AGENDA

Meeting: PEWSEY AREA BOARD

Place: Coronation Hall, The Green, East Grafton, SN8 3DB

Date: Thursday 6 October 2011

Time: 7.00 pm

Including the Parishes of Alton, Beechingstoke, Burbage, Buttermere, Charlton and Wilsford, Chirton, Easton, Grafton, Great Bedwyn, Ham, Little Bedwyn, Manningford, Marden, Milton Lilbourne, North Newnton, Oare, Patney, Pewsey, Rushall, Shalbourne, Stanton St Bernard, Upavon, Wilcot and Huish, Woodborough, Wootton Rivers

The Area Board welcomes and invites contributions from members of the public. The chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

Refreshments and networking opportunities will be available from 6:30pm.

Please direct any enquiries on this Agenda to Sharon Smith (Democratic Services Officer), on 01225 718378 or email sharonL.smith@wiltshire.gov.uk
Or Caroline Brailey (Pewsey Community Area Manager) 01225 718609 or email caroline.brailey@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114 / 713115.

Wiltshire Councillors

Robert Hall	Pewsey Vale
Jerry Kunkler **(Chairman)**	Pewsey
Stuart Wheeler **(Vice Chairman)**	Burbage + Bedwyns

Map enclosed at page 1

Items to be considered

1. **Welcome and Introductions**

2. **Apologies for Absence**

   Apologies have been received from Cllr Robert Hall. Cllr Mark Connolly will substitute.

3. **Declarations of Interest**

   Councillors are requested to declare any personal or prejudicial interests or dispensations granted by the Standards Committee.

4. **Chairman's Announcements**

   To allow for any Chairman's announcements that may arise.

5. **Pewsey Shadow Community Operations Board (COB)** *(Pages 3 - 10)*

   To consider the working proposal for the provision of a Community Campus in the Pewsey Community Area and approve that the proposal form the basis of a further phase of community consultation to allow local people to give their views.

   The report detailing the results of the initial consultation and working proposals for the provision of a Community Campus will follow.

6. **Community Asset Transfer** *(Pages 11 - 22)*

   To consider a report on the application to transfer the former playing field at Grafton School to Grafton Parish Council in accordance with Wiltshire Council's Community Asset Transfer Policy.

7. **Future Meeting Dates and Close**

   The next meeting of the Pewsey Area Board is scheduled for Monday 7 November 2011, 7pm at Bouverie Hall, North Street, Pewsey, Wiltshire SN9 5EQ.

8. **Urgent Business**

   Time permitting, the Chairman will invite questions and comments on issues not covered elsewhere in the agenda.

Future Meeting Dates

Monday, 7 November 2011
7.00 pm
Bouverie Hall, North Street, Pewsey, Wiltshire SN9
5EQ

Monday, 9 January 2012
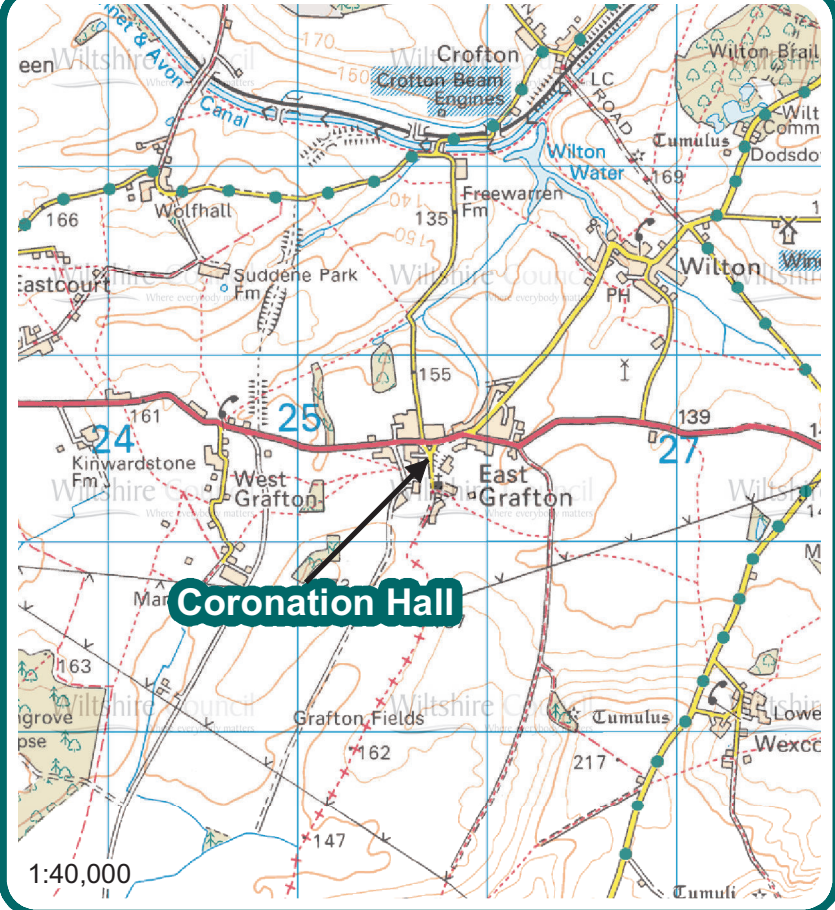7:00 pm
Burbage Village Hall, Eastcourt Road, Burbage SN8
3AJ

