

Form CAT01

## Community asset transfer: application

### Your details

<b>Your Organisation</b>	<i>Bradford on Avon Preservation Trust</i>
<b>Contact name</b>	<i>SIMON RELPH</i>
<b>Position held</b>	<i>Member Of Committee of Management</i>
<b>Address</b>	<i>Barton Farm Pound Lane Bradford on Avon WILTS</i>
<b>Postcode</b>	<i>BA15 1LF</i>
<b>Telephone</b>	<i>01225 964905</i>
<b>Email</b>	<i>simonrelph@onetel.com</i>

### 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

*Land known as Nursery field (not including WCC Car park) between Tythe Barn and Victory field*

#### Summary of proposal

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

*We want to plant a Community Orchard there and to use the field as a support area for what we hope will be an increased number of community events in the Tythe Barn. In this connection the Trust is negotiating with English Heritage to take over the day to day management of the Tythe Barn*

#### Community use

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

*The fruit that is produced from the orchard will be available to be picked by the community or distributed to it. Part of the field will be used as a support area for Community events in the Tythe Barn.*

#### 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 field is currently not much used – once a year the Bradford Lions use bits of it for their annual Car Boot Sale which they will still be able to – and its aspect is very suitable for the intended purpose. There is no electricity, water or drainage but it would not be needed for this purpose. There is a water supply close enough for occasional watering of the trees if needed.*

**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 approached the Town Council who have unanimously supported our proposal. We have asked Climate friendly Bradford who have experience in this field to partner us in the planting of the Orchard. We have been in touch with Link2Nature and through them with the Wiltshire Wildlife Trust and their off shoot Food Champions and attended conferences arranged by both. So far there have been no concerns raised. The Wiltshire garden trust are very keen to be involved as well*

**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)

*There are few legal issues. We are establishing who exactly is responsible for the Party Walls and seek to see that they are in good repair before the transfer takes place. There are established trees on the site and we are taking advice about any health and safety issues that their presence may give rise to.*

**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 Bradford on Avon Preservation trust already maintains the adjacent farmyard and is in negotiation with English Heritage about taking over the maintenance of the land around the Tythe Barn. The fruit trees themselves will be looked after by the Volunteers who plant them and the land around them maintained by a modest extension of the existing maintenance contract for the Farmyard. The Trust is willing to accept this cost.*

**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)

*We are confident that Volunteers can achieve the necessary maintenance of the Orchard. A team of volunteers who meet once a month currently carries out maintenance work in the Country Park and the Trust runs a similar team that looks after other green and garden spaces. They all look forward to this extension of responsibilities. The trust already has a Committee of management that meets monthly and it also runs a Landscape committee which will have particular responsibility for the orchard.*

**DECLARATION**

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

**Signed:**

**Name (please print):**

**Date:**

## Community asset transfer: checklist

	Question	Yes	No	Note
<b>Community use</b>	1. Is the asset to be provided for a public purpose?	yes	<input checked="" 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 type="checkbox"/>	no	<i>If 'yes' your application should set out how this will work</i>
	3. Will your organisation supervise use of the asset?	yes	<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?	yes	<input type="checkbox"/>	<i>If 'yes' your application should set out how your liabilities will be covered</i>

	Question	Yes	No	Note
<b>Is the asset fit for proposed use?</b>	5. Is it big enough?	yes	<input checked="" type="checkbox"/>	<i>The Council will only transfer assets that are fit for purpose</i>
	6. Is it in the right location?	yes	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe?	yes	<input checked="" 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"/>	no	<i>If 'no'- your application should explain if they are needed</i>

