

January/February 2018

To whom it may concern

Dear Sir/Madam,

**1 & 2 Bank Cottages, Long Street, Newport, Pembrokeshire:  
Community Asset Transfer Opportunity**

The Pembrokeshire Coast National Park Authority has recently closed the above premises following a resolution of the Authority dated 29<sup>th</sup> September 2017. At a meeting on the 29<sup>th</sup> November 2017 the National Park Authority resolved to invite discussions for the future use of its now vacant and surplus property within the principle of Community Asset Transfer as set out and provided for within the Welsh Government document entitled 'Community Asset Transfers in Wales - A Best Practise Guide' March 2016. That document is available to view or download via the Welsh Government's own website.

The Pembrokeshire Coast National Park Authority has instructed JJ Morris Chartered Surveyors to promote awareness of this Community Asset Transfer opportunity via the use of our local market profile and various established promotional platforms.

We are now writing to you in response to the initial approach which you have made and enclose the following information for your reference and ongoing attention:

- An Expression of Interest (EOI) form
- A specimen Application Assessment Matrix against which all valid EOI forms will be assessed and scored by the National Park Authority
- A package of supporting explanatory information comprising:
  - Location plan (1 page)
  - Photo of building (1 page)
  - Building layout Plan ( 1 page)
  - Recent utility bills (3 pages)
  - Recent Business Rates bill (1 page)
  - Planning Permission for existing use ( 1 page)
  - Land registry Title for No. 1 Bank Cottage ( 3 pages)
  - Land Registry Title for No. 2 Bank Cottages ( 3 Pages)

5 High Street, Cardigan  
Ceredigion. SA43 1HJ  
T: (01239) 612343  
F: (01239) 615237  
E: cardigan@jjmorris.com

21 West Street, Fishguard  
Pembrokeshire. SA65 9AL  
T: (01348) 873836  
F: (01348) 874166  
E: fishguard@jjmorris.com

4 Picton Place, Haverfordwest  
Pembrokeshire. SA61 2LX  
T: (01437) 760440  
F: (01437) 760755  
E: haverfordwest@jjmorris.com

Hill House, High Street, Narberth  
Pembrokeshire. SA67 7AR  
T: (01834) 860260  
F: (01834) 869190  
E: narberth@jjmorris.com

Cardigan Market  
Tel: (01239) 613228  
Fax: (01239) 613872

Crymch Market Tel: (01239) 831845

Whitland Market  
Tel: (01994) 240665  
Fax: (01994) 240766  
E: whitland@jjmorris.com

Directors: D.A. Thomas, FNAEA, J. R. Davies, MRICS, FAAV, J. C. E. Nicholas, MRICS  
Consultant: M. R. Evans, FRICS, FAAV

# J.J. Morris

**AMC**  
AGENT

CHARTERED SURVEYORS, ESTATE AGENTS, VALUERS & AUCTIONEERS  
Specialising in Residential, Commercial and Agricultural Properties

www.jjmorris.com

Can we please draw your attention to the guidance notes at the end of the EOI form which details the format in which all EOI must be submitted and that the deadline date for EOI submissions is 12 noon on 28 February 2018. We are also instructed by the National Park Authority to advise you that:

- EOI forms received before the submission deadline will remain sealed and unopened until the deadline has passed.
- Any EOI received after the deadline will not be considered.
- Any EOI received which have not used the Expression of Interest Form will not be considered.
- All EOIs which are received in the required format and within the required deadline will be considered by the National Park Authority's Projects & Property Group. That process will result in the identification of a preferred party. Unsuccessful parties will be notified by the National Park Authority and provided with an explanation. Discussions will then continue with the preferred party and if a viable business plan can be satisfactorily demonstrated, a final recommendation will be presented to the National Park Authority for its consideration.

Yours sincerely



**Arwel Thomas**  
**JJ Morris**

encs

- Expression of Interest Form
- Specimen Scoring matrix
- Supporting explanatory package

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Directors: D.A. Thomas, FNAEA, J. R. Davies, MRICS, FAAV, J. C. E. Nicholas, MRICS

Consultant: M. R. Evans, FRICS, FAAV

c:\users\14347\appdata\local\microsoft\windows\inetcache\content\outlook\ofno6r\eoletter jan 2018 (003).doc  
J.J. Morris is the trading name of J.J. Morris Limited. Company Registered in Wales No.: 5100550

Trading address: 5 High Street, Cardigan, Ceredigion. SA43 1HJ Registered Office: 45 High Street, Haverfordwest, Pembrokeshire. SA61 2BP

**OFFICIAL COPY  
OF REGISTER ENTRIES**

This official copy shows the entries subsisting on the register on **15 February 2006 at 13:47:54**. **This date must be quoted as the 'search from date' in any official search application based on this copy.**

Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.

Issued on 15 February 2006.

This title is dealt with by

**Land Registry Wales Office.**

LAND REG TITLE FOR  
NO 1 BANK GTOGG  
LONG ST  
NEWPORT

hwn yn dderbyniol fel tystiolaeth i'r un graddau a'r gwreiddiol.

