

Form CAT01

Community asset transfer: application

Your details

Your Organisation	CHIPPENHAM TOWN COUNCIL
Contact name	SUE WILTHEW (Mrs)
Position held	CLERK & CHIEF EXECUTIVE
Address	TOWN HALL HIGH STREET CHIPPENHAM WILTSHIRE,
Postcode	SN15 3ER
Telephone	01249 446699
Email	swilthew@chippenham.gov.uk

Your proposal

(please complete Checklist CAT02 before filling in the following form)

Details of asset

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

Monkton & Island Parks, being 33 acres situated within the Parish of Chippenham beginning at the Town Bridge, and with multiple access points

Summary of proposal

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

To provide more focused management better reflecting the aspiration of the community

Community use

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

Unrestricted public access to existing open spaces

Suitability for purpose

Please explain why this asset is suitable for the intended purpose

(Please refer to questions 5-8 in the checklist - CAT02)

Continuing existing useage

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)

No formal consultation to date, but elected Members believe it reflects aspirations of the community and informal discussions with community groups have been generally favourable

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)

Solicitor has been instructed, insurance will be met by existing policy, Health & Safety by extension of existing policy and practices

Financial matters

How will you fund running costs and maintenance? Are you willing to pay for the asset?

(Please refer to questions 19-23 in the checklist - CAT02)

Negotiations already opened for three year revenue support, thereafter through budget process. Not willing to pay for asset as free transfer is in the public interest

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)

After transfer, will be maintained to existing standard. Community consultation will be undertaken to inform future management policies as a key sustainable resource for the community

DECLARATION

I confirm that the details included in this application are correct

Signed:

/ - K W

Name (please print):

S WILTHEW

Date:

20 10 2011

Form CAT02

Community asset transfer: checklist

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other than in exceptional circumstances, the Council will only dispose of assets for private or commercial use by way of open market sale
	2. Will the asset be hired or used by third parties? *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should set out how this will work **
	3. Will your organisation supervise use of the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should explain how use will be supervised
	4. Will the public have access to the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should set out how your liabilities will be covered
Is the asset fit for proposed use?	5. Is it big enough?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council will only transfer assets that are fit for purpose
	6. Is it in the right location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council will not transfer assets that increase unnecessary car use
	7. Is it safe?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council will not transfer assets that are unsafe
	8. Does it have utilities? (Water, electricity, drainage, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' - your application should explain if they are needed
Community Support and consultation	9. Have you consulted nearby residents? **	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'no' - please consult before submitting your application - to follow **
	10. Have you consulted adjoining owners? **	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'no' - please consult before submitting your application - to follow **
	11. Have you consulted others affected by the proposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' - please consult before submitting your application - informally
	12. Have you consulted the local Wiltshire Councillor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' - please consult before submitting your application - to be on 31 10 2011
	13. Have you consulted the local Parish Council?	<input type="checkbox"/>	<input type="checkbox"/>	If 'no' - please consult before submitting your application N/A
	14. Is there community support for the change of use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' - consider carefully whether you wish to proceed with your application

* In accordance with existing usage
 ** No formal consultations to date. Process will be undertaken prior to formal transfer

	Question	Yes	No	Note
Legal	15. Are there any covenants or other legal constraints?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should explain implications
	16. Does the proposed use require planning consent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should explain implications
	17. Have you considered insurance cover?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application must explain implications
	18. Have you assessed health and safety liabilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Your application must explain how you will deal with risks and liabilities

	Question	Yes	No	Note
Finance	19. Can you meet all conversion costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should explain how funding will be provided
	20. Can you meet all capital maintenance costs? ***	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should explain how funding will be provided ***
	21. Can you meet all day-to-day running costs? ***	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should explain how funding will be provided ***
	22. Will you use the asset to generate income?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should provide further details - from letters
	23. Will any third party be assisting with the costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should provide further details
	24. Do you have any contingency funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should set out how you will deal with contingencies
	25. Are you prepared to pay for the asset ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should set out your offer

	Question	Yes	No	Note
Management	26. Will you manage the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should set out who will manage the asset.
	27. Will a management committee be set up?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should set out how this will work
	28. Will users of the asset be involved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should set out how this will work
	29. Will someone be employed to manage the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should set out how this will work

*** Negotiations pending for short term financial support

Ibbetson, Steve

From: Oliver, Kevin
Sent: 09 September 2011 15:49
To: Ibbetson, Steve
Cc: White, Peter; Brown, Ian
Subject: RE: Monkton Park - Service Delegation

Hi Steve

Events held at Monkton Park 2011:

- Eddie Cochran Festival
- Jennings Funfair x 3 visits
- Folk Festival
- Sponsored Walk
- Dog Show
- English Civil War Re-enactment
- Dragon Boat Racing
- Art in the Park
- Circus Ginnett
- 5k race
- Orienteering Event
- Sports Coaching
- River Festival
- Rotary – Fireworks

Income generated = £3,110.

Regards

Kevin.

From: Ibbetson, Steve
Sent: 09 September 2011 13:52
To: Oliver, Kevin; White, Peter; Hampton, Adrian
Subject: Monkton Park - Service Delegation

Good afternoon

Please could you let me have an indication of the number of events on Monkton Park and the amount of income if any generated.

Regards

Steve Ibbetson
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Wiltshire Council
Bradley Road,
Trowbridge,
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