



## **Community Asset Transfer**

### **Frequently Asked Questions**

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##### **1.1 What Council owned property is available for community use?**

Community property and land includes parks, open spaces, play areas, community halls, museums, heritage buildings, monuments and allotments. For a full list of community owned property and a guide to whether it is let please visit the property list found on the council web site link below:-

<https://northnorthants.gov.uk/your-council/transparency-and-open-data>

##### **1.2 What advice is available to help me?**

The Council cannot advise you on what is right for you, we would need to consider any application impartially as we hold community property in trust for the local area.

There are helpful web sites reference in the Council policy, the main ones listed below:-

[Understanding Community Asset Transfer guide - for community organisations - Power to Change](#)

[Community asset transfer - Locality](#)

[Understanding Community Asset Transfer - MyCommunity](#)

##### **1.3 Can I apply to the Council to transfer other property on the property list?**

Other property and land held by the Council is for various reasons such as operational sites (e.g. refuse sites, offices, civic halls, care homes and schools), regeneration (e.g. development sites) and investment purposes (e.g. shops, industrial units and business units). These are under regular review by the Council and should one become surplus and no longer required then they will follow a disposal process. Until these have determined as surplus they are unlikely to be available for community transfer.

##### **1.4 Will we incur costs for the transfer of the asset to us?**

As with all property purchases or lettings there will be a cost to the organisation for professional fees (surveyors, lawyers etc) which your organisation will have to bear as these services will be procured by you to give you advice. The Council will pay their own professional fees.

The transfer will be subject to a valuation and the organisation are expected to pay the market value for the property. However, the market value will be in part



determined by the use, and the Council would restrict the use to community use, and this will have a negative effect on the value. It is a complicated situation regulated by statute and each case will be determined independently but using regulated policy and processes, we would confirm this with you from the outset.

**1.5 Will there be any limits on what we can do with the property?**

Property and land are subject to planning and listed building controls and you will need to make your own enquiries to determine the Use Class and any listed building status. In terms of the operational use of the building the Council will impose a restriction that community use is retained for the main use of the property or land. Ancillary commercial use to support the main use may be considered.

**1.6 I have been asked to submit a full application including a business plan. What should I include in the business plan?**

It depends on how long the asset transfer is, the longer the term of a lease or if it is a freehold transfer, the more information you will need to provide. The property services team will advise you further on this. But typically a business plan will include some or all of the following:-

- A statement of the aims and objectives of the organisation and how the benefits to furthering these objectives that a Community Asset Transfer would provide.
- Social impact benefits – description of who the organisation serves, including the number of individuals/groups benefiting from the service, the degree of support and any information on number of people that use the service. Demonstrate how the organisation improves the quality of life of people living in North Northamptonshire.
- Economic impact benefits – include the management structure, number of employees, details of any expansion and jobs created as a result of the asset transfer. Give details of your volunteering policy and numbers of volunteers working for the organisation.
- Governance arrangements – confirm the legal entity that would be the transferee, provide a current written governing document (such as Memorandum and Articles of Association). Provide a governance policy and include your safeguarding policy and process.
- Equality and Diversity Policy
- Property and Land information – provide details of current ownership or leasehold interests, information on management arrangements and experience of property responsibilities. This should include the type and headline terms of the transfer requested, and why.
- Health & Safety Policy
- Insurance Policy for public liability and employer liability. We require £5,000,000 public liability insurance.
- Financial Accounts - a viable financial model showing the investment available to the organisation, evidence of the ability to attract funding, three years financial accounts and recent bank statement.



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- Marketing – how you will reach out to new customers and how will the asset support this policy.
- Partnership – how will the transfer contribute to a productive partnership between the Council and the organisation
- Environmental Impacts – proposals for energy efficiency, recycling of waste and/or natural benefits such as increased biodiversity or carbon reduction.

The web sites referred to in number 1.2 above may provide further information on the business plan.

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