Anfonwyd ar 15 Chwefror 2006.

Gweinyddir y teitl hwn gan

**Gofrestrfa Tir Swyddfa Cymru.**

**Land Registry  
Cofrestrfa Tir**

Title Number / Rhif y Teitl: **CYM263682**

Edition Date / Dyddiad yr Argraffiad: 15.02.2006

**A: Property Register / Cofrestr Eiddo**

*This register describes the land and estate comprised in the title.*

*Mae'r gofrestr hon yn disgrifio'r tir a'r ystad a gynhwysir yn y teitl.*

PEMBROKESHIRE  
SIR BENFRO

1. (15.12.2005) The **Freehold** land shown edged with red on the plan of the above title filed at the Registry and being Tourist Information Centre, Long Street, Newport (SA42 0TN).
2. (15.12.2005) The land has the benefit of the rights granted by but is subject to the rights reserved by a Conveyance dated 21 December 1981 made between (1) Leonard Worsley Dands and Lucy Mary Worlsey Dands (Vendors) and (2) Dyfed County Council.

*NOTE: Copy filed.*

**B: Proprietorship Register / Cofrestr Perchnogaeth**

*This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.*

*Mae'r gofrestr hon yn nodi natur y teitl ac yn enwi'r perchennog. Mae'n cynnwys unrhyw gofnodion sy'n effeithio'r hawl i waredu.*

**Title Absolute / Teitl Llwyf**

1. (15.12.2005) **PROPRIETOR:** PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY of Llanion Park, Pembroke Dock, Pembrokeshire SA72 6DY.

**C: Charges Register / Cofrestr Arwystlon**

*This register contains any charges and other matters that affect the land.*

*Mae'r gofrestr hon yn cynnwys unrhyw arwystlon a materion eraill sy'n effeithio ar y tir.*

1. (15.12.2005) A Conveyance of the land in this title and other land dated 20 August 1963 made between (1) Percy Gordon Reynolds and (2) Mabel Margaret Knott contains rights, easements, exceptions and reservations, agreements and declarations but neither the original deed nor a certified copy or examined abstract thereof was produced on first registration.

---

**END OF REGISTER / DIWEDD Y GOFRESTR**

*NOTE: The date at the beginning of an entry is the date on which the entry was made in the Register.*  
*NODYN: Y dyddiad ar ddechrau'r cofnod yw'r dyddiad y gwnaethpwyd y cofnod ar y Gofrestr.*



**OFFICIAL COPY  
OF REGISTER ENTRIES**

This official copy shows the entries subsisting on the Register on 24 March 2005 at 10:07:48.

This date must be quoted as the 'search from' date in any official search application based on this copy.

Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.

Issued on 24 March 2005.

This title is dealt with by  
Land Registry Wales Office.

LAND REG TITLE FOR  
NO 2 BANK COTTAGE  
LONG ST  
NEWPORT

Odan a'r Deddf Cofrestru Tir 2002, mae'r copi hwn yn dderbyniol fel tystiolaeth i'r un graddau a'r gwreiddiol.

Anfonwyd ar 24 Mawrth 2005.

Gweinyddir y teitl hwn gan  
Gofrestrfa Tir Swyddfa Cymru.

## Land Registry Cofrestrfa Tir

Title Number / Rhif y Teitl: **CYM221562**

Edition Date / Dyddiad yr Argraffiad: 23.03.2005

### **A: Property Register / Cofrestr Eiddo**

*This register describes the land and estate comprised in the title.*

*Mae'r gofrestr hon yn disgrifio'r tir a'r ystad a gynhwysir yn y teitl.*

PEMBROKESHIRE  
SIR BENFRO

- (23.03.2005) The **Freehold** land shown edged with red on the plan of the above title filed at the Registry and being 2 Bank Cottages, Long Street, Newport (SA42 0TN).
  - (23.03.2005) The land has the benefit of the rights granted by but is subject to the rights reserved by a Conveyance of the land in this title and other land dated 20 August 1963 made between Percy Gordon Reynolds (Vendor) and Mabel Margaret Knott (Purchaser)
- NOTE:-Copy filed.*
- (23.03.2005) The Conveyance dated 20 August 1963 referred to above contains a provision as to boundary structures.

### **B: Proprietorship Register / Cofrestr Perchnogaeth**

*This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.*

*Mae'r gofrestr hon yn nodi natur y teitl ac yn enwi'r perchennog. Mae'n cynnwys unrhyw gofnodion sy'n effeithio'r hawl i waredu.*

#### **Title Absolute / Teitl Llwyf**

- (23.03.2005) **PROPRIETOR:** PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY of Llanion Park, Pembroke Dock SA72 6DY.

