

Form CAT01

Application for the transfer of a Council asset

Your details

Your Organisation *Warminster Town Council*

Contact name *Heather Abernethie*

Position held *Town Clerk*

Address *Warminster Civic Centre
Sambourne Road
Warminster*

Postcode *BA12 8LB*

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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

Please see attached map showing areas of ownership by Wiltshire Council of Warminster Town Park also known as Lake Pleasure Grounds Warminster with King George V playing Field. The map has been identified with 8 areas to be included in this request.

The address for the site is

Weymouth Street

Warminster BA12 9NP

It is believed that ownership extends to the Smallbrook Meadows Site and car park. The address is

Smallbrook Road

Warminster

Summary of proposal

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

The Town Park is an outside space which benefits the whole community and is used widely. Local management of the facility would enable the availability of additional resources to support the maintenance of the site.

Community use

Please explain how the asset will be used

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

Walkers, dog walkers, play area, skatepark for everyday use.

Pavillion for refreshments.

Sports tarmac pitch and tennis courts.

Compound for contractors.

House at the edge of the park for private rental.

Boat House and storage

Public toilets

Area for scout use with building

Smallbrook Meadows currently rented to Wiltshire Wildlife, available for daily enjoyment by visitors.

The asset is designed as a public park with associated assets attached which would continue as now.

Suitability for purpose

Please explain why this asset is suitable for the intended purpose

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

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 Town Council has not consulted on the transfer of the Asset.

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)*

It is understood that Wiltshire Council will outline any restrictions in relation to covenants on the site, as well as any existing leases. The Town Council would continue to observe current agreements and as it has an extensive insurance policy, adding this asset would be a straightforward process.

Financial matters

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

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

Within the Town Council precept.

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)

This has not yet been determined but it is likely that an outside contractor experienced in this kind of maintenance would be employed with managerial contract support from the Town Council.

DECLARATION

I confirm that the details included in this application are correct

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?	X	<input checked="" 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?	X	<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?	X	<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?	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 not transfer assets that are unsuitable</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?	<input type="checkbox"/> X	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? <i>(Water, electricity, drainage, etc.</i>	X	<input 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 type="checkbox"/>	X <input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	<input type="checkbox"/>	X	<i>If 'no'- please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	<input type="checkbox"/>	X	<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?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - consider carefully whether you wish to proceed with your application</i>

Signed: *Heather Abernethie*

Name (please print): *Heather Abernethie*

Date: *28th January 2015*

	Question	Yes	No	Note
Legal	15. Are there any covenants or other legal constraints?	X	Γ	<i>If 'yes' your application should explain implications</i>
	16. Does the proposed use require planning consent?	Γ	X	<i>If 'yes' your application should explain implications</i>
	17. Have you considered insurance cover?	Γ X	Γ	<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>

	Question	Yes	No	Note
Finance	19. Can you meet all capital maintenance costs?	X Γ	Γ	<i>If 'no' your application should explain how funding will be provided</i>
	20. Can you meet all day-to-day running costs?	X	Γ	<i>If 'no' your application should explain how funding will be provided</i>
	21. Will you use the asset to generate income?	X	Γ	<i>If 'yes' your application should provide further details</i>
	22. Will any third party be assisting with the costs?	Γ	Γ X	<i>If 'yes' your application should provide further details</i>
	23. Do you have any contingency funds?	X Γ	Γ	<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?	Γ X	Γ	<i>If 'no' your application should set out who will manage the asset.</i>
	25. Will a management committee be set up?	X	Γ	<i>If 'yes' your application should set out how this will work</i>
	26. Will users of the asset be involved?	X	Γ	<i>If 'yes' your application should set out how this will work</i>
	27. Will someone be employed to manage the asset?	X	Γ	<i>If 'yes' your application should set out how this will work</i>

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WARMINGSTON TOWN PARK

