Form CAT01

Community asset transfer: application Trowbridge Town Park

Your details

Your Organisation	*Trowbridge Town Council*
Contact name	*Lance Allan*
Position held	*Town Clerk*
Address	*Trowbridge Town Council* *The Civic Centre* *St Stephen's Place* *TROWBRIDGE* *Wilts*
Postcode	*BA14 8AH*
Telephone	*01225 765072*
Email	*lance.allan@trowbridge.gov.uk*

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

Trowbridge Town Park, also known as the People's Park, Park Street, Trowbridge including those parts acquired in 1887 under the 1875 Act (but excluding the area disposed of in 1966; the area acquired in 1919 (excluding the area to the West of the children's play area and all access roads to the West of the kerb line along the West elevation of the Civic Centre, these areas to be retained by Wiltshire Council)(and excluding the Civic Centre gifted to Trowbridge Town Council in 2001).

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

Trowbridge Town Council considers that it is appropriate for the Town Council, under the principles of localism to take responsibility for the provision and maintenance of local assets which are primarily provided for the enjoyment of residents of the town. The Town Council offices are located adjacent to the park and the Town Council will therefore be able to monitor the facility more closely than Wiltshire Council or its contractors.

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

The Town Council will maintain the park for the enjoyment of residents and visitors to the town, including the rights enjoyed over that part of the park which is specifically covered by the 1875 Act. The Town Council has for many years arranged activities and events in the park with great success. The Town Council has a licence which includes the Park.

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 Town Council does not intend changing the substantive nature of the Park.

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 Town Council has an adopted Strategy which identifies asset transfer and in particular the Park as key aims. No issues of concern have been raised with the council regarding this aim. Members of the public have indicated their support for a more proactive approach by the Town Council to the Park.

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 envisage any issues – we will maintain access rights and already are the license holder.

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 is not willing to pay for the asset and is in discussion with officers of Wiltshire Council to identify and acceptable medium term approach to funding which is acceptable within policy to Wiltshire Council. This would see Wiltshire Council providing full funding in the first year following transfer and rolled up funding reflecting the long term funding policy of Wiltshire Council spread of a reduced number of years at a consequently lower rate of drop off in the first few years.

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)

We will continue to maintain the asset using skilled staff or contractors as necessary and will continue to manage activities in a similar way to past and current arrangements.

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

Signed:

Name (please print): *LANCE ALLAN   28/01/2013*

Form CAT02

Community asset transfer: checklist

Community use	Question	Yes	No	Note
	1. Is the asset to be provided for a public purpose?	X	■	*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?	X	☐	*If 'yes' your application should set out how this will work*
	3. Will your organisation supervise use of the asset?	X	☐	*If 'no' your application should explain how use will be supervised*
	4. Will the public have access to the asset?	X	☐	*If 'yes' your application should set out how your liabilities will be covered*