**B: Proprietorship Register continued / Parhad o'r Gofrestr Perchi,**

2. (23.03.2005) The price stated to have been paid on 18 February 2005 was £140,000

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**END OF REGISTER / DIWEDD Y GOFRESTR**

*NOTE: The date at the beginning of an entry is the date on which the entry was made in the Register.  
NODYN: Y dyddiad ar ddechrau'r cofnod yw'r dyddiad y gwnaethpwyd y cofnod ar y Gofrestr.*

TITLE NUMBER  
**CYM221562**

PEMBROKESHIRE / SIR BENFRO



ANCE SURVEY MAP REFERENCE:

SN0539SE

SCALE 1:1250

OWN COPYRIGHT. Produced by HMLR. Further reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number GD 272726.



This title plan shows the general position of the boundaries: it does not show the exact line of the boundaries. Measurements scaled from this plan may not match measurements between the same points on the ground. For more information see Land Registry Public Guide 7 - Title Plans.

This official copy shows the state of the title plan on 24 March 2005 at 10:07:40. It may be subject to distortions in scale. Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original. Issued on 24 March 2005.

This title is dealt with by the District Land Registry for Wales.

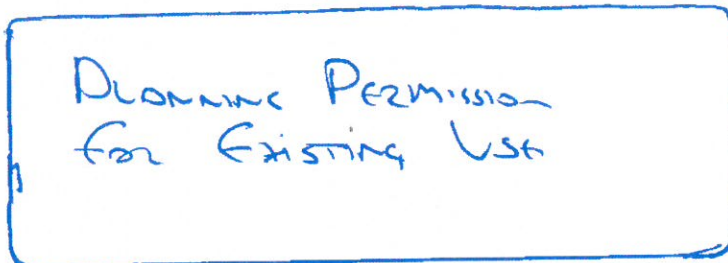


## PLANNING PERMISSION (FORM D)

Name and address of applicant

Name and address of Agent (if any)

Mr A Muskett  
PCNPA  
Building Projects Assistant  
Llanion Park  
Pembroke Dock  
Pembrokeshire SA72 6DY



### Part I - Particulars of application:

Date of application: 10/07/2007 Application Number: NP/07/368

Particulars and location of development: Alteration & enlargement of Visitor Centre, external alterations & new forecourt  
1 & 2 Bank Cottages, Long Street, Newport

### Part II - Particulars of decision:

The PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY hereby give notice in pursuance of the provisions of the Town and Country Planning Act 1990 that PERMISSION HAS BEEN GRANTED for the carrying out of the development referred to in Part I hereof in accordance with the application and plans submitted subject to the following conditions:

1. The development hereby permitted shall be begun not later than the expiration of FIVE YEARS beginning the date of this permission.
2. The development hereby permitted shall be carried out, and thereafter retained, strictly in accordance with the amended plan received by the National Park Authority on 10th August, 2007 and subject to any following conditions.
3. Full details of the proposed porch/wind shelter shall be submitted to and approved in writing by the National Park Authority prior to the commencement of works.
4. A sample panel of suitably pointed stonework for the forecourt walls shall be prepared on site for inspection and approval, in writing, by the National Park Authority.

### Reasons:

1. Required to be imposed pursuant to Section 91 (1) of the Town and Country Planning Act 1990.
- 2, 3. To ensure a proper standard of development and appearance in the interests of conserving the amenities and architectural character of the area. (Pembrokeshire Joint Unitary

### Note:

The permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, order or regulation.

  
For the National Park Authority

Pembrokeshire Coast  
National Park Authority

Llanion Park  
Pembroke Dock  
Pembrokeshire SA72 6DY  
Tel: 0845 345 7275  
Fax: 01646 689076  
Email: pcnp@pembrokeshirecoast.org.uk



Date:

August 29 2007



**Business Rates Bill  
 For Tax Year 2017/18**

2017/18  
 YDDYD ARIANNOL 2017/18

Ref No. **10006383**  
 Rhif. Cyf.

Charge in respect of / Tâl ynglŷn â

PEMBROKESHIRE COAST NATIONAL  
 PARKS  
 PEMBS COAST NATIONAL PARK  
 AUTHORITY  
 LLANION PARK  
 PEMBROKE DOCK  
 PEMBROKESHIRE  
 SA72 6DF

BANK COTTAGES  
 1 LONG STREET  
 NEWPORT  
 PEMBROKESHIRE  
 SA42 0TN



Date of issue **20/03/2017**  
 Dyddiad dosbarthu  
 Reason for bill  
 Rheswm dros y bil  
 Annual  
 Blynnyddol

**Transitional Calculation**  
 Rateable value x Multiplier = National Chargeable Amount

Community \ Cymuned: 9  
 Description \ Disgrifiad: Information Centre  
 Rateable Value \ Gwerth Ardrethol: £6500.00  
 Property Reference \ Cyfeirnod Eiddo: N0720700600

**Cyfrifo Trosiannol**  
 Gwerth ardrethol x Lluosydd = Swm Taladwy Cenedlaethol  
 £6500.00 x 0.499 = £3243.50

01/04/2017	Charge For Period	R V 6500	Pembrokeshire Coast National Park	£3243.50
31/03/2018	Tâl Am Gyfnod		27 MAR 2017	
01/04/2017	Transitional Relief For Period		Rate Received:	£-202.72
31/03/2018	Rhyddhad Trosiannol I Gyfnod		Rate Returned:	
01/04/2017	Small Business Relief		Order No:	£-2973.21
31/03/2018	Gostyniad Busnes Bach		Invoiced Certificate:	
			Payment:	
			Authorisation:	

If the liable party for this demand is incorrect, you must provide accurate details of the new occupier, and relevant dates without delay  
 Os yw'r parti sy'n atebol am y gorchymyn yn anghywir, mae'n rhaid i chi ddarparu manylion cywir o'r preswylwr newydd, a'r dyddiadau perthnasol yn ddi-odded.

