

# Appendix 1

COMPLETED / NO FURTHER ACTION	FAMILY CONTACT LINE	LEASE
EGP	Family Contact Centre (Former Darby & Joan Club)	MGMT AGREEMENT WITH CWB - TO BE DISPOSED OF
CWB	Bowfell	MANAGEMENT AGREEMENT
EGP	Park House	VARIOUS LEASES NOW OUT TO INFORMAL TENDER
ETO	Denzell Gardens	REOCCUPIED
EGP	Chapel Road Sale (73)	LEASE
OTHER	Flixton Pond, Ambleside Road	LEASE
OTHER	Riverside Drive, Flixton	LEASE
OTHER	Larkhill Centre	LEASE
OTHER	Lesley Road, Stretford	LEASE
OTHER	Altrincham	LEASE
OTHER	Ashton on Mersey	LEASE
OTHER	Hawthorn Lane, Ashton on Mersey	LEASE
OTHER	Smiths Field, Timperley	LEASE
OTHER	Lees Field Davyhulme	LEASE
OTHER	Shawe Road, Flixton	LEASE
OTHER	Valley Road, Flixton	LEASE
OTHER	Clay Lane Bowdon	LEASE
OTHER	Cecil Avenue, Sale	LEASE SURRENDERED
OTHER	Timperley	LEASE
OTHER	Moss Lane Altrincham	LEASE
OTHER	St Georges Road, Altrincham	LEASE
OTHER	Ridgeway Road, Timperley	LEASE
OTHER	Altrincham Golf Course, Driving Range	BEING REVIEWED AS PART OF LEISURE REVIEW WITH TRANSFORMATION
ETO	Waiton Park Leisure Centre	OWNED BY USERS
ETO	Washway Road, Sale (9/13)	NO LEASE IN PLACE - CAB MOVE TO SALE WATERSIDE BUILDING AND LAND NOW SOLD
EGP	17 Regent Road, Altrincham	LEASE COMPLETED
EGP	The Beacon Centre, Firwood	LEASE 99 YEARS
EGP	The Hub Pownall Road	LEASE 25 YEARS
ETO	Crossford Bridge	MANAGEMENT AGREEMENT
ETO	Stretford Stadium	OWNED BY A.C.
ETO	Stretford Stadium	MANAGEMENT AGREEMENT
ETO	Timperley Athletics Stadium	MANAGEMENT AGREEMENT
ETO	Leigh Road Tennis Courts	LEASE

## Appendix 2

<b>Timescales involved in a Community Asset Transfer</b>		
<p><b>1. Request</b></p> <p>Requests for a transfer could come from either a voluntary and community organisation or a Council Service.</p> <p>If the transfer request comes from a VCSO the organisation will be sent a copy of this 'Guide to how to apply for Community Asset Transfer' which summarises the process and will be directed towards completing an initial Expression of Interest (EOI) providing details about the organisation and identifying the building proposed to be transferred.</p> <p>The Single Point of Contact will liaise with the Directorate responsible for the asset to ensure they are happy for the disposal of the asset to go ahead</p> <p>If the Asset is unavailable the single point of contact will inform the voluntary and community organisation concerned as to the reasons why the transfer cannot go ahead</p> <p>At that point the request will be referred to the Strategic Lands Group for endorsement for the transfer to be taken to the next stage.</p> <p>The market / fair value of the community asset proposed to be transferred will be assessed and the next stage of the process will be dictated by the value of the asset is set out below:</p>	<p><b>2 months</b></p>	
<p><b>For assets of a lower values (less than £100,000) the next stage of the process will be :</b></p>		
<p><b>2. Building the case</b></p> <p>If the Asset is available, a business plan and feasibility study will be requested from the voluntary and community organisation identifying their plans for the building and identifying any local support for the proposal amongst local members and the local community. The voluntary and community organisation will have to demonstrate that their proposals have real community benefit and can help the Council achieve its corporate targets.</p> <p>This will be presented to the Strategic Lands Group for discussion and if approved submitted for final approval</p>	<p><b>3 months</b></p>	<p><b>Total – 7 months</b></p>
<p><b>3. Report to Corporate Director – Economic Growth &amp; Prosperity</b></p> <p>Final report recommending transfer and outlining the terms and conditions to be approved by the Executive Members for EGP and the relevant service area, with consultation with relevant Ward Members.</p>	<p><b>2 months</b></p>	
<p><b>4. Transfer</b></p> <p>Transfer may be immediate. However, the Council recognises that there may be significant advantages to a phased handover – especially if the Council will be running it as an operational asset prior to the voluntary and community organisation taking possession.</p>	<p><b>2 months</b></p>	

## Timescales involved in a Community Asset Transfer

**For assets of a higher value (more than £100,000) the next stage of the process will be :**

<p><b>2. Sponsoring Service</b></p> <p>The Sponsoring Service would be the Council service with most appropriate links to the organisation requesting an asset transfer.</p> <p>Work may also need to be undertaken to verify the credentials of the voluntary and community organisation.</p>	<p><b>2 months</b></p>	<p><b>Total – 13 -17 months</b></p>
<p><b>3. Report to Strategic Lands Group</b></p> <p>The report will detail relevant information which the Group will need to decide whether to proceed 'in principle'. The report will include the views of the Ward Councillors and include information on the organisation, the asset and importantly the community benefit potential of an asset transfer</p> <p>If the transfer request has been made by a Council Service the Lead Service will be seeking permission to promote the opportunity to the wider voluntary and community sector or will be seeking permission to take forward the transfer in partnership with a specific voluntary and community organisation.</p>	<p><b>2 months</b></p>	
<p><b>4. In principle decision</b></p> <p>The decision to proceed (if support for the transfer is obtained) will be 'in principle'.</p> <p>It will represent a decision to proceed with exploring the feasibility of the transfer as a voluntary and community organisation/Council partnership. Therefore is will be subject to a viable business plan and associated business development process, which will determine level of market discount, length and condition of lease, etc.</p>	<p><b>1 month</b></p>	
<p><b>5. Detailed development stage</b></p> <p>This phase will enable the substantial development work to be undertaken towards a viable business plan with the voluntary and community organisations maintaining regular contact with the Council. The Council will also provide information required to make the development process as straight forward as possible. During this time the Council and the voluntary and community organisation will also be making in principle agreements around heads of terms, levels of discount, length of lease, etc.</p>	<p><b>4 – 8 months</b></p>	
<p><b>6. Report to Exec Member – Economic Growth &amp; Prosperity for decision</b></p> <p>The Corporate Director will produce a final report recommending transfer and outlining the terms and conditions.</p>	<p><b>2 months</b></p>	
<p><b>7. Legal documentation</b></p> <p>Transfer may be immediate. However, the Council recognises that there may be significant advantages to a phased handover – especially if the Council will be running it as an operational asset prior to the voluntary and community organisation taking possession.</p>	<p><b>2 months</b></p>	
<p><b>8. Transfer completed</b></p>		

**2 (a) Assets of Community Value – Community Right to Bid  
Application Process from asset nomination received to decision  
(8 weeks)**

