

Form CAT01

Application for the transfer of a Council asset

Your details

Your Organisation	Hindon Parish Council
Contact name	John Robinson
Position held	Chairman, Hindon Parish Council
Address	
Postcode	
Telephone	
Email	

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

Allotments are to the West of the High Street running alongside footpath No 9 and south of the B3089 and North of The Dene as indicated on the attached map. Access is via the above footpath and via the Dene. Size of allotment plot just under 2 acres.

Summary of proposal

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

To be able to manage the allotments without reference to Wiltshire Council from whom the allotments have been rented since 1922. Through the Parish Council this will give residents and allotment holders full and direct say in the management.

Community use

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

As allotments, and areas not under cultivation as "Conservation" area until such time as further space is required for additional allotments. Currently 19 out of 22 plots are in use with space for a further 3 full sized plots available as needed.

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 22 allotments have been in use since 1922 split variously from 300 sq.yds to 100 sq. yds. They will continue to be used as allotments as they are ideally positioned and accessible to the village.

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 subject of applying to take over the allotments from Wiltshire Council has been discussed at an open Parish Council meeting and also the Hindon Allotment and Conservation Association (HACA) have been consulted who are in full support of this action.
The land is separated from houses by garden areas and the transfer of ownership of the allotments will not affect neighbours in any adverse way.*

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)

*Hindon PC already manages the allotments and has insurance liability in existence and carries out H&S surveys as well as maintaining the not cultivated areas with grass cutting of footpaths on a regular basis.
Legal and planning advice is available through the PC's normal contacts*

Financial matters

How will you fund future running costs, repairs and maintenance?
(Please refer to questions 19-25 in the checklist - CAT02)

Rent for the allotments which includes a water charge based on metered use, covers basic running costs. Additional funds are allocated as part of the Parish Council budget for additional expenditure, and through HACA who raise additional funds for specific equipment such as tool sheds as required applying for Grants as applicable.

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 26-29 in the checklist - CAT02)

*The Parish Council meets 10 times a year at which a Parish Councillor who has responsibility to oversee the running of the allotments makes a report for the whole Council to discuss and decide on action required.
Wider consultation via HACA and other groups within the village also take place and they can air their views as required.*

DECLARATION

I confirm that the details included in this application are correct

Signed:

[Signature box]

Name (please print):

C. J. ROBINSON

Date:

22nd Nov. 2016

Form CAT02

Application for the transfer of a Council asset

CHECKLIST

Please refer to the questions highlighted in red to find out if your proposal is eligible.

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	√	<input type="checkbox"/>	Other than in exceptional circumstances, the Council will only dispose of assets for private or commercial use by way of open market sale
	2. Will the asset be hired or used by third parties?	√	<input type="checkbox"/>	If 'yes' your application should set out how this will work
	3. Will your organisation supervise use of the asset?	√	<input type="checkbox"/>	If 'no' your application should explain how use will be supervised
	4. Will the public have access to the asset?	√	<input type="checkbox"/>	If 'yes' your application should set out how your liabilities will be covered

	Question	Yes	No	Note
Is the asset fit for proposed use?	5. Is it big enough?	√	<input type="checkbox"/>	The Council will only transfer assets that are fit for purpose
	6. Is it in the right location?	√	<input type="checkbox"/>	The Council will not transfer assets that increase unnecessary car use
	7. Is it safe?	√	<input type="checkbox"/>	The Council will not transfer assets that are unsafe
	8. Does it have utilities? (Water, electricity, drainage, etc)	√	<input type="checkbox"/>	If 'no'- your application should explain if they are needed

	Question	Yes	No	Note
Community Support and consultation	9. Have you consulted nearby residents?	√	<input type="checkbox"/>	If 'no'- please consult before submitting your application
	10. Have you consulted adjoining owners?	√	<input type="checkbox"/>	If 'no'- please consult before submitting your application
	11. Have you consulted others affected by the proposal?	√	<input type="checkbox"/>	If 'no'- please consult before submitting your application
	12. Have you consulted the local Wiltshire Councillor?	√	<input type="checkbox"/>	If 'no'- please consult before submitting your application
	13. Have you consulted the local Parish Council?	N/A	<input type="checkbox"/>	If 'no'- please consult before submitting your application
	14. Is there community support for the change of use?	√	<input type="checkbox"/>	If 'no' - consider carefully whether you wish to proceed with your application

	Question	Yes	No	Note
Legal	15. Are there any covenants or other legal constraints?	☐	√	If 'yes' your application should explain implications
	16. Does the proposed use require planning consent?	☐	√	If 'yes' your application should explain implications
	17. Have you considered insurance cover?	√	☐	If 'no' your application must explain implications
	18. Have you assessed health and safety liabilities?	√	☐	Your application must explain how you will deal with risks and liabilities

	Question	Yes	No	Note
Finance	19. Can you meet all capital maintenance costs?	√	☐	If 'no' your application should explain how funding will be provided
	20. Can you meet all day-to-day running costs?	√	☐	If 'no' your application should explain how funding will be provided
	21. Will you use the asset to generate income?	√	☐	If 'yes' your application should provide further details
	22. Will any third party be assisting with the costs?	☐	√	If 'yes' your application should provide further details
	23. Do you have any contingency funds?	√	☐	If 'no' your application should set out how you will deal with contingencies
	24. Are you prepared to pay for the asset ?	☐	√	If 'yes' your application should set out your offer
	25. Are you seeking transfer of the councils running costs?	☐	√	If 'yes' your application falls outside of the scope of this scheme ¹

	Question	Yes	No	Note
Management	26. Will you manage the asset?	√	☐	If 'no' your application should set out who will manage the asset.
	27. Will a management committee be set up?	√	☐	If 'yes' your application should set out how this will work
	28. Will users of the asset be involved?	√	☐	If 'yes' your application should set out how this will work
	29. Will someone be employed to manage the asset?	☐	√	If 'yes' your application should set out how this will work

¹ The council may still be willing to transfer the asset and the running costs, or a proportion of the running costs but this falls under a separate scheme