Monday, 12 March 2012
7:00 pm
Burbage Village Hall, Eastcourt Road, Burbage SN8
3AJ

1:150,000

**Coronation Hall
East Grafton
Marlborough
SN8 3DB**

Wiltshire Council
Where everybody matters

Coronation Hall

1:40,000

Coronation Hall

East Grafton

1:8,000

Draft Campus proposal frequently asked questions – September 2011 –

The following answers are intended to provide a response to general questions which people ask about campus proposals. Each campus proposal will be different and this document is intended only to provide answers to questions often raised by Shadow Community Operations Boards as they begin their work. The answers provided are not intended to pre-empt any formal decision making processes.

Glossary:

Wiltshire Council's Cabinet	The Cabinet is the executive branch of Wiltshire Council. It consists of the leader of the council together with at least two, but not more than nine members of the council appointed to the Cabinet by the leader of the council. The Cabinet will carry out within the council's policy and budget framework all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under the constitution.
Area Board	The Area Boards are a new way of working to bring local decision making back into the heart of the community. They are a formal part of Wiltshire Council that try to find solutions for local issues such as road repairs, traffic problems and speeding in villages, litter, facilities for young people and affordable housing. People who work with the 18 Area Boards include councillors, community area managers, democratic service officers together with one member of the council's top decision making committee, the cabinet. It also includes the local NHS, fire and emergency services, police, town and parish councils, community area partnerships and many other groups.
Shadow Community Operations Board (COB)	A group of community representatives, determined by the Area Board and working under the auspices of the Area Board, who will influence, recommend and consider the detail of the emerging campus facilities both in terms of how they are designed and how they will operate on a day to day basis
Campus	A building, or buildings, in a community area that provide the services the community area needs in an accessible location. This may also include partner services.
Community Area	A community area is a group of electoral parishes which form a community area. More information about community areas can be found here

Questions re general context	
What is a campus?	A campus is a building, or buildings, in a community area where people can access local services. Campuses could be new or existing buildings and may also be used to provide partner services. One of the main ideas behind campuses is to create flexible space which can be used more efficiently for a variety of purposes and by a variety of people or organisations. Community campuses will be developed through input from local people to ensure each campus is as individual as the community it serves. What a campus will look like, what services will be provided, or where it will go, will be community led and subject to extensive consultation with local people and partners.
What will be in a campus?	All campus buildings will include a shared reception, community space, accessible community IT, catering facilities and personal care facilities for disabled users. Other services, for example libraries, leisure centres and youth services, could potentially be included in a campus, along with facilities for individuals to meet with specialist services such as housing, revenues and benefits and any others that offer specific advice. The Shadow Community Operations Board has a responsibility to help define community need and make recommendations to the Area Board over facility specification and operations. This means that the Shadow Community Operations Board has a key role in engaging with the local community and are the key conduit for consultation with local communities. The Shadow Community Operations Board will also engage with and directly influence the design process for the community campus to ensure that the needs of the wider community are reflected in the design and operation of the campus facilities.
Why are Wiltshire Council looking to	The aim of a campus proposal is to make maximum and efficient use of the council's

| develop campus proposals? | buildings – both new and existing – and create campuses that deliver more for local communities.

