AMESBURY AREA BOARD - 2 DECEMBER 2010

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COMMUNITY ASSET TRANSFER – REMINDER OF SCHEME
AND APPLICATION PROCESS

1.   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.

2.   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.

3.   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.

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

5.   Winterbourne Stoke Parish Council has already successfully applied to the Area Board to take ownership of the Meadow View Play Park.

6.   The Area Board would like to actively encourage all other town and parish councils and any community group to come forward with proposals to take ownership of Wiltshire Council assets in their area.

7.   Town and parish councils and community groups are asked to contact Karen Linaker, Community Area Manager on 01722 434697 or email: karen.linaker@wiltshire.gov.uk to begin discussions on potential asset transfer applications.

8.   For your information, please see attached a copy of the asset transfer application form and checklist

KAREN LINAKER
Amesbury Area Board Manager
Tel : 01722 434697 email: karen.linaker@wiltshire.gov.uk

Community asset transfer: application

Your details

Your Organisation	

Contact name	

Position held	

Address	

Postcode	

Telephone	

Email	

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	

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

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

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

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)	

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)*	

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)*	

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)*	

I confirm that the details included in this application are correct

Signed:	

Name (please print):	

Date:	

Community asset transfer: checklist

Community use

Question	Yes	No	Note
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*
Will the asset be hired or used by third parties?	☐	☐	*If 'yes' your application should set out how this will work*
Will your organisation supervise use of the asset?	☐	☐	*If 'no' your application should explain how use will be supervised*
Will the public have access to the asset?	☐	☐	*If 'yes' your application should set out how your liabilities will be covered*

Is the asset fit for proposed use?

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

Community Support and consultation

Question	Yes	No	Note
Have you consulted nearby residents?	☐	☐	*If 'no'- please consult before submitting your application*
Have you consulted adjoining owners?	☐	☐	*If 'no'- please consult before submitting your application*
Have you consulted others affected by the proposal?	☐	☐	*If 'no'- please consult before submitting your application*
Have you consulted the local Wiltshire Councillor?	☐	☐	*If 'no'- please consult before submitting your application*
Have you consulted the local Parish Council?	☐	☐	*If 'no'- please consult before submitting your application*
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
Are there any covenants or other legal constraints?	☐	☐	*If 'yes' your application should explain implications*
Does the proposed use require planning consent?	☐	☐	*If 'yes' your application should explain implications*
Have you considered insurance cover?	☐	☐	*If 'no' your application must explain implications*
Have you assessed health and safety liabilities?	☐	■	*Your application must explain how you will deal with risks and liabilities*

Finance

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

Management

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