

Form CAT01

Application for the transfer of a Council asset

Your details

Your Organisation *Devizes Canoe Club*

Contact name *Mark Bouch*

Position held *Deputy Chair*

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

*Council Road Services Depot
Lower Wharf
Devizes
SN10 1JN*

Location: 51°21' 42.35"N 01°59' 58.19"W

Access point from Northgate Street down Lower Wharf Road



Summary of proposal

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

This asset would provide a long-term home for Devizes Canoe Club (DCC). In 4 years DCC has grown to over 100 members (on average) and around 50 canoes and kayaks. Despite physical limitations the Club has competitive distinction in marathon racing and has achieved Clubmark status. The Club is currently located in the KACT building at Devizes Wharf, which has limited development potential for DCC; the draft development brief for the KACT building does not incorporate canoe club facilities.

This asset, suitably configured, will enable DCC to develop by addressing the following challenges:

- *No security of tenure at the main Wharf*
- *The KACT building is unsuitable for development as a canoe club and has well documented long-term maintenance issues.*
- *>£30K plus of Club inventory is stored outdoors, uncovered and in the insecure police station car park. We have been asked to reduce the footprint of this informal storage.*
- *A lack of wet changing rooms, showers, toilets, training facilities or drying rooms in the KACT building and at the main Wharf. Members of all age groups congregate, change, train and socialise in the open in a public car park.*

Community Benefit: No more Club members can realistically be accommodated due to a lack of facilities. Long-term facilities will enable:

- *Significant membership expansion (50% minimum)*
- *Additional schools/youth participation in support of Devizes and other local schools*
- *The ability to buy and store a wider range of equipment to suit paddlers of all abilities*
- *Full 4 season paddling with indoor changing and showers*

Devizes has wide recognition as the start point of the famous annual Devizes to Westminster International Canoe Race. The local area benefits from its support of competitive and recreational canoeing. Canoeing is one of the fastest growing sports in UK. Canoeing is one of the fastest growing sports in the UK and the most popular watersport for the 8th year running. Over 1.5 million people go canoeing each year and the Sport England weekly and monthly participation rates show that canoeing is increasing above targets. Canoe England (our NGB) has a membership of over 100,000 and represents the largest 'on water' users group.

There is widespread community benefit from expansion of DCC's operations, in particular its junior section; with suitable facilities we can attract talent and support the development of talented young paddlers throughout the year in sprint and marathon disciplines.

DCC has also made efforts to support and encourage paddlers with disability and has coached several paddlers with learning difficulties and one blind paddler, however, our facilities restrict our ability to attract and retain anyone with a disability, particularly related to lack of mobility due to issues with accessibility, wharf height and suitable changing facilities.

Community use

Please explain how the asset will be used
(Please refer to questions 1-4 in the checklist - CAT02)

DCC is a family Club with over 100 members in the average year. The asset will provide storage for Club owned boats and equipment and (subject to space) the storage of a limited number of privately owned boats for members without means of transport (juniors in particular). The site will provide a safe and accessible launching point to the canal and indoor facilities will be developed for wet changing, toilets and showers together with training facilities and a multi-purpose Clubroom.

DCC plans to supervise and manage the asset. We have no plans to hire the asset to Third Parties although will be very prepared to accommodate other water-centred community groups who would like to share site facilities, running costs and maintenance.

The asset will be accessed by Club members, although there are no restrictions on membership which is open to all. DCC facilities will not be open to the general public outside of organised Club sessions due to the need to secure Club property, although DCC does support long-term aspirations of the Wharf Development Brief and Trust for Devises to open public access from the main Wharf to Lower Wharf. DCC will collaborate with all other parties when this aspiration becomes a reality.

Suitability for purpose

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

- 1. The WC Depot at Lower Wharf has sufficient outdoor space to accommodate covered boat storage although purpose built racking will need to be installed.*
- 2. There is adequate outdoor/indoor space (subject to survey) to house wet changing facilities, toilets and showers.*
- 3. There is adequate canal bank adjacent to the site to construct a safe and accessible point launching boats into the canal with different launch heights (subject to permissions).*
- 4. The building has more than adequate size to house a Club Room containing:
 - a. Multi-use space to house training, lectures, a trophy cabinet, ergo machines, monitor/projector and gymnasium equipment*
 - b. A small administrative office/committee room*
 - c. A kitchenette for preparing snacks and hot drinks**
- 5. There is limited parking available although canoe club sessions generally take place outside peak hours. When there is a permissible access between main wharf and lower wharf we would expect the majority of people to park in the public wharf car park.*

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)

We have not started the consultation process although intend to consult:

- *Devizes Area Board*
- *Devizes Town Council*
- *Dundas Court residents*
- *Lower Wharf Forge*
- *Local Councillors (already engaged with DCC's plans)*
- *KACT*
- *Trust for Devizes*
- *Waterways Partnership*
- *Canoe England (NGB) Rivers/Waterways Access Manager*

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)

We are not aware of any covenants or legal constraints although the Trust for Devizes has requested Town Council support to register council depot at Lower Wharf with Wiltshire Council an asset of community value.

Planning consent will be required for enabling works on the canal bank. This will require design services and approval from the Waterways Partnership prior to a planning application. We need to conduct further research in parallel with the CAT application.

Conversion of the outdoor space to accommodate racked boat storage may be required (to be confirmed as the structures are effectively 'temporary' garages without walls)

Construction of a modular wet changing and shower/toilet facilities would require planning if built outside existing facilities and would not if constructed inside the depot building. To be confirmed during survey and design stage.

