

Form CAT01

Community asset transfer: application

Your details

Your Organisation	Grafton Parish Council
Contact name	Alison Comyn
Position held	Planning Liaison for the Parish Council
Address	Coronation Hall, The green East Grafton Marlborough
Postcode	SN8 3DB
Telephone	
Email	Chairman@graftonparish.com

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

Map attached - Land Registry documentation.

Summary of proposal

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

There are currently no public play areas for the young of the Parish. This area has historically been made available as an "out of hours" play area by the previous school. When used in conjunction with the Coronation Hall the facility will enhance the community use by local groups as an outdoor alternative to Hall use.

Community use

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

Play equipment will be installed when funds are available. There is a demand for cricket nets and/or football posts which will enable local youth to meet safely rather than playing in the roads as is currently the case.

Suitability for purpose

Please explain why this asset is suitable for the intended purpose

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

Open ground, well hedged and all currently laid to grass. It has been used for this purpose recently with no problems and much support.

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)

Discussions have been held with local residents and a meeting is planned following confirmation that the CAT can go ahead. Calendars of these meetings can be provided as soon as the Parish Council is content that the transfer will take place. At the last Parish Council meeting a representative of the residents who live nearby attended and expressed the view that all were very pleased to see the land was to be

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)*

Legal considerations are already in the hands of our lawyers who have already made contact with you. Planning is under the jurisdiction of Mrs Comyn (Parish Councillor responsible for planning) and will be monitored as required. Health and safety matters are closely linked with the insurance requirements and will be formalised as soon as confirmation of the transfer is received.

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)*

Maintenance and running costs will be born by the Grafton Parish Council along the lines already in place for land by the Church, the Coronation Hall, village signs and seats. All of which are currently in good order. Volunteers are used wherever possible to ensure community involvement. The Parish Council is not able to pay commercial rates for this land with current finances.

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)

A member of the Parish Council will be nominated to lead a team of residents who will form an informal committee to oversee the land and its use. It is intended that, initially, the Parish Council should be closely involved to ensure that the use of the land is properly monitored and controlled in the initial stages.

DECLARATION

I confirm that the details included in this application are correct

Signed:

draft document as requested

Name (please print):

Ann Dudney

Date:

16 Sept 2011

Form CAT02

Community asset transfer: 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"/>	<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"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	3. Will your organisation supervise use of the asset?	<input checked="" type="checkbox"/>	<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?	<input checked="" type="checkbox"/>	<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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will only transfer assets that are fit for purpose</i>
	6. Is it in the right location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? (Water, electricity, drainage, etc)	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	14. Is there community support for the change of use?	<input checked="" type="checkbox"/>	<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"/>	<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"/>	<input type="checkbox"/>	<i>Your application must explain how you will deal with risks and liabilities</i>

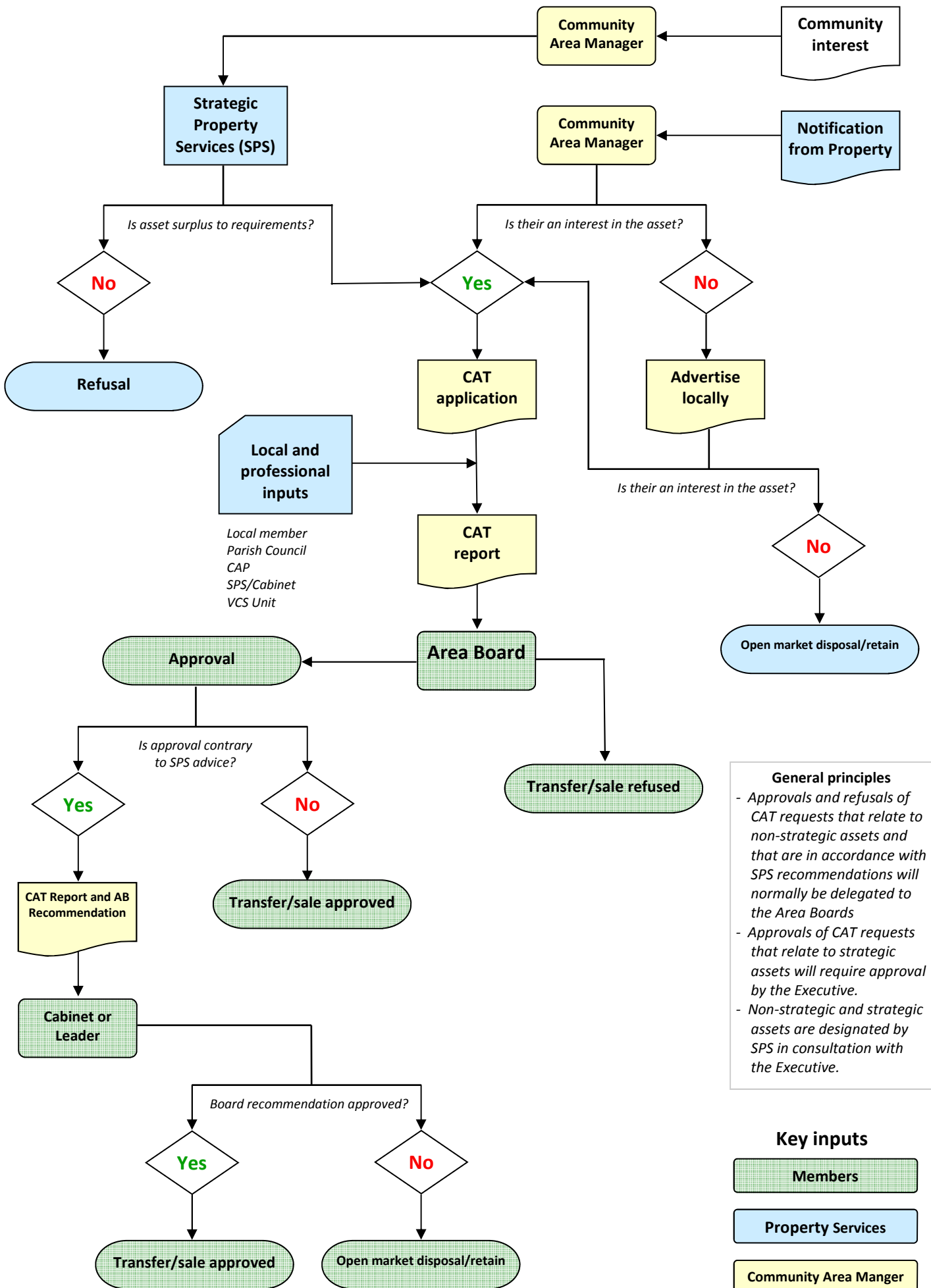
Finance

Question	Yes	No	Note
19. Can you meet all conversion costs?	<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 capital maintenance costs?	<input checked="" type="checkbox"/>	<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?	<input checked="" type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should provide further details</i>
23. Will any third party be assisting with the costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should provide further details</i>
24. 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>
25. Are you prepared to pay for the asset ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out your offer</i>

Management

Question	Yes	No	Note
26. 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>
27. Will a management committee be set up?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
28. 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>
29. 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>

Community Asset Transfer



General principles

- Approvals and refusals of CAT requests that relate to non-strategic assets and that are in accordance with SPS recommendations will normally be delegated to the Area Boards
- Approvals of CAT requests that relate to strategic assets will require approval by the Executive.
- Non-strategic and strategic assets are designated by SPS in consultation with the Executive.

- Key inputs**
- Members
 - Property Services
 - Community Area Manger