

Form CAT01

## Community asset transfer: application

### Your details

<b>Your Organisation</b>	Firsdowm Parish Council
<b>Contact name</b>	Melanie Thomas
<b>Position held</b>	Parish Clerk and Responsible Financial Officer
<b>Address</b>	Windrush, 5 Kings Paddock, Winterslow, Salisbury, Wilts
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### 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

Play area, off Firs Road, Firsdowm, Salisbury, Wilts - nearest postcode is SP5 1SF

#### Summary of proposal

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

To secure the site as a play area and which it is presently designated - it is the only play area in the Parish and is well used by Parishioner's and their children. In addition the Parish Council has invested thousands of pounds in equipment in recent years, through its precept, Area Board grants and Section 106 funding and would therefore like to preserve the

#### Community use

Please explain how the asset will be used

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

As a recreation and play area site - for use by children aged between approximately 18months to 18 years of age and their parents/carers.

**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 play area is already designated and up and running with equipment therefore it is immediately suitable for the intended purpose.

**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)*

There has not been a formal consultation process as the play area has been in situ and used for a period of approx 20 years. Discussion and public meetings on the proposed CAT have been held however via the Parish Council regular meetings and information published via the minutes on Parish notice boards, Parish Council web page, available on request from the Clerk

**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 = through a yet to be agreed solicitor. Planning= via consultation with local authority. H&S = Parish Council consideration/action and in association with Parish Council insurer.

**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)*

Parish precept, Section 106 funds, Area Board community area grant applications and any other form of possible grant funding available to Parish Councils. The Parish Council is not willing to pay for the asset itself due to the fact that it does not have a current set of reserve funds for such a purchase. In addition the PC understands that as the site was former agricultural land (rather than land which had been dedicated as

**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)*

Through the Parish maintenance contractor paid for with Parish Council precept funds and any necessary reserve funds that may be available at the time and by volunteer help and of which it is already doing so.

**DECLARATION**

**I confirm that the details included in this application are correct**

**Signed:**

**Name (please print):**

**Date:**

Form CAT02

## Community asset transfer: checklist

	Question	Yes	No	Note
<b>Community use</b>	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 type="checkbox"/>	<input checked="" 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
<b>Is the asset fit for proposed use?</b>	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>

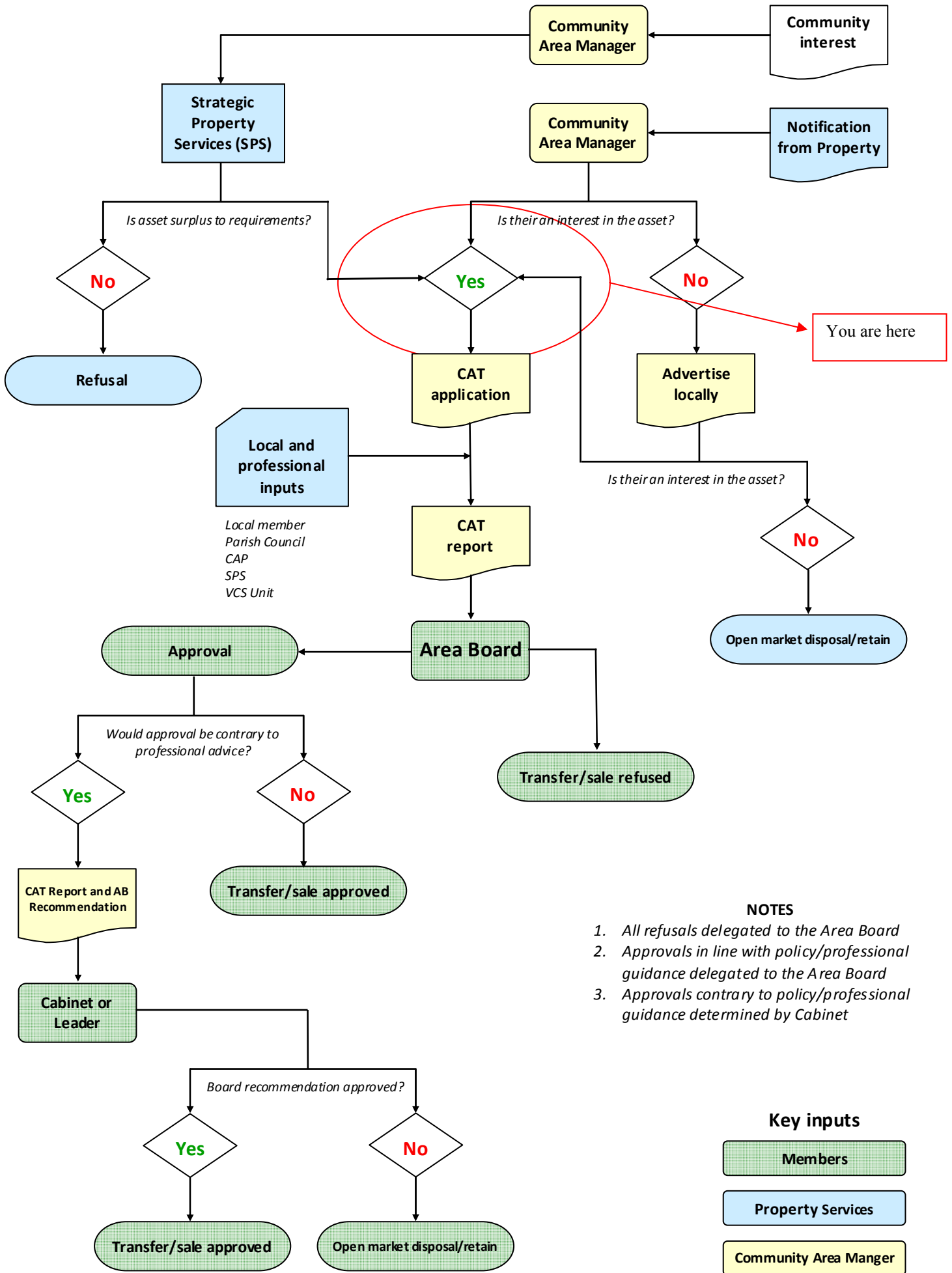
	Question	Yes	No	Note
<b>Community Support and consultation</b>	9. Have you consulted nearby residents?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	<input type="checkbox"/>	<input checked="" 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>

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Note</b>
<b>Legal</b>	15. Are there any covenants or other legal constraints?	<input type="checkbox"/>	<input checked="" 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>

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Note</b>
<b>Finance</b>	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 type="checkbox"/>	<input checked="" 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>

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Note</b>
<b>Management</b>	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	28. Will users of the asset be involved?	<input type="checkbox"/>	<input checked="" 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