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

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

Legal

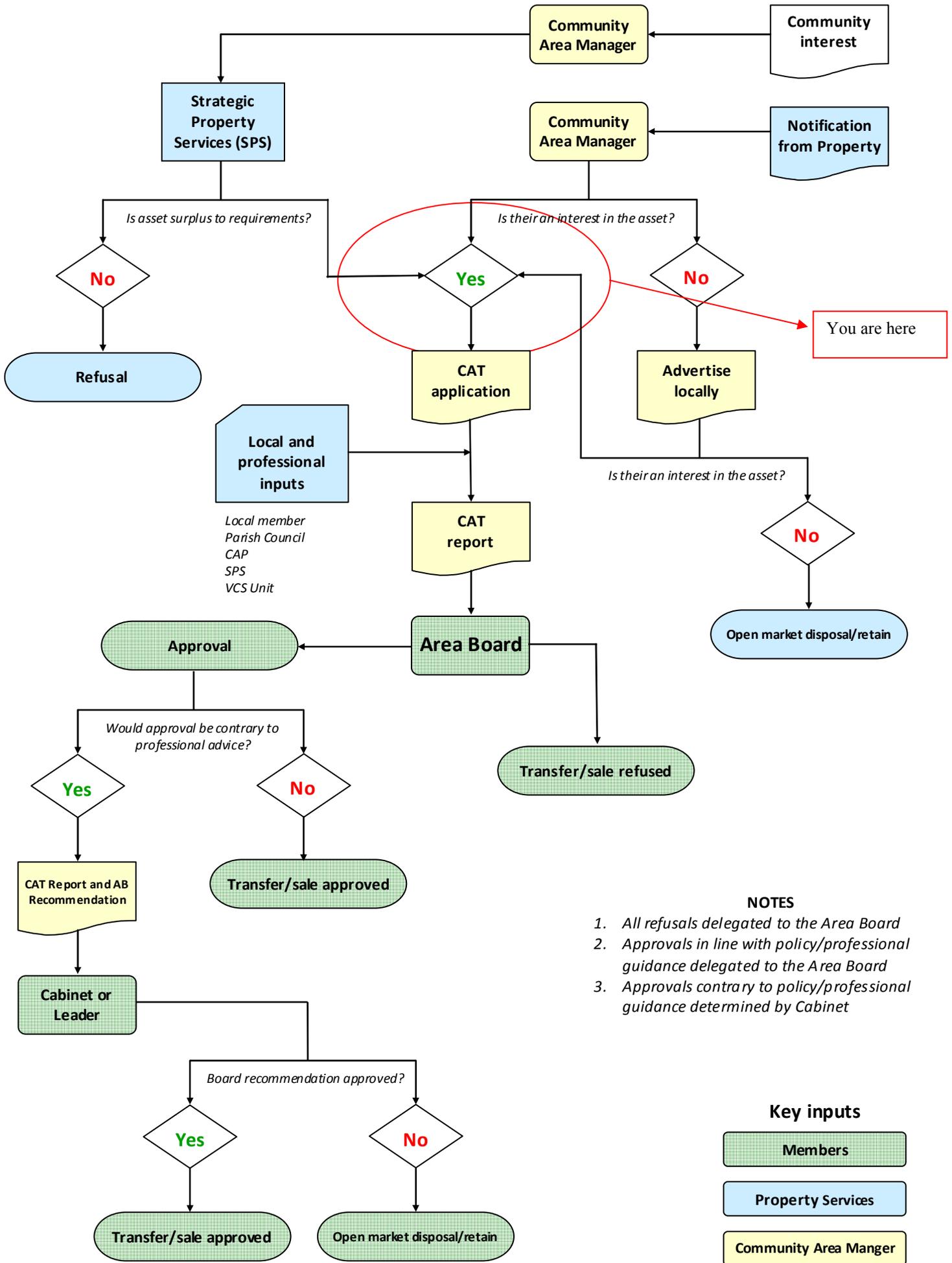| Question	Yes	No	Note
15. Are there any covenants or other legal constraints?	X	☐	*If 'yes' your application should explain implications*
16. Does the proposed use require planning consent?	☐	X	*If 'yes' your application should explain implications*
17. Have you considered insurance cover?	X	☐	*If 'no'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

Finance

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

Management

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

Community Asset Transfer

Community Area Manager ← **Community interest**

Strategic Property Services (SPS)

Community Area Manager ← **Notification from Property**

Is asset surplus to requirements?

No → **Refusal**

Is their an interest in the asset?

Yes → **CAT application**

No → **Advertise locally** → *You are here*

Local and professional inputs

*Local member
Parish Council
CAP
SPS
VCS Unit*

CAT report

Is their an interest in the asset?

No → **Open market disposal/retain**

Approval ← **Area Board** → **Transfer/sale refused**

Would approval be contrary to professional advice?

Yes → **CAT Report and AB Recommendation** → **Cabinet or Leader**

No → **Transfer/sale approved**

Board recommendation approved?

Yes → **Transfer/sale approved**

No → **Open market disposal/retain**

NOTES

1. All refusals delegated to the Area Board
2. Approvals in line with policy/professional guidance delegated to the Area Board
3. Approvals contrary to policy/professional guidance determined by Cabinet

Key inputs

Members

Property Services

Community Area Manger