

Form CAT01

Community asset transfer: application

Your details

Your Organisation	<input type="text" value="3rd Chippenham Scouts"/>
Contact name	<input type="text" value="Edward Barber"/>
Position held	<input type="text" value="Section Assistant"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

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

3rd Chippenham Scout Hall, 16 Down View, Frogwell, Chippenham, SN14 0QP. The site is approximatley 0.15 acre. Please see site plan attached.

Summary of proposal

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

Currently the building on the site is owned and held in trust by The Scout Association, the UK national Scouting body, on behalf of 3rd Chippenham Scout Group. Wiltshire Council owns the ground. An annual ground rental is paid by 3rd Chippenham Scout Group to Wiltshire Council on a short term lease. Thus, every few years, there is

Community use

Please explain how the asset will be used

(Please refer to questions 5-8 in the checklist - CAT02)

The use of the Scout Hall will be unchanged, supporting the above local clubs over the long term and offering a not-for-profit resource to a wide range of local groups and people. With improvements to access and other site facilities made viable by ownership of the site, we would look to increase usage both by scouting activity and also by additional local community groups for both regular and one-off events and

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 Scout Hall was purpose built 50 years ago and is a permanent structure. It is still very suitable for that purpose and is safe; however, a number of minor improvements are envisaged to extend storage for kit/equipment and to facilitate disabled access.

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)

We have sent out a short survey to 120 most-local residents via post, inviting participation via either an online survey site or to return the survey form to the scout hut. We have also asked regular users of the facility to participate to the online survey. A summary of the results is included in this pack and shows a strong support for the continued use in the current manner by both local residents and users. Councillor

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)*

As the building itself is already owned and held in trust by The Scout Association on behalf of 3rd Chippenham Scout Group and the land is operated on a short term lease basis, matters such as legal, planning, insurance and health and safety are already well covered. We have insurance for the buildings and contents which we would extend to cover any changes. We maintain the fence and gates surrounding the

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)

The running/maintenance costs will continue to be covered by contributions from the identified user groups as they are today. All are not-for-profit organisations offering educational, life skills, sporting and fitness opportunities to local people. Over the years we have built up a small contingency fund that ensures the property and linked liabilities can be covered.

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)

It is proposed to transfer the asset to The Scout Association Trust Corporation, Gilwell Park, Chingford, London E4 7QW, who will act as the Holding Trustee on behalf of 3rd Chippenham Scout Group. Thus the land and buildings would be protected via the same legal ownership framework. The 3rd Chippenham Scout Group recently celebrated 50 years at the Scout Hall and there is no reason to suppose that this

DECLARATION

I confirm that the details included in this application are correct

Signed:

Name (please print): *Edward Barber*

Date: *21st December 2016*

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>We have a booking secretary who manages the booking list</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>We have public liability insurance in place already</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?	<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 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>120 leaflets delivered to most-local residents and online survey undertaken</i>
	10. Have you consulted adjoining owners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Yes – through survey</i>
	11. Have you consulted others affected by the proposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Current hall users and organisations have been consulted via survey</i>
	12. Have you consulted the local Wiltshire Councillor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Councillor Hutton is aware of the application</i>
	13. Have you consulted the local Parish Council?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Councillor Hutton is aware of the application</i>
	14. Is there community support for the change of use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>There is strong public support and there is no change in use intended</i>

Legal

Question	Yes	No	Note
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>Insurance cover is already in place (property owners public liability)</i>
18. Have you assessed health and safety liabilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>This is done regularly and monitored by the management committee</i>

Finance

Question	Yes	No	Note
19. Can you meet all conversion costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Yes – no conversion needed</i>
20. Can you meet all capital maintenance costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Yes – as currently</i>
21. Can you meet all day-to-day running costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Yes – as currently</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>

Management

Question	Yes	No	Note
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<i>A management committee has been in place since 1965.</i>
28. Will users of the asset be involved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Yes – the main regular users are consulted by the management team</i>
29. 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>

Community Asset Transfer