**AMOUNT PAYABLE BY YOU** **£67.57**  
**SWM SY'N DALADWY GENNYCH**

Instalments to be paid by: Direct Debit 15th Monthly / RHANDALIADAU I'W TALU GYDA/GYDAG: Debyd Unlongyrchol 15fed Misol

First instalment due on 15/04/2017  
 RHANDALIAD CYNTAF YN DDYLEDUS AR 15/04/2017

1 X 67.37

As at 18/03/2017 your 2016/2017 Rate account is in credit by -20  
 AR 18/03/2017 ROEDD BALANS EICH CYFRIF TRETH GYNGOR 2016/2017 CREDYD O -20  
 This has reduced your 2017/2018 account to leave a balance of 67.37  
 MAE HYN WEDI GOSTWNG EICH CYFRIF 2017/2018 I ADAEL BALANS O 67.37  
 The credit from 2016/17 has been used to reduce your 2017/18 instalments  
 DEFNYDDIWDY Y CREDYD O 2016/17 I OSTWNG EICH RHANDALIADAU 2017/18

Please note that the Council's annual information leaflets and notes explaining discounts/exemptions/methods of payment are available on our website.  
 Please visit [www.pembrokeshire.gov.uk/businessrates](http://www.pembrokeshire.gov.uk/businessrates). A hard copy is also available on request.  
 The County Council is under a duty to protect the public funds it administers. To this end from time to time it may use information provided to it for the prevention and detection of fraud. The information you provide to the Authority may be shared within the County Council and/or shared with other bodies administering public funds, solely for these purposes.

Sylwer: mae tâflenni a nodiadau gwybodaeth blynnyddol y Cyngor sy'n egluro'r disgowntiau/eseemptiadau/dulliau talu, i'w cael ar ein gwefan. Mae croeso i chi fynd at [www.pembrokeshire.gov.uk/businessrates](http://www.pembrokeshire.gov.uk/businessrates). Mae copi caled hefyd ar gael ar gais.  
 Mae'r Cyngor Sir dan ddyletswydd i amddiffyn yr arian cyhoeddus mae'n ei weinyddu. I'r perwyll hwn, o dro i dro, efallai y bydd yn defnyddio'r wybodaeth a ddarparwyd i ddiol i atal a datgelu twyll ac i rannu gyda chyrrif eraill sy'n gweinyddu arian cyhoeddus yn unig ar gyfer y prwparasau hyn





Account enquiries? Call 0845 366 3664

Account number / Invoice Number:  
9438971107 / 000003448871

SPECIMEN ELECTRICITY, GAS  
+ WATER UTILITY BILLS

Invoice period: 23 Sep 17 - 24 Oct 17  
Invoice issue date: 26 Oct 17  
Your ref: N/A 8706  
Page 1 of 4  
C  
Pw 16000

Pembrokeshire County Council  
Pembrokeshire Coast National Park  
Authority  
Blanton Park  
Pembroke Dock  
SA72 6DY



### Electricity invoice: £251.56

Status: This VAT invoice is now due for payment.  
Payment due date: 16 Nov 17  
Meter type: Non Half Hourly  
Billing Cycle/Payment Terms: Monthly/BACS, 21 days, in line with your Terms and Conditions  
Supply address: Newport Visitor Centre, Bank Cottages, Long Street, Newport, SA42 0TN

### Invoice summary

<b>Account balance brought forward</b>	
Account balance last period	£175.00
Payments received	£0.00
<b>Total balance brought forward</b>	<b>£175.00</b>

<b>Supply charges for this period</b>	
Consumption charges for this period	£59.22
Fixed charges	£1.77
<b>Total supply charges for this period =</b>	<b>£60.99</b>
Total transmission and agent charges for this period	£9.82
Total reconciliation due	£2.10
<b>Invoice total (excl. VAT)</b>	<b>£72.91</b>
VAT on £72.91 at 5%	£3.65
<b>VAT total =</b>	<b>£3.65</b>
<b>Invoice total for this period (incl. VAT)</b>	<b>£76.56</b> ✓
<b>Total balance brought forward</b>	<b>£175.00</b>

VAT registration number: 523 0412 02

**Total to pay (incl. VAT) £251.56**

Pembrokeshire Coast National Park

Date Received: 30 OCT 2017

Date Returned: 02 NOV 2017

Order No: \_\_\_\_\_

Invoiced Certified: J. Berger

Payment Authorised: DWA

#### Payment Due Notice

Please note that if there is a balance due detailed above, and the payment is not received by the due date quoted, you may incur late payment interest charges. These are detailed in the "Our Charges" section within your Terms and Conditions.



