

Form CAT01

Application for the transfer of a Council asset

Your details

Your Organisation	O.W. & D.
Contact name	TENNY COOPER
Position held	CENTRE MANAGER
Address	THE NURSTEEN COMMUNITY CENTRE
Postcode	SN10 3AF.
Telephone	01380 - 726420
Email	organiser@nursteencentre.plus.com

Your proposal

(please complete Checklist CAT02 before completing the following)

Details of asset

Please include exact location, address, postcode, size, boundaries, access points and a map if possible

LOCATION PLEASE SEE ENCLOSED MAP.
ADDRESS AS ABOVE.
BOUNDARIES MARKED IN RED.

Summary of proposal

Why do you want the asset and how will this benefit the local community?

TO ATTRACT FUTURE FUNDING, WHICH WILL ALLOW THE CENTRE TO CONTINUE BENEFITTING THE LOCAL COMMUNITY.

Community use


Please explain how the asset will be used
(Please refer to questions 5-8 in the checklist - CAT02)

AS NOW, A CENTRE FOR PUBLIC USE.

Suitability for purpose

Please explain why this asset is suitable for the intended purpose
(Please refer to questions 5-8 in the checklist - CAT02)


THE CENTRE IS FULLY SUITED FOR THE DISABLED AND IS USED BY MANY DIFFERENT GROUPS FOR SOCIAL MEETINGS.

<p>Community support and consultation Please set out who you have consulted about your proposal and how you have addressed any concerns raised (please refer to questions 9-14 in the checklist - CAT02)</p>	<p>WE HAVE CONSULTED OUR NEIGHBOURS, THERE HAS BEEN NO CONCERNS EXPRESSED (PLEASE SEE COPY OF LETTER)</p>
<p>Legal issues Please set out how you will address any legal, planning, insurance and health and safety matters associated with the asset (please refer to questions 15-18 in the checklist - CAT02)</p>	<p>THERE ARE NO LEGAL CONSTRAINTS ON THE PROPERTY NO PLANNING IS NEEDED. INSURANCE + HEALTH + SAFETY ARE REVIEWED ANNUALLY</p>
<p>Financial matters How will you fund future running costs, repairs and maintenance? (please refer to questions 19-23 in the checklist - CAT02)</p>	<p>AS NOW, RUNNING COSTS ARE FUNDED BY ROOM HIRE CHARGES.</p>
<p>Future management How will you manage the asset and ensure that it continues to contribute to the wellbeing of the local community in the future? (please refer to questions 24-27 in the checklist - CAT02)</p>	<p>THE MANAGEMENT COMMITTEE WILL CONTINUE AS NOW.</p>
<p>DECLARATION I confirm that the details included in this application are correct</p>	
<p>Signed:</p>	<p></p>
<p>Name (please print):</p>	<p>JENNY COOPER</p>
<p>Date:</p>	<p>23.3.15</p>

Application for the transfer of a Council asset

CHECKLIST

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	✓		The Council will not transfer assets for private or commercial use
	2. Will the asset be hired or used by third parties?	✓		If 'yes' your application should set out how this will work
	3. Will your organisation supervise use of the asset?	✓		If 'no' your application should explain how use will be supervised
	4. Will the public have access to the asset?	✓		If 'yes' your application should set out how your liabilities will be covered
	Question	Yes	No	Note
Is the asset fit for proposed use?	5. Is it big enough?	✓		The Council will not transfer assets that are unsuitable
	6. Is it in the right location?	✓		The Council will not transfer assets that increase unnecessary car use
	7. Is it safe?	✓		The Council will not transfer assets that are unsafe
	8. Does it have utilities? (Water, electricity, drainage, etc.)	✓		If 'no' - your application should explain if they are needed
	Question	Yes	No	Note
Community Support and consultation	9. Have you consulted nearby residents?	✓		If 'no' - please consult before submitting your application
	10. Have you consulted adjoining owners?	✓		If 'no' - please consult before submitting your application
	11. Have you consulted others affected by the proposal?	✓		If 'no' - please consult before submitting your application
	12. Have you consulted the local Wiltshire Councillor?	✓		If 'no' - please consult before submitting your application
	13. Have you consulted the local Parish Council?	✓		If 'no' - please consult before submitting your application
	14. Is there community support for the change of use?	✓		If 'no' - consider carefully whether you wish to proceed with your application
	Question	Yes	No	Note
Legal	15. Are there any covenants or other legal constraints?		✓	If 'yes' your application should explain implications

16. Does the proposed use require planning consent?		✓	<i>If 'yes' your application should explain implications</i>
17. Have you considered insurance cover?	✓		<i>If 'no' your application must explain implications</i>
18. Have you assessed health and safety liabilities?	✓		<i>Your application must explain how you will deal with risks and liabilities</i>

	Question	Yes	No	Note
Finance	19. Can you meet all capital maintenance costs?	✓		<i>If 'no' your application should explain how funding will be provided</i>
	20. Can you meet all day-to-day running costs?	✓		<i>If 'no' your application should explain how funding will be provided</i>
	21. Will you use the asset to generate income?	✓		<i>If 'yes' your application should provide further details</i>
	22. Will any third party be assisting with the costs?		✓	<i>If 'yes' your application should provide further details</i>
	23. Do you have any contingency funds?	✓		<i>If 'no' your application should set out how you will deal with contingencies</i>
	Question	Yes	No	Note
Management	24. Will you manage the asset?	✓		<i>If 'no' your application should set out who will manage the asset.</i>
	25. Will a management committee be set up?	✓		<i>If 'yes' your application should set out how this will work</i>
	26. Will users of the asset be involved?	✓		<i>If 'yes' your application should set out how this will work</i>
	27. Will someone be employed to manage the asset?	✓		<i>If 'yes' your application should set out how this will work</i>

