

Form CAT01

Application for the transfer of a Council asset

Your details

Your Organisation	COULSTON PARISH COUNCIL
Contact name	STEPHEN MELVILLE
Position held	CLERK TO COULSTON PARISH COUNCIL
Address	HILLSIDE, 63 HIGH STREET, ERLESTOKE, DEVIZES.
Postcode	SN10 5UA
Telephone	01380 831457
Email	stephenmelville@btinternet.com

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

COULSTON ROAD, COULSTON. TURN OFF B3098 ONTO COULSTON ROAD, THE ALLOTMENT GATE IS 100 YARDS ON THE RIGHT AFTER THE 'S' BEND. PLEASE SEE ATTACHED MAP.

Summary of proposal

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

COULSTON PARISH COUNCIL INTENDS TO RENT THE AREA TO MEMBERS OF THE COMMUNITY AS ALLOTMENT PLOTS FOR CULTIVATION AND FRUIT AND VEGETABLE PRODUCTION. EXISTING RENT DUE TO WILTSHIRE COUNCIL PUTS THE CONTINUANCE OF THIS ASSET AT RISK WITHOUT A SUBSTANTIAL INCREASE IN RENT DUE FROM ALLOTMENT HOLDERS. THE PARISH COUNCIL IS TRYING TO PRESERVE THIS COMMUNITY ASSET.

Community use

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

ALLOTMENT PLOTS WILL BE AVAILABLE TO RENT BY MEMBERS OF THE COMMUNITY. THE AREA IS ALREADY DIVIDED INTO PLOTS AND THE EXISTING ALLOTMENT HOLDERS WILL BE OFFERED THEIR SAME PLOTS FOR RENT DIRECTLY FROM THE PARISH COUNCIL. RENT WILL BE USED TO IMPROVE THE FACILITY AND FOR THE BENEFIT OF THE COMMUNITY. FURTHER PLOTS WILL BE MADE AVAILABLE IF REQUIRED

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 AREA IS ALREADY IN USE AS AN ALLOTMENT. THE PARISH COUNCIL HAS INVESTED IN A BORE HOLE TO PROVIDE WATER FOR THE PLOTS AND IMPROVED ACCESS WITH THE PURCHASE OF NEW GATES. HEDGES HAVE BEEN PLANTED TO IMPROVE THE AREA AND THE SECURITY. MANY YEARS HAVE BEEN SPENT IN DEVELOPING THE PLOTS INTO PRODUCTIVE AREAS FOR THE COMMUNITY.

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)

EXISTING ALLOTMENT HOLDERS HAVE BEEN CONSULTED AND ALL ARE HAPPY WITH THE PROPOSAL. THERE ARE NO PLANS TO CHANGE THE EXISTING RENTAL AGREEMENTS OR THE RULES OF USE CURRENTLY IN PLACE. THE AREA BORDERS 2 PROPERTIES AND BOTH RESIDENTS ARE EXISTING ALLOTMENT HOLDERS AND HAVE NO ISSUES WITH A CHANGE IN THE OWNERSHIP OF THE LAND. LOCAL CLLR. JERRY WICKHAM IS SUPPORTIVE OF THIS PROPOSAL.

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)*

THE EXISTING AGREEMENT WITH WILTSHIRE COUNCIL LIMITS USE OF THE AREA AND THE PARISH COUNCIL HAVE NO PLANS TO CHANGE THE USE OF THE LAND. INSURANCE IS COVERED BY AN EXISTING POLICY. USE IS GOVERNED BY AN AGREEMENT LIMITING THE ACTIONS AND HIGHLIGHTING THE RESPONSIBILITIES OF USERS WHICH WILL BE UPDATED AND SIGNED BY TENANTS WHEN OWNERSHIP PASSES TO THE PARISH COUNCIL

Financial matters

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

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

EXISTING MAINTANENCE COMES FROM THE PARISH COUNCIL FUNDS. THE CURRENT RENT PAID TO WILTSHIRE COUNCIL WILL NO LONGER BE DUE AND THESE FUNDS WILL BE AVAILABLE FOR INVESTMENT IN THE ASSET.

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 EXISTING MANAGEMENT ARRANGEMENTS WILL REMAIN IN PLACE. THE AREA HAS BEEN MANAGED BY THE PARISH COUNCIL FOR MANY YEARS WITHOUT ISSUE. THE CLERK WILL CONTINUE TO ARRANGE FOR COLLECTION OF RENT. ALLOTMENT HOLDERS WILL CONTINUE TO BE ASKED TO COMMUNICATE PROBLEMS OR IDEAS FOR IMPROVEMENT TO THE PARISH COUNCIL AS CURRENTLY EXISTS.

DECLARATION

I confirm that the details included in this application are correct

Signed: STEPHEN MELVILLE

Name (please print): STEPHEN MELVILLE **Date:** 16/10/2014

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"/>	The Council will not transfer assets for private or commercial use
	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

	Question	Yes	No	Note
Is the asset fit for proposed use?	5. Is it big enough?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council will not transfer assets that are unsuitable
	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

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

	Question	Yes	No	Note
Legal	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"/>		<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?	<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 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>
	21. 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>
	22. Will any third party be assisting with the costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'yes' your application should provide further details</i>
	23. 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>

	Question	Yes	No	Note
Management	24. 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>
	25. 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>
	26. 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>
	27. 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>