



Community Asset Transfer – Stage 1 - Expression of Interest

Before submitting an application interested voluntary and community organisations are encouraged to discuss their options, their suitability and the scope of community asset transfer with Richard Davies the Community Asset Transfer Support Consultant (01 443 229 587 or 0772 007 2580).

These informal discussions will help them to prepare for the process of making a formal application for transfer. The Council recognises that developing the business case and preparing an application for community asset transfer can be both time consuming and resource intensive for organisations.

Stage 1 of the application process has therefore been designed to assess whether any potential application will meet the Council’s suitability criteria.

We will not be able to process your application unless we receive all the information relevant to your asset transfer. It should not take long to complete and should avoid spending time and valuable resources on an application that is unlikely to be approved by the Council.

Applicants that meet the Council’s suitability criteria will be invited to complete a more detailed Stage 2 application.

1. Please provide details of the organisation making the application

Name of Organisation:	Three Fields Community Trust
Address of Organisation	Suite 6, Floor 6 Clarence House, Clarence Place Newport, NP19 7AA
Contact Name:	Andrew David
Position:	Director & Company Secretary – Three Fields Community Trust
Telephone Number:	01633 223120
Email Address	andrew@sewenergy.org.uk
Date:	5 July 2016

2. Type of organisation

What types of organisation are you e.g. registered charity?	Company Limited by Guarantee Company Registration No. 10244500
Do you have a formal constitution, governance document or set of rules?	Yes, Memorandum & Articles of Association.
If you are not currently established please outline the type of organisation you are considering establishing – registered charity, company limited by guarantee?	Charitable status will be sought if it will help secure additional funding.

3. What is the structure and purpose of your voluntary or community organisation? (If you are not established and set up at the moment please indicate what you think the structure will be)

How many people are involved in your organisation?	Management Committee	2 directors at present 7 members
	Full Time Employees	0
	Part Time Employees	0
	Volunteers	0
When was the organisation established?	Incorporated 21 June 2016, but as an unincorporated group working towards developing the site since December 2014	
What is the purpose and main activities of your organisation?	<p>To develop the Three Fields Site in Undy to bring it into beneficial community use which will include the provision of indoor and outdoor facilities.</p> <p>The initial phase is to construct a building consisting of small meeting hall/community café, a large hall for recreation, social and culture purposes along with a section for education, economic development and delivery of non-statutory services.</p> <p>The members of the Trust, as well as managing the facilities will also work with the community to develop and deliver new services to utilise the facilities.</p>	
Does your organisation have experience of managing an asset? If yes please provide details	The organisation is recently formed and as such has no experience as a body, but some members do. Andrew David as director of the South East Wales Energy has considerable experience running a large charity delivering non-statutory services, that amongst other things has managed grant funded construction related projects of up to £2M a year in partnership with local authorities and Welsh Government. These have involved, budgeting,	

	<p>financial control, tendering, contractor appointment and supervision, planning and building control, health & safety, etc.</p> <p>Paul Turner was a project executive implementing multi-million pound IT infrastructure projects and also on the Project Board to procure, build and implement the Environment Agency's new, £10m, BREEAM 85%+ standard, Head Office in Bristol.</p>
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4. Please tell us about the asset (land or buildings) you are interested in?

Name and address of asset	Three Fields Site in Undy
If this is a speculative application please provide details of the type of asset and location required	A definite proposal for the specific site above.
Type of transfer you are interested in including level of discount and proposed length of lease	Initially a 99-year lease, but we would hope for the freehold once the first phase of the development is completed. We would expect there to be a "claw back" clause for MCC should the site, or part of it be disposed of at a profit.

5. Please tell us about the proposed use of the asset
(please continue on a separate sheet if required but no more than one side of A4)

What do you want the asset for?	<p>As an educational, social and recreational community resource offering the following:</p> <ul style="list-style-type: none"> • A place for all-community celebrations • A place for public meetings • A place where politicians come to meet residents • A place where community members meet each other socially • A place that encourages healthy lifestyles and contributes to the well-being of residents • A place housing local clubs and volunteer activities • A place that community members (and sometimes others), can rent cheaply for a private function • A place that passes on and retells local history • A place where local non-government activities are organised.
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	<p>As well as constructing a building the Trust and its partners will be aiming to develop services, with our goals being to:</p> <ul style="list-style-type: none"> • Inspire projects that bring together residents, small groups and local businesses. • Engage with residents in the development of services and activities • Encourage participation in local activities • Support residents in most need to improve social and economic engagement. • Initiate the development of community-led activities to improve the local environment • Motivate local residents and businesses to become more involved through volunteering • Equip residents with the skills and motivation to improve their life chances • Evaluate what we are doing to ensure it is meeting local needs and delivering beneficial outcomes. <p>As well as the social, recreation and leisure functions the Eco Centre will deliver a far wider range of community services, of which the following are examples:</p> <ul style="list-style-type: none"> • Providing a Drop-In advice facility for the public, community organisations and small businesses • Accommodating a free telephone advice service • A base for outreach activities • Demonstration of technologies relating to energy efficiency, renewable energy, environmental protection and other aspects of sustainable living • Promoting travel plans to include public transport, cycling, walking and electric vehicles • A community sustainable transport hub to include Magor Station • Encouraging local food production and pollinators • Facilities for education and training relating to all aspects of the environment, fuel poverty and health • Provide a hub for a Transition Villages group • Operate fuel purchasing club.
<p>What benefits will this bring to the organisation, the local community and the Council?</p>	<p>The community will have a facility to be proud of, delivering many of the benefits identified and supported in the recent community survey:</p> <ul style="list-style-type: none"> • Create a better place to live • Provide more services locally • Help overcome isolation