One of the main ideas behind campuses is to create flexible space which can be used for a variety of purposes and by a variety of people or organisations.

Having a campus also creates opportunities for a variety of organisations to work with the council and benefit from similar improvements in terms of better service delivery at lower cost and thus be more sustainable in the longer term.

The campus proposals build on the principles established in the leisure review, conducted during 2010 which proposed investment into facilities across Wiltshire and the potential to transfer some facilities to local community management. The outcome of the leisure review is to be delivered via the Transformation Programme, through the development of campus proposals. The principles of the leisure review remain– the difference is that any transfer of management or responsibility will be done within the wider context of how potentially all campuses could be managed as opposed to separate solutions for each campus or leisure facilities. It is hoped this approach to transfer would ensure services are sustainable in the long term and it allows the Council to further test the proposal before committing to any transfer. |
| --- | --- |
| Who will decide our campus goes ahead? | On the 15th of February 2011 Wiltshire Council's Cabinet approved a paper which outlined the principles of developing campus proposals across Wiltshire, along with identifying pilot areas where the principle of community led management can be tested.

It is ultimately local elected Members who will decide whether to approve the submission of a campus proposal to Wiltshire Council Cabinet. In turn Cabinet will decide if they wish to provide the finances required to go ahead with the campus development.

The development of campus proposals will be directly informed by local people |

	through extensive consultation, which will be facilitated by the Shadow COB. The initial phase of consultation is an essential part of the process to ensure services included in a campus proposal are what people across the whole community feel are needed now, and the Shadow COBs will encourage as many people as possible to feed in their views throughout the process
Have you looked at what it would cost to run existing buildings cheaper? Is there no cheaper option?	The current ageing and largely inefficient dispersed estate is simply unaffordable over the medium to long term and in some cases no longer provides an appropriate service to local people. The most affordable option for safeguarding local services and to ensure long term sustainability is to reduce the amount spent on running these buildings by co-locating them on a single site in a modern, efficient and fit for purpose building.
Who are the Shadow Community Operations Board and what is their role?	A Shadow Community Operations Board (Shadow COB) is a group of community representatives, determined by the Area Board and working under the auspices of the Area Board, who will influence, recommend and consider the detail of the emerging campus facilities both in terms of how they are designed and how they will operate on a day to day basis The Shadow COB have a key role in representing the views of and consulting with the local community abut campus proposals.
Questions re co-location	
How will it be run - will the community be expected to run it?	If approved by the Area Board, the Council will be exploring potential community led campus management through the implementation of a Shadow Community Operations Board. This will form part of a pilot project that will be carried out in areas across the County. For the duration of the pilot the Council will retain responsibility for the majority of services operated from the campus.
Who will use the shared desk space?	Shared desk space – or hotdesking space – would be for use by community-based council and partner staff working in the area. For example this may be Social workers or Neighbourhood Policing team staff or other partners as necessary or appropriate. There will also be 'touch-down' space for use by other council officers who have

| | arranged to see customers in the campus e.g. from the Housing or Planning services among others

Further desk space could be available for other partners such as local town and parish councils or voluntary/community sector groups. If approved by the Area Board, it is intended that a Shadow Community Operations Board consider this aspect of collocation and make recommendations. |
|---|---|
| Will people in existing facilities lose their jobs?

Will jobs at the campus be offered to local people first? | For many of the proposed services trained staff will still be required to operate within or from the campus however the intention of the campus project is to co-locate services on a single site, which could potentially lead to some economies of scale in staffing in some areas e.g. shared reception areas.

In the event that additional staff are required then an equitable recruitment process would be carried out. |
Questions re transport	
Will people need to pay for parking?	This has not yet been determined as it will be considered as part of a travel plan. If approved by the Area Board, a Shadow Community Operations Board will also have a role in representing the community's views on this matter and making recommendations for consideration.
Questions re project funding	
Where will the money come from?	The project would be funded through the council's capital programme.
Is there a chance that we could run out of money half way through the project, having abandoned existing facilities?	Unless closure is absolutely necessary for public safety reasons it is intended that existing facilities remain open until new campus facilities are available for the public.

