

Form CAT01

Community asset transfer: application

Your details

Your Organisation	TISBURY PARISH COUNCIL
Contact name	SANDRA HARRY
Position held	PARISH CLERK
Address	THE CASTLE, BROOKWATER DONHEAD ST ANDREW SHAFTESBURY
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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

ALLOTMENT GARDENS, WEAVELAND ROAD, TISBURY, SP3 6HJ
The allotment/ composting area is situated between Weaveland Road and Hindon Lane in Tisbury. There is 1 point of entry for vehicles/pedestrians from Weaveland Road and access for pedestrians only from Hindon Lane and footpath TISB57 ; neither being a designated footpath.
The total area of the site is approx. 13345m² – a map is attached.

Summary of proposal

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

The asset is currently held by Tisbury PC on a lease from Wiltshire Council for which a rent of £262 per annum is payable in 2 instalments. Wiltshire Council play no part in the management of the area and have never been involved in issues such as fly tipping or eviction of travellers at the site that Tisbury PC has dealt with.
The administration of the land by Wiltshire Council is not considered cost effective and although the cost saving to the parish council is small, the continuation of allotment and composting activities at the site is very much a local sustainable initiative, being run by volunteers who are committed to improving the site.

Community use

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

The asset will continue to be used for allotments and composting activities.

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 asset is already in use as allotments and community composting and is therefore considered suitable.

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 parish council has not specifically consulted with local residents or other parties as the transfer of the asset from Wiltshire Council to Tisbury PC would not affect the day to day management of the site.

Residents are consulted about events or proposed changes to the amenities provided on an ongoing basis.

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)*

As the use of the asset will not change in any way, Tisbury PC already has in place the necessary insurance, risk assessments etc

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)*

All funding of the site is currently in place. Any changes or new liabilities arising will be dealt with by Tisbury PC in liaison with the Allotment Society and Composting Group. If the Allotment Society or Composting Group ceased to exist, any costs would be met by Tisbury PC.

Tisbury PC understands that a nominal sum of £1 would be payable for the freehold of 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 Allotment Society and Composting Group will continue to manage the asset on behalf of Tisbury PC; regular reporting and liaison is also envisaged to continue.

DECLARATION

I confirm that the details included in this application are correct

Signed: xxx

Name (please print): SANDRA J. HARRY

Date: 18th October 2010

Form CAT02

Community asset transfer: checklist

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	yes	<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>
	A. <i>The asset will continue to be used for allotments & composting.</i>			
	2. Will the asset be hired or used by third parties?	yes	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	A. <i>The allotment area is currently managed by the Allotment Society that has a specific agreement (attached) with Tisbury PC to do so. Each allotment allocated returns annual rent that is retained by the Allotment Society for ongoing maintenance and improvement of the area. The composting area is managed jointly by the composting group and Tisbury PC.</i>			
	3. Will your organisation supervise use of the asset?	yes	<input type="checkbox"/>	<i>If 'no' your application should explain how use will be supervised</i>
A. <i>Tisbury PC supervises the overall management of the whole area through the specific agreement and receives regular reports from the Allotment Society and Composting Group at Tisbury PC meetings.</i>				
4. Will the public have access to the asset?	yes	<input type="checkbox"/>	<i>If 'yes' your application should set out how your liabilities will be covered</i>	
A. <i>Although there are no public footpaths over the allotment area, the public do walk over the land and cars are parked in a small area accessed from Weaveland Road. The area and activities are covered by Tisbury PC's liability cover through Allianz plc.</i>				

	Question	Yes	No	Note
Is the asset fit for proposed use?	5. Is it big enough?	yes	<input checked="" type="checkbox"/>	<i>The Council will only transfer assets that are fit for purpose</i>
	A. <i>The area is sufficiently big at the present time to satisfy local demand.</i>			
	6. Is it in the right location?	yes	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	A. <i>The current allotment holders reside only in Tisbury or West Tisbury. The 'composters' also reside only in Tisbury or West Tisbury.</i>			
	7. Is it safe?	yes	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	A. <i>The area is considered fit for purpose and therefore safe.</i>			
	8. Does it have utilities? (Water, electricity, drainage, etc)	yes	<input type="checkbox"/>	<i>If 'no'- your application should explain if they are needed</i>
	A. <i>The area has water standpipes and natural drainage; no electricity is considered necessary.</i>			