- Lead to more active lifestyles
- Retain green amenity space
- Improve community cohesion
- Create local support networks
- Improve the local economy
- Enable more groups to form
- Opportunities to learn new skills
- Help bridge generations
- Provide a “Village Green”
- Create a more self-reliant community
- Provide volunteering opportunities

It will provide in this first phase many of the facilities supported or requested in the survey:

- Hall available for private hire
- Small hall for club and society meetings
- Large hall for amateur dramatics, choral performances, film shows, tea dances, exhibitions
- Community orchard
- Consulting room for advice provision and other voluntary services
- Small conference/meeting room to hire with audio/visual equipment
- Dance studio
- Café/informal meeting place
- Toddler/Children's safe play area (indoors and out) with café
- Indoor Short Mat Bowls

These features will form the second phase as they already partly exist through previous expenditure on the site:

- Outdoor venue for carnivals, fetes, markets, etc.
- Community park for walks, jogging, picnics, etc.
- Nature reserve

These features whilst well supported require considerable additional funding, but will be the focus of our future efforts on phase three:

- Fitness suite with gym equipment
- Art, craft & hobbies workshop
- Youth room

	<p>This project will assist the County Council its budget reduction targets by transferring some of its non-statutory services to the voluntary sector. These services could include:</p> <ul style="list-style-type: none"> • Provide training facilities for other community groups and local businesses • IT provision and training • Providing advice to relieve fuel poverty • Encouraging and facilitating the use of renewable energy • Waste minimisation • Tourist information • Micro business support • Supporting and facilitating the provision services such as physiotherapy, alternative medicine, counselling, money advice, first aid training, etc. • Social Enterprise start-ups • Skill Share and Time Banking
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7. Please tell us about any partners, collaborators and stakeholders

<p>a) If you are proposing any arrangements with public sector or other third sector partners please provide details. Please note the Council will need written verification with this application from partners named that they are supporting the bid.</p>	<p>There are no public sector partners, and the only third sector partner with a funding commitment at present is the South East Wales Energy Agency (SEWEA), a registered charity that has been working for the benefit of residents in Monmouthshire for 20 years.</p> <p>SEWEA will use their funding, plus hopefully the Section 106 money to build the Eco Centre which will include all of the facilities mentioned in Phase One. In return for the Section 106 money, a 99-year lease from the Trust at a peppercorn rent and in recognition of previous preparatory works carried out with Section 106 money, it will make available the spare capacity of both large hall and small meeting room/café for community use. This use will be managed by the Trust who will cover the running cost associated with its use.</p> <p>Whilst still under development, both Network Rail and Welsh Government are very interested in the Walk-Way station which is unique in this country. This could provide an income stream through a ticket sales franchise, with</p>
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	MAGOR also aiming to get some capital from the New Station Fund to help fund the planned future phases. With the station costing £5-7million there could be £1/4 - 1/2million towards the site.
b) If this application is in respect of an asset with existing users (that do not fall within the remit of 7a above) please provide written evidence from them that they are aware of this application	The only existing informal users are the local Brownie group that is improving the orchard on the site. This group is represented on the committee and it is the aim of the Trust to maintain the orchard as a community asset, and so welcome the involvement of the Brownies. Their use therefore falls within 7a.

8. Finance

Is there any finance/ funding in place to support the application?	SEWEA has committed £700k and we are hoping that MCC will be able to release the £249k Section 106 money being held to provide community facilities on the site. These funds would be sufficient to proceed with the proposed initial phase of the development without further funding being required. There is scope for further facilities on the site for which the Trust will continue to explore funding opportunities.
Have you (or any partners) experienced any financial or legal issues which could impact on the operation of the facility e.g. bankruptcy, county court judgements, legal disputes or similar?	No

The Council reserves the right to check the accuracy of the information submitted within the Authority and with other agencies

Please return the completed form to:

**Richard Davies
Community Asset Transfer Consultant
Gwent Association of Voluntary Organisations**

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Email: richard.davies@gavowales.org.uk

