

Form CAT01

## Application for the transfer of a Council asset

### Your details

Your Organisation

Heytesbury, Imber & Knook Parish Council

Contact name

VANESSA STURMEY

Position held

Play grounds and community Planning

Address

Postcode

Telephone

Email

### 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

Knook Recreation field  
Nearest post code BA12 0SG  
Please see map

#### Summary of proposal

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

To benefit the community, to promote Health and fitness, bringing communities together with allotment space, wildlife garden and general childrens play area

#### Community use

Please explain how the asset will be used

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

Allotments, wildlife garden, recreational use for the community open to residents of Knook, Heytesbury and Tytkington

**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's within in the village, flat and good soil, we currently cut the grass for recreational use, The field is large enough approx 50m<sup>2</sup> to provide all of our proposals.

**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 have consulted local residents, Selwood Housing, who wish to install a soak away, an agreement has been met with Neil Daming (Selwood) and Mark Honeyburn who we have had no negative comments

**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)

We do not <sup>need</sup> planning as its has Agricultural use, we will insure the land for PLI. We will give Selwood Housing the rights to install and maintain a soak away in part of the area enclosed. RISK ASSESSMENT

**Financial matters**

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

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

Rents from allotments holders and PC funds reserves VOLUNTEERS TO HELP WITH MAINTENANCE AS PART OF THEIR ALLOTMENT AGREEMENT

**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)

Allotment holders will maintain the surrounding areas within the field part of the field will be kept open space (wildlife garden) for residents to enjoy. THE PC WILL MANAGE THE SITE FOR THE COMMUNITY

**DECLARATION**

I confirm that the details included in this application are correct

Signed:

[Signature line]

Name (please print):

VANESSA STURMEY

Date:

24 JAN. 2012.

Form CAT02

## Application for the transfer of a Council asset

### CHECKLIST

	Question	Yes	No	Note
<b>Community use</b>	1. Is the asset to be provided for a public purpose?	<input checked="" type="checkbox"/>	<input 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?	<input checked="" type="checkbox"/>	<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?	<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
<b>Is the asset fit for proposed use?</b>	5. Is it big enough?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will not transfer assets that are unsuitable</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
<b>Community Support and consultation</b>	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>

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

	Question	Yes	No	Note
<b>Finance</b>	19. Can you meet all capital maintenance costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should explain how funding will be provided
	20. Can you meet all day-to-day running costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should explain how funding will be provided
	21. Will you use the asset to generate income?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should provide further details
	22. Will any third party be assisting with the costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should provide further details
	23. Do you have any contingency funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should set out how you will deal with contingencies

	Question	Yes	No	Note
<b>Management</b>	24. Will you manage the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should set out who will manage the asset.
	25. Will a management committee be set up?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should set out how this will work
	26. Will users of the asset be involved?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should set out how this will work
	27. Will someone be employed to manage the asset?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should set out how this will work

# **Land Adjoining 12 Knook**

## **Risk Assessment**

### **Utilities**

Avoidance is needed of a power cable and telephone wire running over the land and a water supply running underneath which supply four properties.

### **Parking**

If a number of allotment holders are non residents of Knook, further parking spaces maybe needed, this can be achieved by extending the existing lay by or by providing parking within the field itself.

### **Trees**

At the time of my visit dead elms trees have been noted along the roadside, Wiltshire Council has agreed to deal with any dangerous trees before the Asset Transfer completes.

### **Access**

In addition to the main entrance from Knook Lane, Selwood Housing property No 12 has a side entrance into the field it has been agreed with Selwood to be closed off, to date it is still open.

**22<sup>nd</sup> January 2012**