Funding from the capital programme has been committed to the first tranche of campus projects, including Melksham, and has been programmed in to council spend over the relevant financial period to ensure the project can be completed. |
| Will local / Wiltshire-wide Council tax go up to pay for it? | No, the capital funding for the programme is budgeted within the council's current business plan. |
| How long will it take to recoup the costs? | In the long term a single site campus facility offers significant financial savings, but the |

	exact detail of the business case will not be possible to develop until the design and planning stage of the building and the location is identified by members.
Is the project ring fenced and have the funds been allocated? Is there is a need for a campus when Council services are being cut and could the funds could be more sensibly used to improve other services?	The project would be funded through the Council's capital programme. The capital funding for the programme is budgeted within the Council's current business plan. Community campuses will be developed through input from local people to ensure each campus is as individual as the community it serves. What a campus will look like, what services will be provided, or where it will go, will be community led and subject to extensive consultation with local people and partners. You can have a direct influence in this by taking part in the consultation process as outlined below. The aim of the campus proposals is to make maximum and efficient use of the council's buildings, both new and existing, while delivering more for local communities. One of the benefits that Wiltshire Council is seeking to achieve from the development of campus facilities across the county is that the Council's estate is reduced. Broadly speaking the Council is looking at a 40% reduction in the future operational costs across all estate (this is an estimate based upon an initial assessment of the Workplace Transformation Programme which preceded the Transformation Programme).
Facilities in a campus proposal	
Will there be disabled [swimming] baths with hoists?	The campus and all its facilities would be fully accessible for disabled users, above and beyond the standard statutory building requirements. This includes the swimming pools.
Will all local services and facilities be included in a campus?	There are a number of benefits of co-locating services in one place, which are outlined in the „benefits of Co-location> document, which is available on the campus pages on the Council's website. The services provided within any campus will be, within reason, defined by community need and advised through the consultation process and work done by the Shadow COB. The development of campus proposals provides the opportunity for considering how

	services are currently provided and if there are any gaps in provision so improvements can be made.
For meeting Council officers will it be appointment-based?	A single reception desk in the campus, manned by council staff, would be able to assist with the majority of customer enquiries. However if a member of the public wanted to speak to an officer from a particular department – the majority of whom are based in office 'hubs' – it would be necessary for customers to make an appointment or to attend 'surgeries' whereby staff would be available to meet local people and deal with specific enquiries

It should be noted that if approved by the Area Board, a Shadow Community Operations Board would be able to review the services offered in the campus in order to ensure the services best respond to local need. |
| Will GPs surgeries be replaced by one at the Campus?

What will be in the health centre?

Are health services putting money into it?

Has the NHS/health services agreed to it? | GP surgeries are primarily privately-run businesses which would not be replaced by a community campus.

However, subject to the agreement of any future Shadow Community Operations Board (assuming approval by the Area Board) we would continue to explore opportunities with the health sector regarding their involvement in a campus, as we do across the emerging campus estate. |
| **Facilities Management** | |
| Who will ensure that different groups and users of a campus have enough time and space to use facilities according to their requirements? | The Shadow COB has a key role in engaging with the local community and are the key conduit for consultation with local communities. The Shadow COB will also engage with and directly influence the design process for the community campus to ensure that the needs of the wider community are reflected in the design and operation of the campus facilities.

Any management arrangements for a new campus facility will be ultimately determined by Cabinet but the Council is seeking to base them on the recommendations that will be made in due course by the Shadow COB.

The Council is currently testing out community-led management, under the auspices |

	of the Area Board in each of the pilot areas, and the current timeframe dictates this will operate until around April 2013 when the Council may formalise community-led management. It must be stressed that no formal decision has been made and the Council is looking to assess the current shadow arrangements before considering any formal decision.
Will people need to pay for multi-purpose meeting rooms?	A charging structure associated with the use of facilities within a campus, including the multi-purpose meeting rooms, has not yet been established so it is not possible to say at this early stage. However, accessibility and maximising use of the facilities will be critical to the success of a campus therefore it is reasonable to suggest that the Council would consider concessions of use and recommendations on charging from any Shadow COB be considered.
Sustainability	
Will a campus use sustainable materials and have power and heating through renewable energy?	Any design brief where the Council is commissioning a new build or a refurbishment of a building will include specific reference to sustainable and sensitive building methods. In addition the Council will expect any design team to consider the long term operational sustainably of a building and to ensure there is minimal impact on the environment. The above will need to be demonstrated through both the formal consideration and approval process (Area Board and Cabinet) and when a proposal is submitted for planning consideration.

