

Form CAT01

## Application for the transfer of a Council asset

### Your details

**Your Organisation** *Fovant Parish Council*

**Contact name**

**Position held** *Clerk to the Fovant 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

*Playing field and a separate children's play area, Sutton Road, Fovant, Salisbury SP3 5LE. Both areas are accessed from a public road, The Poplars, and are separated by this road. Both areas are bounded by a mixture of hedges and fencing. The playing field has two open access points on The Poplars road; the children's play area is entered by a self closing gate.*

#### Summary of proposal

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

*The asset is currently held by Fovant Parish Council on a lease from Wiltshire Council, for which an annual rent of £60 is paid. Wiltshire Council play no part in the management of the asset nor do they contribute to the normal annual running costs (ground-keeping, mowing, hedging, insurance, maintenance, annual H&S inspection). This transfer is proposed to provide certainty to the Parish Council to enable future financial investment in the equipment upkeep and to secure the inhabitants of Fovant parish with confidence about the long term future of the playing field and the children's play area, that they will be retained in perpetuity for the benefit of Fovant children.*

#### 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 as at present, being operated under the current management procedures of the Fovant Parish Council which ensure free access and a safe recreational environment for children and adults without impinging negatively on the locality and environment. In addition to daily unregulated public access for personal recreational activities of children, the Parish Council does not hire out the assets but will continue to consider one off use of the Recreation Ground by third parties for specific not for profit activities such as the village fete or visiting sports provision, on a*

*case by case basis, requiring appropriate insurances to be lodged.*

### **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 two areas of the asset (the Childrens Playground and the Recreation Ground) have been developed and maintained by Fovant Parish Council as appropriate for a number of recreational purposes, and the Council has and wishes to continue in the future to acquire and install modern updated equipment fit for such purposes. This present situation is intended to continue following the asset transfer.*

### **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)*

*This proposal has been discussed and agreed unanimously by the Fovant Parish Council. Fovant Parish Council has not conducted a separate consultation exercise with local residents or other parties because the transfer of the asset to the Parish Council is a documentary activity only and the costs of consultation would not be justified - the transfer will neither affect the day to day management of the site by the Parish Council, nor lead to any consequent impact on the local residents or other third parties.*

### **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)*

*Fovant Parish Council already has in place all necessary third party insurance for injury to persons accessing the asset, and risk insurance covering damage to the installed equipment. The Parish Council also commissions an annual Health and Safety inspection by an approved Third Party provider. The Council operates a management system covering all those aspects of the two areas that could impact on health and safety, on the security of the children, and on the amenity value for the village as a whole; this includes grass cutting and the maintenance of play equipment, surrounding 'fall surfaces', fences, gates, benches and signs.*

### **Financial matters**

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

*(Please refer to questions 19-25 in the checklist - CAT02)*

*Normal annual costs of operating the asset will be met as now from the Parish Precept. To meet any extraordinary costs such as for replacement or new equipment, the Parish Council uses its discretion to apply for funding from other sources such as available R2 funds, Wiltshire Council Area Board grants, the Playing Fields Association, and ad hoc grants available from other charitable organisations etc.*

### **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)*

*Management of the asset will continue as now, by Fovant Parish Council*

### **DECLARATION**

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

**Signed:**

**Name (please print):**

**Date:**

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

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

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

	Question	Yes	No	Note
<b>Management</b>	26. Will you manage the asset?	yes	<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"/>	NA	<i>If 'yes' your application should set out how this will work</i>
	28. Will users of the asset be involved?	<input type="checkbox"/>	NA	<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"/>	NA	<i>If 'yes' your application should set out how this will work</i>

<sup>1</sup> 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

# Community Asset Transfer