Community Support and consultation

Question	Yes	No	Note
9. Have you consulted nearby residents?		n/a	<i>The area in question is in current use for allotment s & composting and Wiltshire Council has had no involvement in the management of the area since the lease was originally granted in 1924.</i>
10. Have you consulted adjoining owners?		n/a	
11. Have you consulted others affected by the proposal?		n/a	
12. Have you consulted the local Wiltshire Councillor?		n/a	
13. Have you consulted the local Parish Council?		n/a	
14. Is there community support for the change of use?		n/a	

Legal

Question	Yes	No	Note
15. Are there any covenants or other legal constraints?	<input type="checkbox"/>	no	<i>If 'yes' your application should explain implications</i>
<i>A. Not to the parish council's knowledge.</i>			
16. Does the proposed use require planning consent?	<input type="checkbox"/>	no	<i>If 'yes' your application should explain implications</i>
<i>A. No – area currently used for allotments and composting. The composting area operates under a current planning approval.</i>			
17. Have you considered insurance cover?	yes	<input type="checkbox"/>	<i>If 'no' your application must explain implications</i>
<i>A. Tisbury PC's insurers are fully aware of all activities on the site.</i>			
18. Have you assessed health and safety liabilities?	yes	<input type="checkbox"/>	<i>Your application must explain how you will deal with risks and liabilities</i>
<i>A. Tisbury PC has a current risk register with appropriate risk assessments.</i>			

Finance

Question	Yes	No	Note
19. Can you meet all conversion costs?		n/a	<i>If 'no' your application should explain how funding will be provided</i>
<i>A. No conversion costs are necessary.</i>			
20. Can you meet all capital maintenance costs?	yes	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
<i>A. Ongoing costs of asset maintenance are funded by allotment holders, together with donations and grants. If the Allotment Society or Composting Group ceased to exist, any costs would be met by Tisbury PC.</i>			
21. Can you meet all day-to-day running costs?	yes	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
<i>A. See 20.A.</i>			
22. Will you use the asset to generate income?	yes	<input type="checkbox"/>	<i>If 'yes' your application should provide further details</i>
<i>A. All monies generated from allotment rental or composting donations/ grants are used for site improvements and no profits are generated.</i>			
23. Will any third party be assisting with the costs?	yes	<input type="checkbox"/>	<i>If 'yes' your application should provide further details</i>
<i>A. By way of grants or donations only.</i>			

24. Do you have any contingency funds?	yes	<input type="checkbox"/>	<i>If 'no' your application should set out how you will deal with contingencies</i>
<i>A. Tisbury PC has reserves in line with current recommended levels.</i>			
25. Are you prepared to pay for the asset ?	yes	<input type="checkbox"/>	<i>If 'yes' your application should set out your offer</i>
<i>A. Tisbury PC understands that a nominal sum of £1 would be payable.</i>			

Management

Question	Yes	No	Note
26. Will you manage the asset?	<input type="checkbox"/>	no	<i>If 'no' your application should set out who will manage the asset.</i>
<i>A. The whole site is managed jointly by the Allotments Society and Composting Group and overseen by Tisbury PC.</i>			
27. Will a management committee be set up?	<input type="checkbox"/>	no	<i>If 'yes' your application should set out how this will work</i>
<i>A. The management committees are already in place.</i>			
28. Will users of the asset be involved?	yes	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
<i>A. Through the Allotment Society and Composting Group.</i>			
29. Will someone be employed to manage the asset?	<input type="checkbox"/>	no	<i>If 'yes' your application should set out how this will work</i>
<i>A. The Allotment Society and Composting group will continue to manage the asset on behalf of Tisbury PC.</i>			