WILTSHIRE COUNCIL   **AGENDA ITEM NO. 06**

PEWSEY AREA BOARD
6 OCTOBER 2011

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<u>**COMMUNITY ASSET TRANSFER**</u>

<u>**Former Grafton School Playing Field**</u>

<u>**Executive Summary**</u>

This report deals with an application for the transfer of the former playing field at Grafton school to be transferred to Grafton Parish Council in accordance with Wiltshire Council's Community Asset Transfer Policy.

<u>**Proposal**</u>

The Area Board is asked to consider an application submitted by Grafton Parish Council for the transfer of the former playing field at Grafton school. The applicants' proposal is set out at Appendix 2.

<u>**Reasons For Proposal**</u>

This proposal supports and implements Wiltshire Council's Community Asset Transfer Policy.

<u>**Recommendation**</u>

To approve the transfer.

Caroline Brailey
Pewsey Community Area Manager

CAT-AB10

PEWSEY AREA BOARD
6 OCTOBER 2011

COMMUNITY ASSET TRANSFER

Former Grafton School Playing Field

Purpose of Report

1.   The Area Board is asked to consider an application submitted by Grafton Parish Council for the transfer of the former school playing field at Grafton school (see plan attached at Appendix 1). The applicants' proposal is set out at Appendix 2.

Background

2.   Grafton school closed at the end of August 2011. The building belongs to Salisbury Diocesan Board of Education (SDBE) and the playing field belongs to Wiltshire Council.

3.   Wiltshire Council is supporting the principle of the transfer of community assets in order to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities.

4.   Transfer of an asset can also provide the opportunity to lever more resources into a community and provide a more accessible and responsive base from which to deliver local services.

5.   A community group or organisation can benefit from greater financial stability and build confidence through having ownership (or long term security through a lease) of a physical asset. This financial sustainability can help the organisation become less dependent on grants, provide security for further borrowing and opportunities for further growth.

6.   Typically, organisations that would be considered appropriate are Voluntary and Community Groups/Associations, Town or Parish Councils, Trusts or Charities, or Social Enterprise Groups.

The application before the Area Board

7.   The application from Grafton Parish Council is attached at Appendix 2 and relates to the transfer of the former Grafton school playing field for community recreation.

CAT-AB10

8.   The application was submitted in accordance with the Council's application process and meets the requirements for consideration by the Area Board.