#### Payment Slip

Bank Giro Credit

Reference (customer account number)

Credit account number

Amount Due  
(No fee payable at PO Counter)

9438971107

143 0971

£251.56

Signature

Date

CHEQUE ACCEPTABLE at BO Counter

Cash

Cheque

Cashier's stamp and initials

43-09-71

EDF Energy Customers plc  
HSBC Bank plc  
Head Office Collection Account

£

Please do not write or mark below this line  
Do not fold this payment slip

94389711071 0000034488711 +0000251561

PIN16214



Crown Commercial Service Supplier

Your ref  
Date: 09/11/2017

Customer Ref 20157791  
Our ref 55037585  
Billing period: Oct-17 to Nov-17  
Invoice No.: 12548334  
Gas Supplied To Pembrokehire Coast National Park N 1 & 2 Bank Cottages SA42 0TN

Pembrokeshire County Council  
Building Projects Officer Andrew Muskett  
Pembrokeshire Coast National Park Authority  
Pembroke Dock  
SA72 6DY  
38800  
08377  
11390

Page: 1 of 1



Meter Point Reference	Meter Serial Number	Previous Read Date	Previous Read	Present Read	Present Read Date	Metered Consumption	Correction Factor	Corrected Consumption	Read Factor	Calorific Value	Total kWh
9205496607	G4A50217581501	01/10/2017	01804 E	01909 C	30/10/2017	105	1.022640	107	1.00	39.3	1,172
9205496607	G4A50217581501	30/10/2017	01909 C	01916 E	01/11/2017	7	1.022640	7	1.00	39.3	78

Have you been setup with access to myCorona yet?  
myCorona is our online account management service that gives you the ability to independently submit readings, monitor your energy usage, view your billing history and raise and track a query 24/7!  
Email setmeup@coronaenergy.co.uk to get online now!

	kWh	Rate p/kWh	Totals
Total Gas Usage	1,250	1.7469	£21.84
Climate Change Levy	0	Relief 100.00% 0.1980	£0.00
Daily Charge	31 Days at £0.48 per day		£14.88
AMR Charge			N/A
Charge for current period			£36.72
VAT @ 5.0%		£36.72	£1.84
<b>Total Invoice Charge</b>			<b>£38.56</b>

Pembrokeshire Coast National Park  
14 NOV 2017  
J. Berge  
ASHA

Pursuant to Schedule 5 Section 7 of The Gas Act 1986 this invoice constitutes a demand in writing for payment of charges due. Corona Energy is a trading name of Corona Energy Retail 4 Ltd.  
Registered office: Edward Hyde Building, 38 Clarendon Road, Watford WD17 1JW. Registered in England & Wales Number 2798334.  
VAT Registration No. : 577 7048 00. CCL Accounting Document.

2 212 2201

Please return this tear-off remittance advice with your payment

Remittance Advice

Invoice Date	Due Date	Customer Ref	Our Ref	Invoice No.	Total Due
09/11/2017	30/11/2017	20157791	55037585	12548334	£38.56

Cheques should be made payable to: Corona Energy Retail 4 Limited  
For payment through the bank, please quote the following: Barclays Bank, Sort Code: 20-05-74 Account Number: 30877700

Please email remittance advice to finance@pembrokeshire.gov.uk



Dŵr Cymru  
Welsh Water

PIN 15366

8362

**Customer Reference**

Cyfeirnod Cwsmer  
3098253701

WEL9WL

**Bill Date** Dyddiad y bil  
23 Aug 17

**Bill Period** Cyfnod y Bil  
15 Feb 17 - 22 Aug 17

08001 1680901020<185>\_S89-PK39/1

PEMBS COAST NATIONAL PARK  
AUTH  
PEMBS COAST NPA  
LLANION PK  
PEMBROKE DOCK  
PEMBS  
SA72 6DY



**dwrcymru.com**

- Pay your bill
- Set up a direct debit
- NEW: sign up for online billing



24 hour payment line  
**0800 028 5209**

Please have your debit/credit card and customer reference number to hand



**Finding it hard to pay?**

There's lots we can do to help if you're struggling. Find out if you can reduce your bill at [dwrcymru.com/money](http://dwrcymru.com/money) or call us on **0800 052 0140**

**You owe £72.61**

Please ensure your payment reaches us before 06 Sep 17.

