Form CAT01

Community asset transfer: application

Your details

Your Organisation
Chippenham Town Football Club Ltd

Contact name
Derek Crisp

Position held
GM/Football Secretary

Address
25 Blain Place
Royal Wootton Bassett
Wilts

Postcode
SN4 8FF

Telephone
01793 855518

Email
derekcrisp@btinternet.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

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)

The land that is the subject of this Community Asset Transfer (CAT) application is indicated on the outline diagram attached and lies adjacent to Chippenham Town FC’s (CTFC) existing car park at its ground at Hardenhuish Park, Bristol Road, Chippenham, Wilts, SN14 6LR. The football ground is entered through the Club’s car park which is itself accessed via a shared drive off the Bristol Road.

Please see Community Use also.

CTFC’s interest in obtaining the existing public open space is to enable the Club to extend its car parking facility.

The subject land has been the subject of correspondence with Wiltshire Council (Estates Dept) following a site visit and meeting with Council representatives on 23 Jun 15. The proposal concerns CTFC’s interest in obtaining the current public open space in order to extend its existing, very limited, car parking facility. At present this comprises 20 spaces (incl two disabled spaces) for the benefit of CTFC staff, visiting club officials, match day officials and ad hoc visitors through which spectators access the ground. If CTFC was able to secure the land, it would ease the considerable match day pressure on the existing car park by providing additional spaces for use as required by the Club and visiting officials etc. It would enable the facility to be managed more effectively and also help reduce visitor parking on Bristol Road on match days as well as providing safer and easier spectator access to the ground. Annex D is a rough sketch of the land in question. It is shown in more detail marked as area A at Annex E. (The area marked B in Annex E is not relevant to this CAT application as it is the subject of a separate joint CTFC and Sports Club approach to Wilts County Council currently underway).
Suitability for purpose
Please explain why this asset is suitable for the intended purpose
(Please refer to questions 5-8 in the checklist - CAT02)

It should be noted that CTFC leases its ground from the adjacent Chippenham Sports Club. The current fifteen year lease expires in 2019 but the Sports Club has recently agreed a further fifteen year extension, to 2034, which is being finalised. Wiltshire Council’s initial consideration of this proposal indicates that the Council would as a result and subject to considerations outlined in this CAT application, consider leasing the land (terms to be agreed) to CTFC for the duration of its extended lease outside the security of tenure provisions of the 1954 Landlord and Tenant Act and subject to reinstatement of the land at the end of the lease. This CAT application aims to take this forward.

Once the site has been prepared and fenced as appropriate, it will be a self contained and entirely safe facility. Utilities will not be required to be connected as the land’s planned use is for car parking.

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)

It will be evident that CTFC has already approached Wiltshire Council concerning this CAT application. Chippenham Sports Club is also aware and local residents have also been consulted – see letters at Annexes A and B. Wiltshire Council has advised that the Club will need to obtain planning permission for the extension. The Club intends to do so should this CAT application be approved and notes the possibility of public objections to the Public Open Space Notice. It is anticipated, however, there will be little if no impact on local residents given the ground’s relatively isolated location and the fact that the proposal is for an extension of an existing facility.

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)

Wiltshire Council has advised that a restrictive covenant associated with the land exists and the Club would, therefore, require an insurance policy through which to indemnify the Council. As mentioned above, planning consent will be required and, if this application is approved, the new land would be incorporated into the Club’s existing insurance policies which include public liability.

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)

It is planned that all necessary conversion work associated with the proposal, if approved, would be funded solely by CTFC as would maintenance and day-to-day running costs. These latter are expected to be minimal in any case given the intended use. If, however, Council grant(s) were available to assist with the work, the Club would not rule out applying for them. Neither would CTFC rule out considering paying for the asset if that was an option.

The asset will be wholly the responsibility of CTFC whose staff will manage the facility as appropriate.

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)

DECLARATION
I confirm that the details included in this application are correct
Form CAT02