9.   The Community Area Manager has consulted with Strategic Property Services. Local consultation has been undertaken by the applicant in accordance with the application checklist and the outcome of the consultation is included within the application. Cllr Wheeler, the local member, has been apprised.
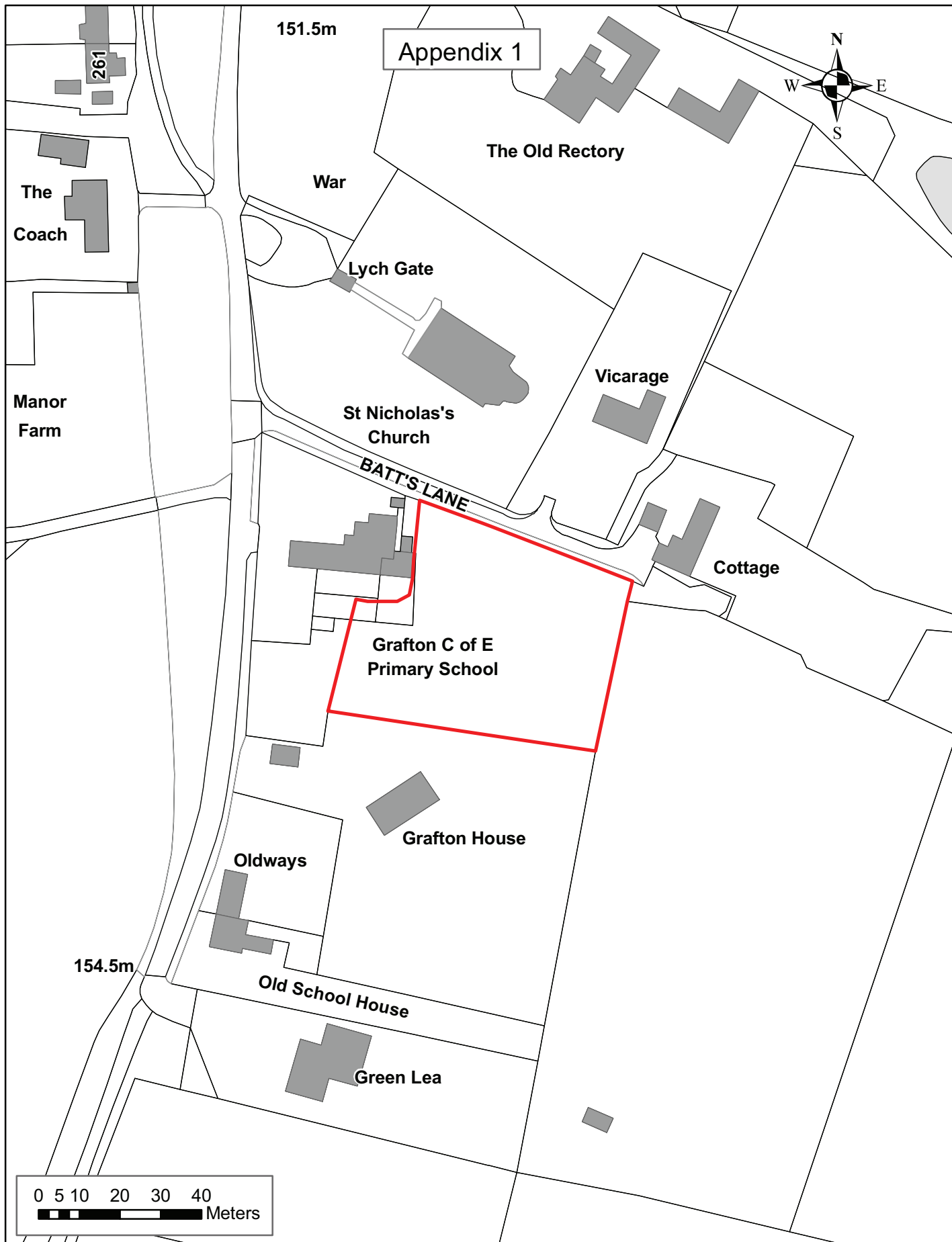
The views of Council officers

10.   On behalf of the Council, Strategic Property Services (who have overall responsibility for the Council's estates and property) has provided the following observations to the Area Board.

10.1   The current vehicular access to the land is over the area owned by SDBE. An alternative access along Batt's Lane is owned by an adjoining householder and Grafton Parish Council is making arrangements to obtain vehicular rights over this access.

10.2   Part of the land is used by Sunflowers Nursery. Grafton Parish Council and the nursery will need to make appropriate arrangements for the use of this land.

10.3   The land is to be transferred on the standard basis. This is that there will be a covenant restricting use of the land to community purposes. If the land should cease to be used for this purpose it will revert to Wiltshire Council.

10.4   The land has no value other than as amenity land and Grafton Parish Council will take over the maintenance of the area. Therefore, financial implications are limited to the maintenance cost previously incurred by Wiltshire Council being transferred to Grafton Parish Council.
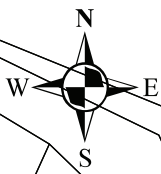
Recommendation

11.   To approve the transfer.

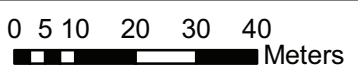**Caroline Brailey**
Pewsey Community Area Manager

CAT-AB10

151.5m

Appendix 1

N
W E
S

The Old Rectory

War

261

The
Coach

Lych Gate

Vicarage

Manor
Farm

St Nicholas's
Church

BATT'S LANE

Cottage

Grafton C of E
Primary School

Grafton House

Oldways

154.5m

Old School House

Green Lea

0 5 10   20   30   40
━━━━━━━━━━ Meters

Title:	Grafton Primary School	Crown copyright and database rights 2011 Ordnance Survey 100049050
Date:	September 2011	Dr Carlton Brand BA MSc EngD Corporate Director, Resources Telephone 0300 456 0100
Scale:	1:1250	Wiltshire Council — Where everybody matters
-	.	