**Quick Summary**

For services at: Nat Park Info Centre, Long St

Charges you owe this bill period **£72.61**  
15 Feb 17 - 22 Aug 17

**TOTAL this bill**

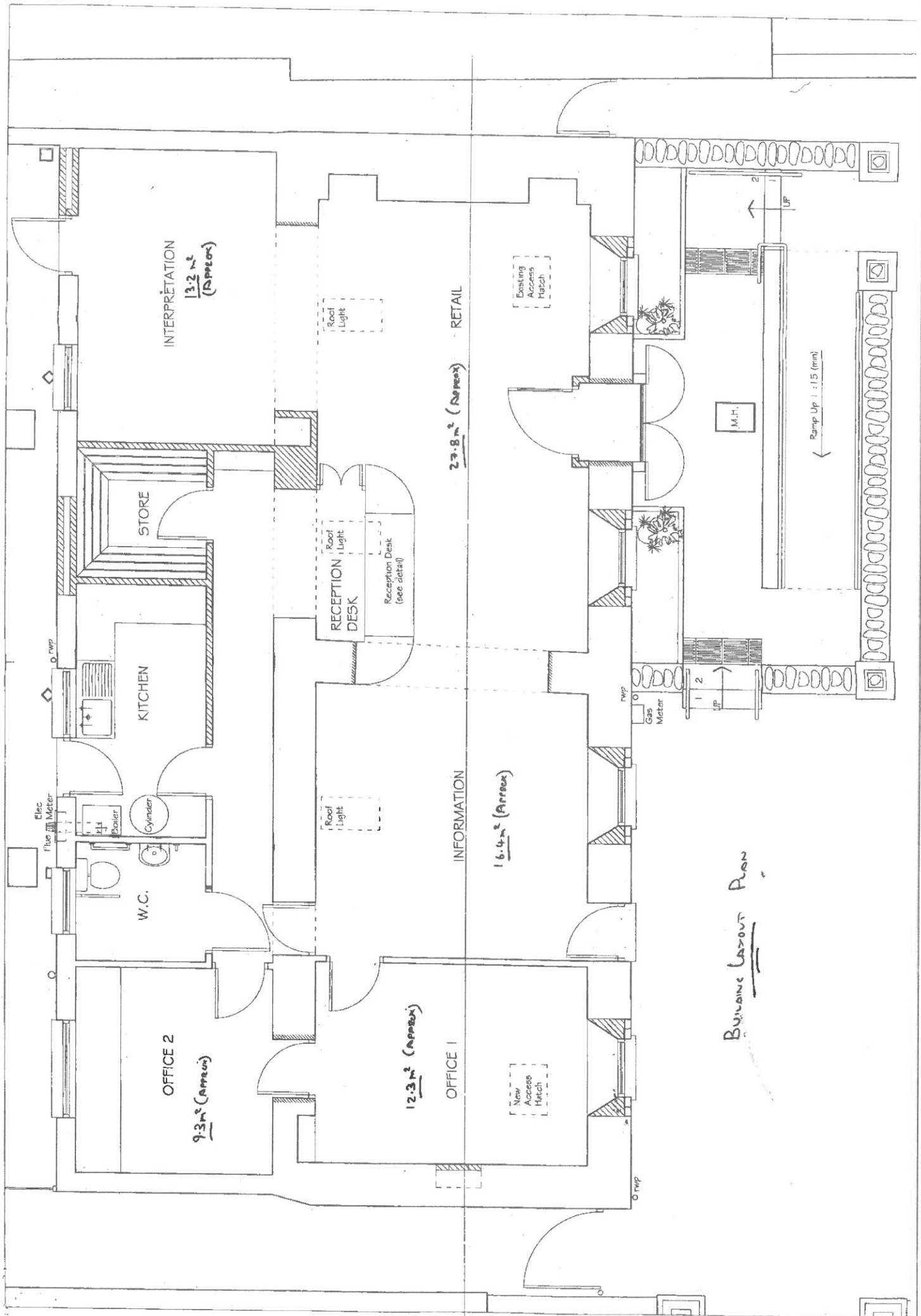
**£72.61**

**Don't damage your credit rating**

We share information with credit reference agencies. Paying on time can improve your rating and may make it easier to get credit in future.

Pembrokeshire Coast National Park	
Date Received:	23 AUG 2017
Date Returned:	1 SEP 2017
Order No:	
Invoiced Certified:	J. Berger
Payment Authorised:	ASWA