**Community asset transfer: checklist**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community use</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Is the asset to be provided for a public purpose?</td>
<td>x</td>
<td></td>
<td>Other than in exceptional circumstances, the Council will only dispose of assets for private or commercial use by way of open market sale</td>
</tr>
<tr>
<td>2. Will the asset be hired or used by third parties?</td>
<td></td>
<td>x</td>
<td>If ‘yes’ your application should set out how this will work</td>
</tr>
<tr>
<td>3. Will your organisation supervise use of the asset?</td>
<td>x</td>
<td></td>
<td>If ‘no’ your application should explain how use will be supervised</td>
</tr>
<tr>
<td>4. Will the public have access to the asset?</td>
<td></td>
<td>x</td>
<td>If ‘yes’ your application should set out how your liabilities will be covered</td>
</tr>
<tr>
<td><strong>Is the asset fit for proposed use?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is it big enough?</td>
<td>x</td>
<td></td>
<td>The Council will only transfer assets that are fit for purpose</td>
</tr>
<tr>
<td>6. Is it in the right location?</td>
<td>x</td>
<td></td>
<td>The Council will not transfer assets that increase unnecessary car use</td>
</tr>
<tr>
<td>7. Is it safe?</td>
<td>x</td>
<td></td>
<td>The Council will not transfer assets that are unsafe</td>
</tr>
<tr>
<td>8. Does it have utilities? (Water, electricity, drainage, etc)</td>
<td></td>
<td>x</td>
<td>If ‘no’- your application should explain if they are needed</td>
</tr>
<tr>
<td><strong>Community Support and consultation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Have you consulted nearby residents?</td>
<td>x</td>
<td></td>
<td>If ‘no’- please consult before submitting your application</td>
</tr>
<tr>
<td>10. Have you consulted adjoining owners?</td>
<td>x</td>
<td></td>
<td>If ‘no’- please consult before submitting your application</td>
</tr>
<tr>
<td>11. Have you consulted others affected by the proposal?</td>
<td>x</td>
<td></td>
<td>If ‘no’- please consult before submitting your application</td>
</tr>
<tr>
<td>12. Have you consulted the local Wiltshire Councillor?</td>
<td>x</td>
<td></td>
<td>If ‘no’- please consult before submitting your application</td>
</tr>
<tr>
<td>13. Have you consulted the local Parish Council?</td>
<td>x</td>
<td></td>
<td>If ‘no’- please consult before submitting your application</td>
</tr>
</tbody>
</table>
### Legal

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Is there community support for the change of use?</td>
<td>x</td>
<td></td>
<td>If ‘no’ - consider carefully whether you wish to proceed with your application</td>
</tr>
<tr>
<td>15. Are there any covenants or other legal constraints?</td>
<td>x</td>
<td></td>
<td>If ‘yes’ your application should explain implications</td>
</tr>
<tr>
<td>16. Does the proposed use require planning consent?</td>
<td>x</td>
<td></td>
<td>If ‘yes’ your application should explain implications</td>
</tr>
<tr>
<td>17. Have you considered insurance cover?</td>
<td>x</td>
<td></td>
<td>If ‘no’ your application must explain implications</td>
</tr>
<tr>
<td>18. Have you assessed health and safety liabilities?</td>
<td>x</td>
<td></td>
<td>Your application must explain how you will deal with risks and liabilities</td>
</tr>
</tbody>
</table>

### Finance

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Can you meet all conversion costs?</td>
<td>x</td>
<td></td>
<td>If ‘no’ your application should explain how funding will be provided</td>
</tr>
<tr>
<td>20. Can you meet all capital maintenance costs?</td>
<td>x</td>
<td></td>
<td>If ‘no’ your application should explain how funding will be provided</td>
</tr>
<tr>
<td>21. Can you meet all day-to-day running costs?</td>
<td>x</td>
<td></td>
<td>If ‘no’ your application should explain how funding will be provided</td>
</tr>
<tr>
<td>22. Will you use the asset to generate income?</td>
<td></td>
<td>x</td>
<td>If ‘yes’ your application should provide further details</td>
</tr>
<tr>
<td>23. Will any third party be assisting with the costs?</td>
<td></td>
<td>x</td>
<td>If ‘yes’ your application should provide further details</td>
</tr>
<tr>
<td>24. Do you have any contingency funds?</td>
<td>x</td>
<td></td>
<td>If ‘no’ your application should set out how you will deal with contingencies</td>
</tr>
<tr>
<td>25. Are you prepared to pay for the asset?</td>
<td>x</td>
<td></td>
<td>If ‘yes’ your application should set out your offer</td>
</tr>
</tbody>
</table>

### Management

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>26. Will you manage the asset?</td>
<td>x</td>
<td></td>
<td>If ‘no’ your application should set out who will manage the asset</td>
</tr>
<tr>
<td>27. Will a management committee be set up?</td>
<td></td>
<td>x</td>
<td>If ‘yes’ your application should set out how this will work</td>
</tr>
<tr>
<td>28. Will users of the asset be involved?</td>
<td>x</td>
<td></td>
<td>If ‘yes’ your application should set out how this will work</td>
</tr>
<tr>
<td>29. Will someone be employed to manage the asset?</td>
<td>x</td>
<td></td>
<td>If ‘yes’ your application should set out how this will work</td>
</tr>
</tbody>
</table>
Community Asset Transfer

Is asset surplus to requirements?

- No: Refusal
- Yes: Community Area Manager

Is there an interest in the asset?

- No: Community interest
- Yes: Notification from Property

Community Area Manager

Strategic Property Services (SPS)

Is asset surplus to requirements?

- No: Refusal
- Yes: Local and professional inputs

Local member
Parish Council
CAP
SPS/Cabinet
VCS Unit

Is there an interest in the asset?

- No: CAT report
- Yes: CAT application

CAT application

Advertise locally

Is there an interest in the asset?

- No: Open market disposal/retain
- Yes: CAT report

Area Board

Is approval contrary to SPS advice?

- Yes: CAT Report and AB Recommendation
- No: Transfer/sale approved

Transfer/sale approved

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 Manager