

Form CAT01

**APPENDIX 2**

## Community asset transfer: application

### Your details

<b>Your Organisation</b>	<i>Calne Town Council</i>
<b>Contact name</b>	<i>Linda Roberts</i>
<b>Position held</b>	<i>Town Clerk</i>
<b>Address</b>	<i>Bank House The Strand Calne Wiltshire</i>
<b>Postcode</b>	<i>SN11 0EN</i>
<b>Telephone</b>	<i>01249 814000</i>
<b>Email</b>	<i><a href="mailto:lroberts@calne.gov.uk">lroberts@calne.gov.uk</a></i>

### 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

*Castlefields Park including the Skatepark  
Station Road  
Calne  
Wiltshire  
SN11 0EA*

#### Summary of proposal

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

*Castlefields Park is an essential green lung in the town centre of Calne, a valued asset to the local community, the skate park provides a free recreational activity for young people. Owning the asset would enable the town council to introduce resources to enhance the current routine maintenance arrangements and enable a quicker response to vandalism and littering problems which is an ongoing concern to the Castlefields Canal & River Park Association (CARP) the community group who maintain and continue to develop this country park. The town council already works very closely with CARP and have in the past grant funded the group with at least £50,000.00. The town council also works closely with the young skate park users and has aspirations to enhance and improve the site working alongside the young people.*

#### Community use

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

*Both areas will retain their current use as open space where the whole community can have free and open access at all times.*

**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 a long established open space and recreation area which the community of Calne has enjoyed for many years. The Town council are committed to preserving the great work that has been carried out to date and would wish to continue the links with Wiltshire Wildlife and the countryside officers from Wiltshire Council.*

**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)*

*Through a direct approach we have the support from CARP, local schools, Lord Lansdowne an adjoining land owner (who has written to Jane Scott with his support for the transfer), Quemerford Wood Trust, Calne Music & Arts Festival, Calne Civic Society, Calne Community Transport, Calne Artists Group, Calne Badminton Club, Calne & District Twinning Association, Calne Gardening Club, Calne Scouts, Calne Townswomens's Guild, mid wilts Ramblers group (Devizes), Calne Heritage Centre Trustees, Lions Club of Calne, Calne Chamber of Commerce, The John Bentley School, St Mary's School, Calne Fire Station, Marden House, The Wharf Sheltered housing.*

**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 Town Council has public liability cover of £10 million, with a work force of 25, and income of 1.5 million the asset will be managed as the other properties and open space/recreational areas in the town owned by the town council. Bentley Wood is a fine example of a magnificent woodland area which is maintained by the town council in close liaison with the Quemerford Wood Trust.*

**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 town council have included within this year's budget enough funds for the employment of a new grounds person, so in return for the asset the town council will maintain it. This also gives the opportunity for the town council to employ a local person.*

**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)*

*As the town council currently does with all property and open space in its ownership by forward planning, careful management and budget planning and forming a stronger partnership with CARP and any professional officers from Wiltshire Council with an expertise in wildlife and countryside maintenance.*

**DECLARATION**

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

**Signed:**

L A Roberts

**Name (please print):** Linda Roberts

**Date:** 19 July 2010

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?	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?	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
<b>Is the asset fit for proposed use?</b>	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
<b>Community Support and consultation</b>	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>

	<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 type="checkbox"/>	<i>If 'yes' your application should explain implications</i>
	16. Does the proposed use require planning consent?	<input type="checkbox"/>	X	<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>

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

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