2 212 2320

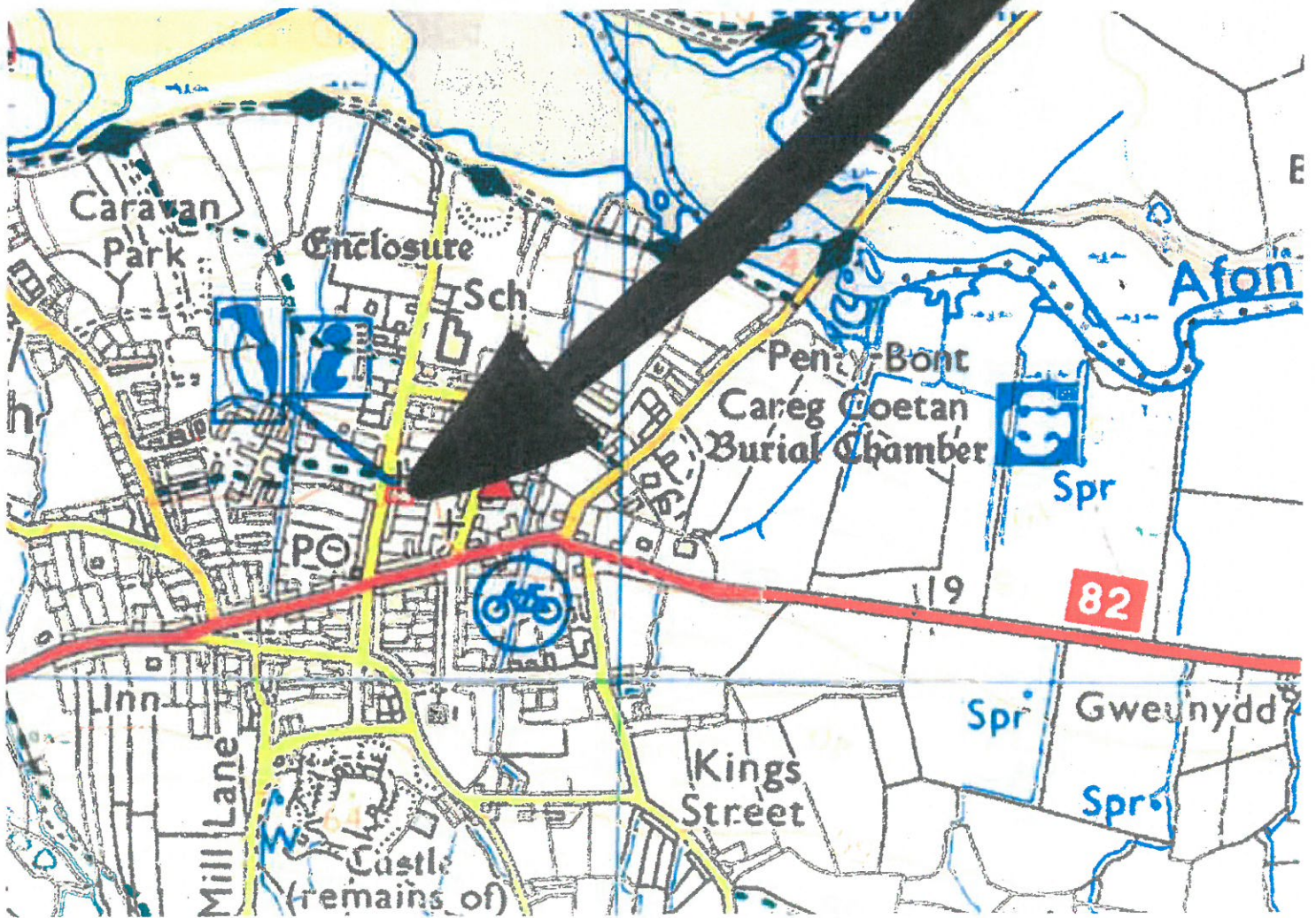


Business Layout Plan



PHOTOS OF FRONT ELEVATION







Parc Cenedlaethol  
Arfordir Penfro  
Pembrokeshire Coast  
National Park

## COMMUNITY ASSET TRANSFER

### Projects & Property Group Application Assessment Matrix (For internal use only)

Date Application Received	
Names of Applicant	
Names of Applicant Organisation	
Details of Asset	

A score of 1 to 10 will be awarded by the assessors on responses/information provided by the applicant to each criterion, where the criteria number is marked with an \*, e.g. 1\* the scoring will be of a total of 20 as this is a weighted criterion:

Inadequate Acceptable Strong

1 \_\_\_\_\_ 5 \_\_\_\_\_ 10

\*1 \*10 \*20

**Applicant Organisation**

<b>B</b>	<b>Criterion</b>	<b>Score</b>	<b>Any comment</b>
<b>1</b>	Has the legal standing of the organisation been clearly defined and established?		
<b>2</b>	Does the organisation hold an AGM or similar governance meeting?		
<b>3</b>	Has the organisational management and staffing structure been clearly defined?		
<b>4</b>	Has the organisation demonstrated it is financially sustainable/viable?		
<b>5</b>	Does the organisation have written procedures covering:		
	Recruitment & Induction		
	Training & Development		
	Health & Safety		
	Equality & Diversity		
	Safeguarding		
	Disclosure Barring Service Checks		
	Grievances/complaints		
<b>6</b>	Has the organisation any current insurance policies in place or been refused insurance cover?		

## The Business Case for Awarding Asset Transfer:

### The Proposal

C	Criterion	Score	Any comment
1	Are the Aims and Objectives of the organisation in accordance with the applicant's proposal?		
2	Does the applicant clearly define why the organisation requires the asset and what difference it will make to the organisation?		
3*	Does the proposal assist with the delivery of PCNPA's Corporate and Resources Plan?		
4*	Does the proposal assist PCNPA with other objectives including delivery of the National Park Management Plan?		

