

Form CAT01

Application for the transfer of a Council asset

Your details

Your Organisation	<i>Wilton Town Council</i>
Contact name	<i>Mrs AC Purves</i>
Position held	<i>Town Clerk</i>
Address	<i>Council Offices Kingsbury Square Wilton Salisbury Wilts</i>
Postcode	<i>SP2 0BA</i>
Telephone	<i>01722 742093</i>
Email	<i>wiltontc@waitrose.com</i>

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

Site 3093 South Downside from the SHLAA Wilton Community Area at 0.80 hectares.

Site S254 land adjacent to Fairview Road (Burdens Ball) at 3.26 acres Collectively, known as the Sheep Fair Field

Summary of proposal

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

To be returned to the ownership of Wilton Town Council, its historical owner up to 1972. This will restore the community's pride in itself and its surrounding, and help to restore its sense of self and identity.

Community use

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

Its present use as a venue for the four sheep fairs held each year will continue, as organised and maintained by Southern Counties Auctioneers. Its use as a green open space for all members of the public to enjoy will also be retained.

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 intended purpose is the same as the existing, for which the site is ideally suited.

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)

Local residents and adjoining owners have been consulted, and Wiltshire Councillor Peter Edge fully supports the transfer. The Town Council is applying for the transfer, and so supports this scheme. Residents have been reassured that the Sheep Fair Field use will remain the same. The community has felt very strongly for years that ownership should not have been transferred from the Town Council in 1972.

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)*

The site is presently leased to Southern Counties Auctioneers, and should the transfer be granted, the Town Council would expect the lease to be transferred as well. The use will remain the same, and so does not require planning consent. The asset will be added to the Town Council's asset register and be covered by the Town Council's existing and ongoing public liability and property insurance. It will be subject to the Town Council's risk assessment and health & safety procedures.

Financial matters

How will you fund future running costs, repairs and maintenance?
(please refer to questions 19-23 in the checklist - CAT02)

As far as can be ascertained, the tenant maintains the Sheep Fair Field, and is responsible for the running costs, but should this change, the Town Council would be able to fund these costs from its precept and reserves.

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)

The Town Council as land owner will have ultimate responsibility for the asset, and will ensure that it is maintained to the same high standard as its other open spaces, so that residents and visitors alike can continue to enjoy all the Sheep Fair Field has to offer in terms of encouraging healthy living, interest in the environment and its place in Wilton's history.

DECLARATION

I confirm that the details included in this application are correct

Signed:

Name (please print): Catherine Purves

Date: 1st August 2014

Form CAT02

Application for the transfer of a Council asset

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>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
Is the asset fit for proposed use?	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? <i>(Water, electricity, drainage, etc.)</i>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 capital maintenance 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 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>
21. 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>
22. 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>
23. 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>

Management

Question	Yes	No	Note
24. 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>
25. Will a management committee be set up?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
26. 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>
27. 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>