Devizes and District Association for the Disabled
The Nursteed Community Centre
Nursteed Road
Devizes
Wiltshire
SN10 3AF
01380 726420

Charity number 285797
organiser@nursteedcentre.plus.com

6th March 2015

Dear Neighbour

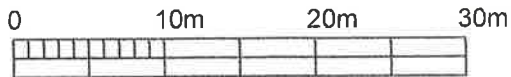
I am writing to inform you of our intention to investigate the possibility of transferring the ownership of the Nursteed Centre from Wiltshire County Council to ourselves.

This at present is only a tentative inquiry, but should we in the future be successful in obtaining an asset transfer, I would like to reassure you the Centre would be managed in exactly the same way as it has been for the last 30 or so years, and would not affect you in any way.

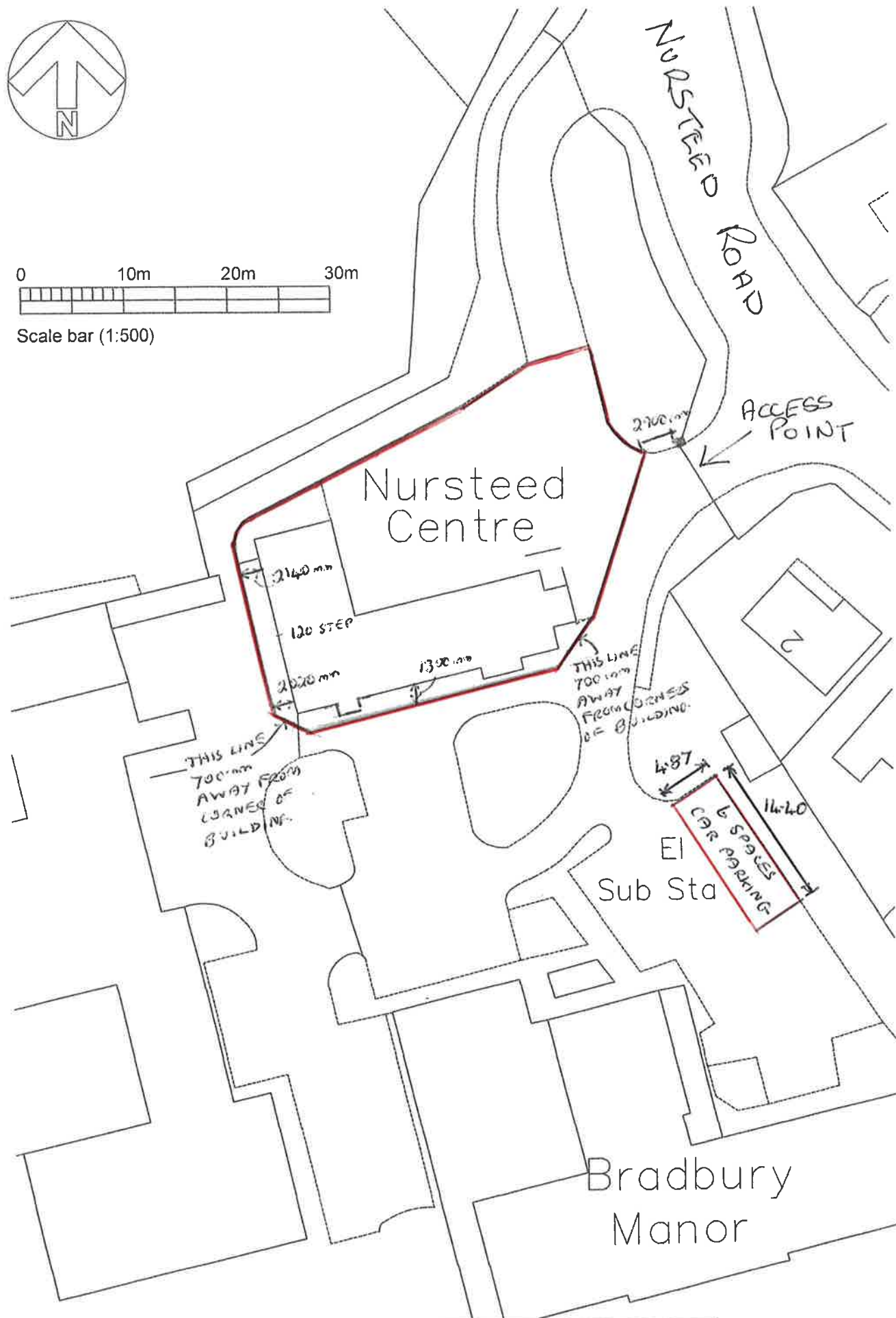
If you have any questions or concerns, please do not hesitate to contact me. You will find me in the office every weekday between 9am and 1pm.

Yours Sincerely

Jenny Cooper
Centre Manager



Scale bar (1:500)



Drawing: SITE PLAN		
Drawn: ALK	Date: 26.02.15	Scale: 1:500 @ A4
Drawing number: 01	Rev.	

DOLMAN
BUILDING DESIGNERS BUILDING SURVEYORS
COST CONSULTANTS CDM CO-ORDINATORS

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