Community asset transfer: application

Your details

Your Organisation	Grafton Parish Council
Contact name	Alison Comyn
Position held	Planning Liaison for the Parish Council
Address	Coronation Hall, The green East Grafton Marlborough
Postcode	SN8 3DB
Telephone	
Email	Chairman@graftonparish.com

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

Map attached - Land Registry documentation.

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

There are currently no public play areas for the young of the Parish. This area has historically been made available as an "out of hours" play area by the previous school. When used in conjunction with the Coronation Hall the facility will enhance the community use by local groups as an outdoor alternative to Hall use.

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

Play equipment will be installed when funds are available. There is a demand for cricket nets and/or football posts which will enable local youth to meet safely rather than playing in the roads as is currently the case.

Suitability for purpose
Please explain why this asset is suitable for the intended purpose
(Please refer to questions 5-8 in the checklist - CAT02)

> Open ground, well hedged and all currently laid to grass. It has been used for this purpose recently with no problems and much support.

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)

> Discussions have been held with local residents and a meeting is planned following confirmation that the CAT can go ahead. Calendars of these meetings can be provided as soon as the Parish Council is content that the transfer will take place. At the last Parish Council meeting a representative of the residents who live nearby attended and expressed the view that all were very pleased to see the land was to be

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)*

> Legal considerations are already in the hands of our lawyers who have already made contact with you. Planning is under the jurisdiction of Mrs Comyn (Parish Councillor responsible for planning) and will be monitored as required. Health and safety matters are closely linked withe the insurance requirements and will be formalised as soon as confirmation of the transfer is received.

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)

> Maintenance and running costs will be born by the Grafton Parish Council along the lines already in place for land by the Church, the Coronation Hall, village signs and seats. All of which are currently in good order. Volunteers are used wherever possible to ensure community involvement. The Parish Council is not able to pay commercial rates for this land with current finances.

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)

> A member of the Parish Council will be nominated to lead a team of residents who will form an informal committee to oversea the land and its use. It is intended that, initially, the Parish Council should be closely involved to ensure that the use of the land is properly monitored and controlled in the initial stages.

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

Signed:

> draft document as requested

Name (please print):

> Ann Dudney

Date:

> 16 Sept 2011

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Form CAT02

Community asset transfer: checklist

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	☑	■	*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?	☐	☑	*If 'yes' your application should set out how this will work*
	3. Will your organisation supervise use of the asset?	☑	☐	*If 'no' your application should explain how use will be supervised*
	4. Will the public have access to the asset?	☑	☐	*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?	☑	■	*The Council will only transfer assets that are fit for purpose*
	6. Is it in the right location?	☑	■	*The Council will not transfer assets that increase unnecessary car use*
	7. Is it safe?	☑	■	*The Council will not transfer assets that are unsafe*
	8. Does it have utilities? (*Water, electricity, drainage, etc*)	☐	☑	*If 'no'- your application should explain if they are needed*

