

Community asset transfer: application

Your details

Your Organisation	<i>Winterbourne Stoke Parish Council</i>
Contact name	<i>Mr James Carr</i>
Position held	<i>Clerk to the Council</i>
Address	<i>1 Cleeve View Winterbourne Stoke Salisbury Wiltshire</i>
Postcode	<i>SP3 4SY</i>
Telephone	<i>07973 366762</i>
Email	<i>jim@jhcarr.wanadoo.co.uk or jhcarr@qinetiq.com</i>

Your proposal

(please complete Checklist CAT02 before filling in the following)

Details of asset Please include exact location, address, postcode, size, boundaries, access points and a map if possible	<i>As attached site map and outlined in Red site is at SP3 4SS The Meadow View Play Park is at present under lease signed with Salisbury District Council</i>
Summary of proposal Why do you want the asset and how will this benefit the local community?	<i>Under the terms of the lease, Winterbourne Stoke Parish Council (WSPC) have responsibility for most of the area including some of the fences. At present Wiltshire Council cut the grass and WSPC provide and maintain play equipment on the site. This is the only such facility that WSPC own.</i>
Community use Please explain how the asset will be used <i>(Please refer to questions 5-8 in the checklist - CAT02)</i>	<i>The asset would be primarily used for young people to play in, a secondary use is for village events organised by the Village Events Committee, such as BBQs and fun days. The Village Events Committee have a marquee that is erected in the park with permission from WSPC. The asset has no facilities such as electricity or water, however, none are required.</i>
Suitability for purpose Please explain why this asset is suitable for the intended purpose <i>(Please refer to questions 5-8 in the checklist - CAT02)</i>	<i>It is already being used for that purpose and has proved satisfactory.</i>

<p>Community support and consultation Please set out who you have consulted about your proposal and how you have addressed any concerns raised <i>(Please refer to questions 9-14 in the checklist - CAT02)</i></p>	<p><i>We are a small village with a total of 86 houses. We have let it be known through our Council minutes and have not had any adverse comments regarding our plans to take over the play park. We have consulted all properties that are near to the Play Park and told them of our intentions and have received a positive response. Additionally, it is already being used for the intended purpose.</i></p>
<p>Legal issues Please set out how you will address any legal, planning, insurance and health and safety matters associated with the asset <i>(Please refer to questions 15-18 in the checklist - CAT02)</i></p>	<p><i>WSPC already have insurance to cover all aspects of their duties. The play equipment is inspected yearly by a RoSPA accredited independent inspector and parish councillors are assigned to carry out weekly checks and to sign as being carried out.</i></p>
<p>Financial matters How will you fund running costs and maintenance? Are you willing to pay for the asset? <i>(Please refer to questions 19-23 in the checklist - CAT02)</i></p>	<p><i>At present we fund the up keep and maintenance and running costs from the parish precept. We also call on the help of volunteers from within the village who provide labour and their skills free of charge in most cases so that we just pay for materials.</i></p> <p><i>WSPC would be unable to pay for this asset.</i></p> <p><i>We are unsure of the meaning of "conversion costs" but if this means substantial legal bills for the transfer of the property we would probably be unable to meet these so the transfer would not be able to go ahead.</i></p> <p><i>We believe the savings to Wiltshire Council would be savings in the grass cutting contract for this land.</i></p>
<p>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? <i>(Please refer to questions 24-27 in the checklist - CAT02)</i></p>	<p><i>The asset would be managed and would be the responsibility of WSPC as it is at present and any village organisation that would like to hold events would have to apply to WSPC for permission to do so; this would ensure the wellbeing of the area for community use as at present.</i></p>

I confirm that the details included in this application are correct

Signed:

James H Carr

Name (please print):

James H Carr

Date:

30 July 2010

Form CAT02

Community asset transfer: 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>Other than in exceptional circumstances, the Council will only dispose of assets for private or commercial use by way of open market sale</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 only transfer assets that are fit for purpose</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 for the use proposed?	<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
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>

	Question	Yes	No	Note
Legal	15. Are there any covenants or other legal constraints?	<input type="checkbox"/>	<input checked="" 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"/>		<i>Your application must explain how you will deal with risks and liabilities</i>

	Question	Yes	No	Note
Finance	19. Can you meet all conversion costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
	20. 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>
	21. 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>
	22. 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>
	23. 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>
	24. 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>
	25. Are you prepared to pay for the asset ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out your offer</i>

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