

Form CAT01

Community asset transfer: application

Your details

Your Organisation

Christian Malford Parish Council

Contact name

Position held

Address

Postcode

Telephone

Email

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

Details of the Asset

The Asset, referred to as Malford Meadow is located in the heart of the community (please see attached map Appendix 1). There are 2 vehicular and pedestrian access points, the first is from The Green and the second from Coronation Close. The Meadow occupies 11 acres, has river

Summary of proposal

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

Summary of the proposal.

The Meadow is predominantly used for dog walking and the parish council would like to continue to encourage this and also create additional uses that will be of benefit to the whole community. These would include establishing a community garden (in conjunction with

Community use

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

Community Use

Prior to completing the CAT application the Parish Council commissioned a questionnaire to encompass the views and aspirations of the whole village. Please refer to Appendix 2a and b which provides lots of good feedback for the Parish Council to continue the good work started on the Meadow creating a truly sustainable and inclusive

Suitability for purpose

Please explain why this asset is suitable for the intended purpose

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

Suitability for purpose

The Asset is approximately 11 acres and ideally located at the heart of the village. The current use is only limited by the presence of the lease. Our commitment to using the Meadow to create a variety of community projects is possible because of the Meadows ideal location and structure. Please refer to Appendix A

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)

Community Support and Consultation

In July 2013 the parish council organised a village wide questionnaire to gain a clear understanding of how users and current non users residing in the parish would like to see the Meadow used. Please refer to the attached document Appendix 2a and b.

The key feedback from the consultation was that there is strong

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)*

Legal issues

The Meadow is currently leased from Wiltshire Council. The lease is restrictive and requires permissions from Wiltshire Council if the request falls outside the original remit of the lease. An example of this would be tree planting. It is proposed to remove the lease in favour of a community Asset Transfer (CAT). The Parish Council recognise that the

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)*

Financial Matters

The Parish council is currently responsible for the maintenance of the Meadow, and it is not envisaged that the current costs will increase. There are no conversion or capital maintenance costs. There is a dedicated team of Friends of Malford Meadow (FOMM) who provide excellent volunteer workforce. This combined with local working

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)

Future Management

The asset will be managed by the PC with a sub group managing the day to day implementation of the community strategy. The management group will draw up a charter that will act as a working document forming the strategy of future improvements and aspirations. It is the intention that the management group will comprise a member of the PC. users

DECLARATION

I confirm that the details included in this application are correct

Signed:

Name (please print):

Date:

22nd November 2013

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"/>	<i>Other than in exceptional circumstances, the Council will only dispose of assets for private or commercial use by way of open market sale</i>
	2. Will the asset be hired or used by third parties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	3. Will your organisation supervise use of the asset?	<input checked="" type="checkbox"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will only transfer assets that are fit for purpose</i>
	6. Is it in the right location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? (Water, electricity, drainage, etc.)	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	14. Is there community support for the change of use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - consider carefully whether you wish to proceed with your application</i>

Legal

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

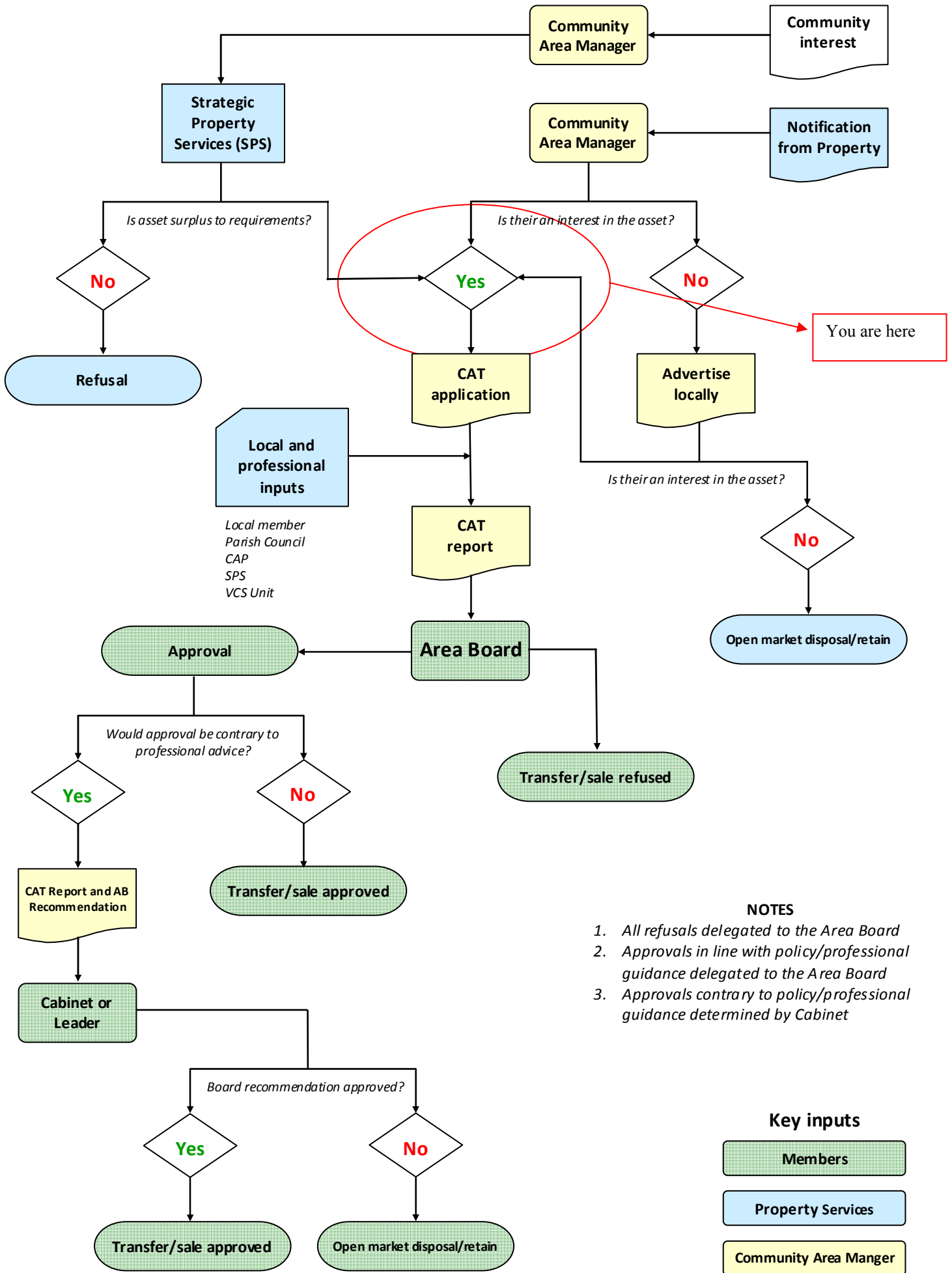
Finance

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

Management

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

Community Asset Transfer



NOTES

1. All refusals delegated to the Area Board
2. Approvals in line with policy/professional guidance delegated to the Area Board
3. Approvals contrary to policy/professional guidance determined by Cabinet

Key inputs

- Members
- Property Services
- Community Area Manger