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

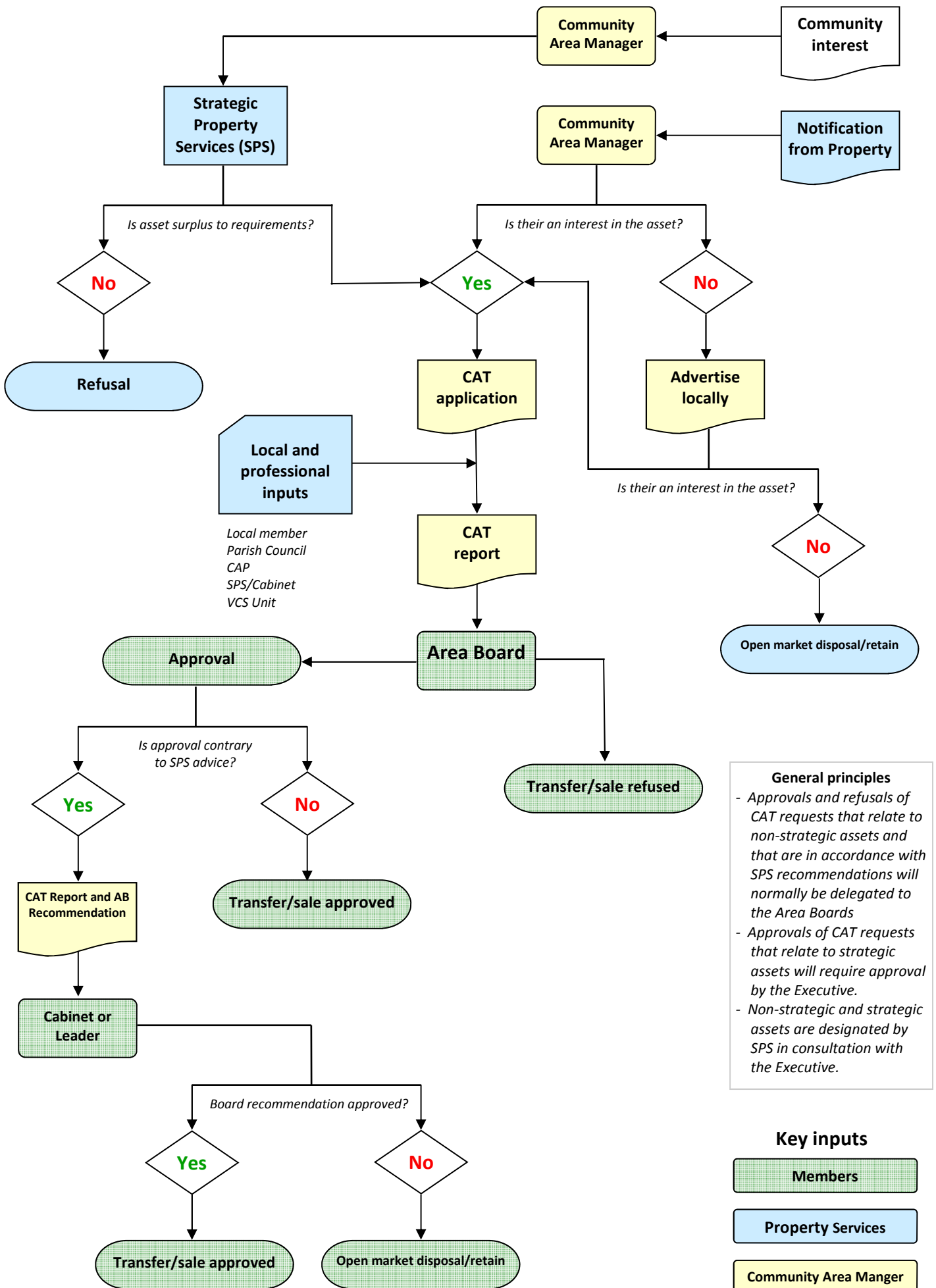| Legal	Question	Yes	No	Note
	15. Are there any covenants or other legal constraints?	☐	☑	*If 'yes' your application should explain implications*
	16. Does the proposed use require planning consent?	☐	☑	*If 'yes' your application should explain implications*
	17. Have you considered insurance cover?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

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

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

No → **Advertise locally**

CAT application

Local and professional inputs

Local member
Parish Council
CAP
SPS/Cabinet
VCS Unit

CAT report

Is their an interest in the asset?

No → **Open market disposal/retain**

Approval ← **Area Board**

Transfer/sale refused

Is approval contrary to SPS advice?

Yes

No → **Transfer/sale approved**

CAT Report and AB Recommendation

Cabinet or Leader

Board recommendation approved?

Yes → **Transfer/sale approved**

No → **Open market disposal/retain**

General principles
- *Approvals and refusals of CAT requests that relate to non-strategic assets and that are in accordance with SPS recommendations will normally be delegated to the Area Boards*
- *Approvals of CAT requests that relate to strategic assets will require approval by the Executive.*
- *Non-strategic and strategic assets are designated by SPS in consultation with the Executive.*

Key inputs

Members

Property Services

Community Area Manger