls'

The Community Club must be able to demonstrate that they are supporting the development of the women's and girls' game at all levels for players, coaches, volunteers and officials. If the club do not directly provide this then affordable access to facilities must be provided.

10. Disabled People

The Community Club must be able to demonstrate that they are providing opportunities for people with a disability, either physical or mental, including special educational needs children. If the club do not directly provide this then affordable access to facilities must be provided.

11. Race Equality (incl. religion, refugees and asylum seekers)

The Community Club must be able to demonstrate that they are positively supporting equality of access to all groups.

12. Equity

Clubs who take on the management and or ownership of provision will have priority over those facilities but must ensure wider community use under appropriate terms.

13. Income generation/external funding

Priority will be given to those clubs that can provide income generating opportunities or demonstrate that there are achievable external funding opportunities.

14. Communication

The Club must be willing to have regular communication with the local authority representatives to discuss issues of concern, agree/review costs, and to identify development initiatives/opportunities

