

Form CAT01

Community asset transfer: application

Your details

Your Organisation	Warminster Town Council
Contact name	Heather Abernethie
Position held	Town Clerk
Address	Warminster Civic Centre Sambourne Road Warminster
Postcode	BA23 8LB
Telephone	01985 214847
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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

Land to the side of the Warminster Civic Centre BA12 8LB
Sambourne Road
Warminster

Summary of proposal

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

This small piece of amenity land is situated to the side of the Civic Centre, outlined in green on the attached map. It is on a steep slope and is covered with large trees which are protected.
The benefit of taking ownership of the site will be to manage the space to look more attractive.

Community use

Please explain how the asset will be used

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

Fencing off part of the land will improve the security of the Civic Centre and Warminster community Radio who are long term tenants. It is proposed to carry out some work to the trees, providing planning permission can be gained, to improve the amenity light to local residents. This will also reduce further damage to underground drains which have been repaired and replaced following damage by tree roots.

The ground is not useful for any wider community use.

Suitability for purpose

Please explain why this asset is suitable for the intended purpose

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

It is attached to the Civic Centre.

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)

The request for transfer was raised by Warminster Community Radio 18 months ago, this was turned down by Warminster Area Board with a suggestion that a request should come from the owners of the building adjacent to the site, which is the Town Council.
Local residents would like to see management of the trees which under current policy will not be attended to, as they block out the light, cause excessive problems in the winter when leaves are shed, causes blockages to drains and back flooding.

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 site would be incorporated into management by the Town Council. This will involve grounds maintenance and tree management. There are no other legal issues known.

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)

The management of the site would fall within the Town Council budget for grounds maintenance.

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)

See above.

DECLARATION

I confirm that the details included in this application are correct

Signed:

Heather Abernethie

Name (please print): Heather Abernethie

Date: 25.07.2012

Community asset transfer: checklist

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	X	<input checked="" 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"/>	X	<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"/>	NA	<i>If 'no' your application should explain how use will be supervised</i>
	4. Will the public have access to the asset?	X	<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?	X	<input checked="" type="checkbox"/>	<i>The Council will only transfer assets that are fit for purpose</i>
	6. Is it in the right location?	X	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe?	X	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? (Water, electricity, drainage, etc)		X	<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?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	14. Is there community support for the change of use?	X	<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 type="checkbox"/>	X	<i>If 'yes' your application should explain implications</i>
16. Does the proposed use require planning consent?	X	<input type="checkbox"/>	<i>If 'yes' your application should explain implications</i>
17. Have you considered insurance cover?	X	<input type="checkbox"/>	<i>If 'no' your application must explain implications</i>
18. Have you assessed health and safety liabilities?	X		<i>Your application must explain how you will deal with risks and liabilities</i>

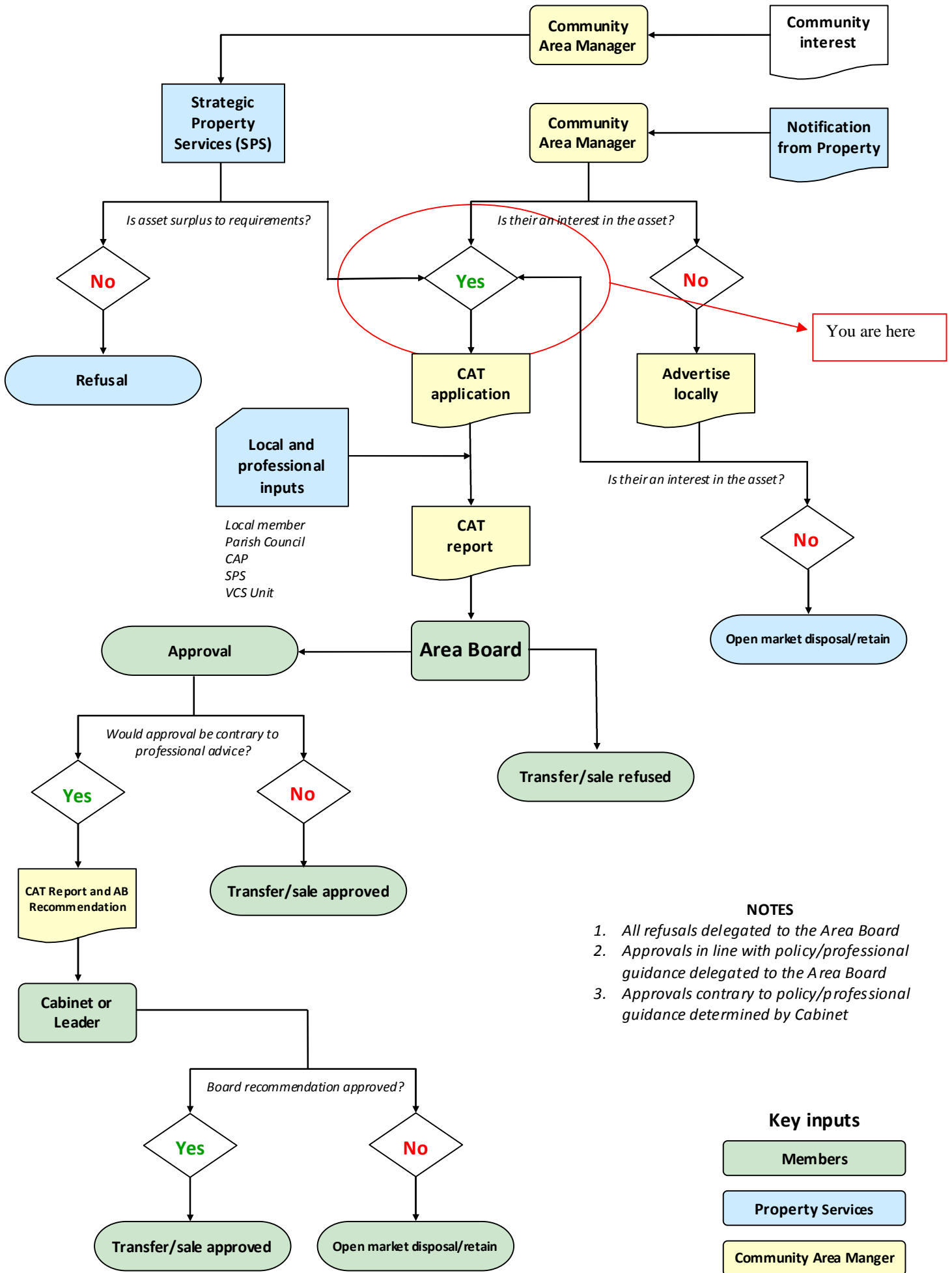
Finance

Question	Yes	No	Note
19. Can you meet all conversion costs?	X	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
20. Can you meet all capital maintenance costs?	X	<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?	X	<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"/>	X	<i>If 'yes' your application should provide further details</i>
23. Will any third party be assisting with the costs?	<input type="checkbox"/>	X	<i>If 'yes' your application should provide further details</i>
24. Do you have any contingency funds?	X	<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"/>	X	<i>If 'yes' your application should set out your offer</i>

Management

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