DCC carries Club insurance covering people, equipment, activity and its existing premises. This would need to be extended to reflect the increased value of premises we occupy and the costs can be met comfortably from existing income.

Canoeing has attendant risks. DCC already has site specific and generic risk assessments for its activities whether at Devizes Wharf or at remote sites. The risk assessments will be revised prior to occupation of the asset although only minor revision is likely to be necessary and, in some cases risks, will reduce as the asset will provide discrete changing facilities for members and a controllable safe environment.

Financial matters

How will you fund future running costs, repairs and maintenance? (please refer to questions 19-23 in the checklist - CAT02)

DCC will need to make a detailed assessment of the likely running costs of this asset. Running and maintenance costs will be greater than current (non-existent) facilities although we anticipate that we will be able to meet any reasonable and proportionate costs from our membership income. At present have few running costs outside of Club affiliation and insurance so we do not rely on capital grants for equipment purchase. In future we intend to seek capital grants for all

capital purchases and apply membership income (currently approx. £5,000 p.a.) towards Club running costs, utilities etc.

DCC would like Wiltshire Council to disclose the full costs of maintaining the site in its current role. This will assist planning.

DCC is in Stage 1 of the Canoe England Capital Grants programme (2014 CECG round) which we expect to provide (if successful) the capital costs associated with site transfer, design, planning and development costs. This will enable the site to be developed so it is fully 'fit for purpose' when transferred. A successful application (CECG Stage 2) will require an owned site or security of tenure >25 years at a site owned by a third party.

DCC also expects to seek partnership funding from DAB and other bodies to support the capital costs of the project, although not for running and routine maintenance costs.

DCC has no plans to hire the asset to Third Parties although will be very prepared to accommodate other water-centred community groups who would like to share site facilities, running costs and maintenance. This decision will be taken during the CAT process when the site and associated costs have been assessed in more detail.

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)

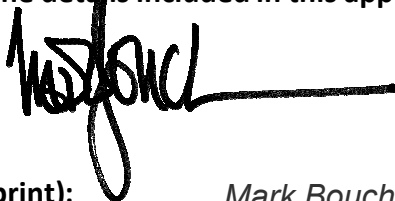
DCC is governed by its constitution (approved by the NGB and Sport England). DCC is a Clubmark status which governs many aspects of the Club's management and structure. A management committee already exists and meets monthly to agree strategy and manage the Club's operations. The management committee is composed of a combination of active users, parents of junior members and representatives of the club's sections.

DCC proposes to establish a sub-committee (Deputy Chair/Treasurer/Secretary and Volunteer Coordinator) to manage the CAT project. This Sub-Committee will be retained once the CAT is successful to manage the Club's infrastructure. There will be no need to employ a specific person to manage the asset.

DECLARATION

I confirm that the details included in this application are correct

Signed:



Name (please print):

Mark Bouch

Date:

2nd July 2013

Form CAT02

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?	Y	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets for private or commercial use</i>
	2. Will the asset be hired or used by third parties?	<input type="checkbox"/>	N	<i>If 'yes' your application should set out how this will work</i>
	3. Will your organisation supervise use of the asset?	Y	<input type="checkbox"/>	<i>If 'no' your application should explain how use will be supervised</i>
	4. Will the public have access to the asset?	<input type="checkbox"/>	N	<i>If 'yes' your application should set out how your liabilities will be covered</i>

	Question	Yes	No	Note
Is the asset fit for proposed use?	5. Is it big enough?	Y	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that are unsuitable</i>
	6. Is it in the right location?	Y	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe?	Y	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? <i>(Water, electricity, drainage, etc.)</i>	Y	<input type="checkbox"/>	<i>If 'no'- your application should explain if they are needed</i>

	Question	Yes	No	Note
Community Support and consultation	9. Have you consulted nearby residents?	<input type="checkbox"/>	N	<i>If 'no'- please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	<input type="checkbox"/>	N	<i>If 'no'- please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	Y	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	Y	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	Y	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	14. Is there community support for the change of use?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - consider carefully whether you wish to proceed with your application</i>

	Question	Yes	No	Note
Legal	15. Are there any covenants or other legal constraints?	<input type="checkbox"/>	N	<i>If 'yes' your application should explain implications</i>
	16. Does the proposed use require planning consent?	Y	<input type="checkbox"/>	<i>If 'yes' your application should explain implications</i>
	17. Have you considered insurance cover?	Y	<input type="checkbox"/>	<i>If 'no' your application must explain implications</i>
	18. Have you assessed health and safety liabilities?	Y		<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?	Y	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
	20. Can you meet all day-to-day running costs?	Y	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
	21. Will you use the asset to generate income?	<input type="checkbox"/>	N	<i>If 'yes' your application should provide further details</i>
	22. Will any third party be assisting with the costs?	Y	<input type="checkbox"/>	<i>If 'yes' your application should provide further details</i>
	23. Do you have any contingency funds?	<input type="checkbox"/>	N	<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?	Y	<input type="checkbox"/>	<i>If 'no' your application should set out who will manage the asset.</i>
	25. Will a management committee be set up?	Y	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	26. Will users of the asset be involved?	Y	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	27. Will someone be employed to manage the asset?	<input type="checkbox"/>	N	<i>If 'yes' your application should set out how this will work</i>