### Community and Partnership Impact (involvement/consultation/working)

D	Criterion	Score	Any comment
1	Has the organisation fully demonstrated a demand for their proposal?		
2*	Has the organisation demonstrated how their proposal will provide added community benefit?		
3	Has the organisation undertaken consultation with the community and partners about their proposal?		
4	Is there evidence that the organisation works in partnership with other organisations and community groups in the area?		
5*	Is there evidence that the organisation has an inclusive approach to the needs of different groups of people within the wider community?		

## The Asset

D	Criterion	Score	Any comment
1	Is the asset suitable to use for the organisations proposal?		
2	Has the organisation demonstrated a full understanding of the issues affecting the asset?		
	Condition		
	Suitability		
	Accessibility		
	Health & Safety		
	Planning restrictions		
	Environmental		

## Financial

E	Criterion	Score	Any comment
1*	Has the organisation submitted any cash flow forecast and/or budget which demonstrates their project is financially viable and sustainable? Are the projected revenue and income sources reasonable?		
2	Have the capital costs of any improvement works been accounted for and sources of funding for these identified? Are these reasonable?		

## Capacity to Manage the Asset

F	Criterion	Score	Any comment
1*	Has the organisation demonstrated it has the skills and capacity to manage the asset and deliver the proposal?		
2	Does the organisation demonstrate a clear understanding of the responsibilities and issues involved with managing the asset and delivering their proposal in areas such as:		
	Health & Safety		
	Day to day maintenance		
	Risks and management/control		
	Business continuity		
	Training and development		

**Summary**

Area	Score	Any comment
<b>B – Applicant Organisation</b>		
<b>C – The Proposal</b>		
<b>D – Community &amp; Partnership Impact</b>		
<b>E – Financial</b>		
<b>F – Capacity to Manage the Asset</b>		
<b>Total Score</b>		
<b>Projects &amp; Property Group’s Recommendation:</b>		
<b>Members of the Projects &amp; Property Group that assessed the application:</b>		
<b>Date of Assessment:</b>		



**4. When was your organisation set up?**

Year

**5. Governance**

Does your organisation have a written constitution, governing document or set of rules?

Yes  No

Comments

How many people are involved in your organisation?

Management committee	<input type="text"/>	Paid staff full-time	<input type="text"/>
Paid staff part-time	<input type="text"/>	Volunteers	<input type="text"/>

Please mark which of the following insurance cover your organisation holds (or plans to put in place) and provide levels?

Public liability	<input type="text"/>
Employer liability	<input type="text"/>
Professional Indemnity	<input type="text"/>

**6. What is the purpose and main aims of your organisation?**

Please also provide any relevant background documents

**B. ABOUT YOUR PROPOSAL**

**7. Title of Project (please keep this short):**

**8. Please provide details of the asset you are interested in:**

*It is essential that you clearly identify the asset – if you have plans or drawings please forward copies*

**9. Please state the length of the lease required**

*Please consider whether this meets the likely requirements of current or future grant funder(s)*

**10. Please provide a brief description of your proposal, including the reason why you are applying for a Pembrokeshire Coast National Park Authority asset and what the intended use will be:**

**11. Please outline how the asset will be maintained and managed after it has been transferred:**

**12. How will the community benefit from the proposal?**

*Please attach any supporting documentation or further notes, if applicable.*

<b>COMMUNITY BENEFITS</b>	<b>YES / NO</b>	<b>IF 'YES', PLEASE GIVE FURTHER DETAILS</b>
Will your proposals enable access by all members of the community?		
Will your proposal maintain an existing service or activity in the local community?		
Will your proposal create a new service or activity in the local community?		
Will your proposal have wider community benefits?		
Will your proposal create opportunities for local organisations to work together?		
Will your proposal bring additional financial investment into the area?		
Will your proposal create the opportunities for developing local enterprise or additional employment?		

**13. Will the project present a conflict / overlap with other similar facilities in the locality?**

*Consider whether there are any similar facilities already in the vicinity and whether this project may have a negative impact on these.*

14. What is the evidence of need for your project and who have you consulted with?

15. Please list any documents or supporting information in addition to those already included that you would like to be considered in support of your application

*This application refers to asset transfer only and is not an application for financial assistance.*

**C. SIGNATURE**

I confirm that, to the best of my knowledge and belief, all the details in this application are accurate. I understand that the Authority may ask for additional information at any stage of the application process and may check this with other sources.

Signed

Date

Name

**When completed, this form should be placed in a plain, sealed envelope marked “1 & 2 BANK COTTAGES, LONG STREET, NEWPORT – EXPRESSION OF INTEREST FORM” in the top left-hand corner and returned to:-**

**Pembrokeshire Coast National Park Authority  
Llanion Park  
Pembroke Dock  
Pembrokeshire  
SA72 6DY**

**To arrive no later than 12 noon on 28 February 2018**

**PLEASE NOTE: Expressions of Interest received by the Pembrokeshire Coast National Park Authority in any other for will not be accepted.**

