

Form CAT01

Application for the transfer of a Council asset

Your details

Your Organisation	<i>Salisbury City Council</i>
Contact name	<i>Chris Stringer</i>
Position held	<i>Parks Manager</i>
Address	<i>Salisbury City Council The Guildhall Market Place Salisbury</i>
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Your proposal

Details of asset

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

Macklin Road Children's Play Area

The play area is bounded by Macklin Road (off Devizes Road); the nearest Postcode is SP2 7HB.

The play area measures approximately 40m by 15m, amounting to 600 square metres.

Access is by and over a Wiltshire Council-owned track/path visible to the east of the play area on the maps supplied.

Summary of proposal

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

We have been contacted by local residents and our Councillors asking that we take on the management of this play area.

This would bring the play area into our portfolio of play areas in the city.

Community use

Please explain how the asset will be used

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

The play area will continue to be used to encourage challenging and inventive play in a safe, free and public environment.

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 site already has play equipment in place and has been used as a play area for a number of years.

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)

Councillors Jo Broom, John Walsh & Margaret Willmot have spoken to local residents about this – and the initial idea has come from families living next to the play area.

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 will add the play area to our existing insurance.

The play area will also be added into our inspection regime, meaning that it will be inspected at least once a week by a trained and qualified member of staff.

There are no Planning issues or considerations at the present time; should Planning Consent ever be required to change and improve the play area then we would submit an application or applications as required.

Financial matters

How will you fund future running costs, repairs and maintenance?

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

Subject to the play area being improved – or capital funds being made available to us to enable us to improve the play area – then the future running costs of the site would be found within our existing budgets.

This would include all necessary repairs, maintenance, inspections & related gardening and landscaping tasks.

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)

The play area will be subject to our weekly routine inspections – plus an annual inspection undertaken by our insurers.

Routine decisions affecting the play area will be taken by SCC Officers in conjunction with SCC Councillors, with routine work (maintenance; minor repairs; etc.) undertaken by SCC Officers.

Any significant changes to how the play area is managed or to the play area itself (including new pieces of equipment) will be discussed locally and with interested parties before decisions are made.

DECLARATION

I confirm that the details included in this application are correct

Signed: *Chris Stringer*

Name (please print): *Chris Stringer*

Date: *Friday 21 June 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?	<input checked="" type="checkbox"/>	<input 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"/>	<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 type="checkbox"/>	<input checked="" 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 not transfer assets that are unsuitable</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>

	Question	Yes	No	Note
Legal	15. Are there any covenants or other legal constraints?	Y	<input type="checkbox"/>	<i>If 'yes' your application should explain implications</i>
	16. Does the proposed use require planning consent?	<input type="checkbox"/>	N	<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	<input type="checkbox"/>	<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?	<input type="checkbox"/>	N	<i>If 'yes' your application should provide further details</i>
	23. Do you have any contingency funds?	Y	<input type="checkbox"/>	<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?	<input type="checkbox"/>	N	<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>