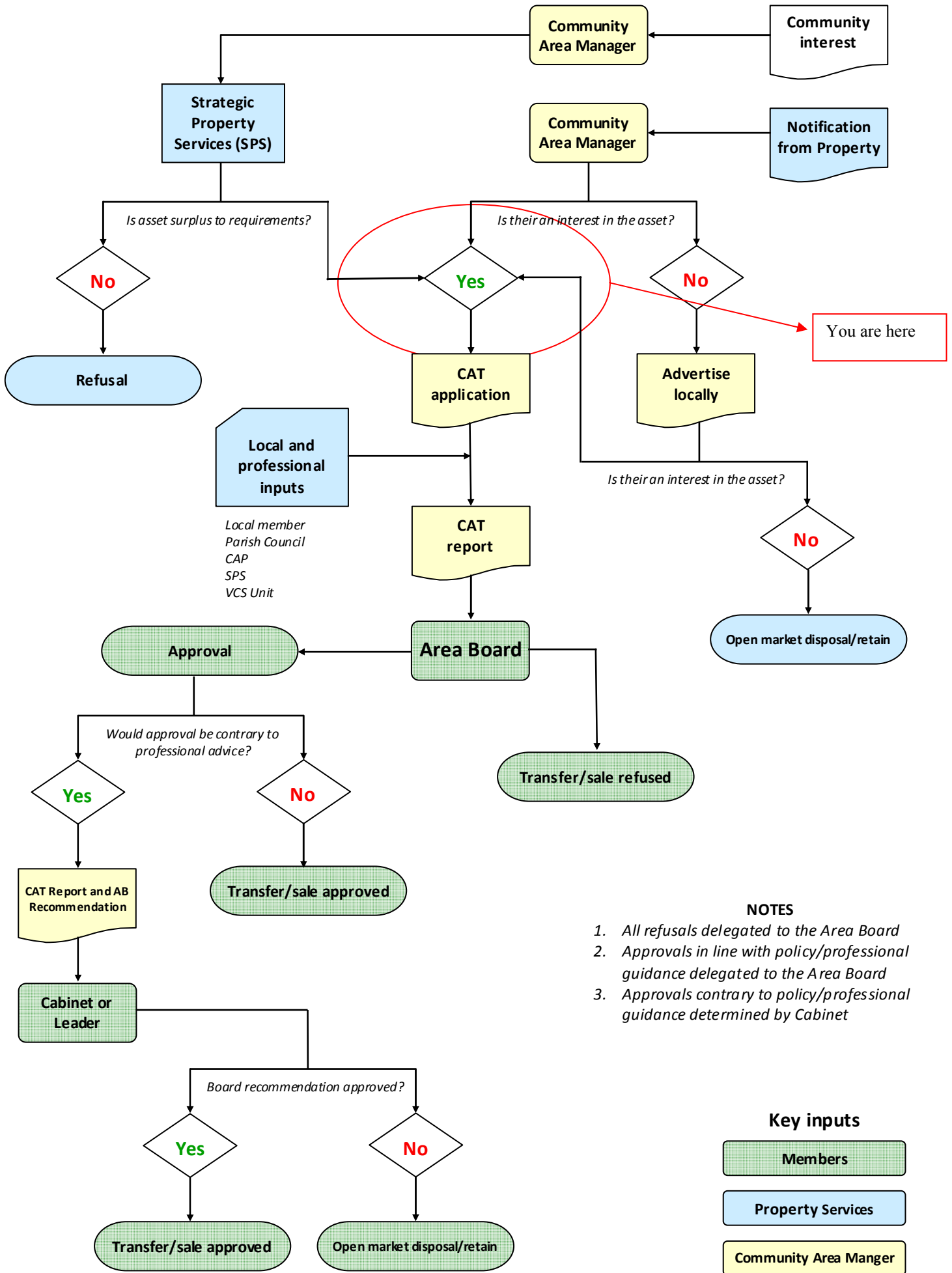
	Question	Yes	No	Note
<b>Community Support and consultation</b>	9. Have you consulted nearby residents?	yes	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	yes	<input type="checkbox"/>	<i>If 'no'- please consult before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

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Note</b>
<b>Legal</b>	15. Are there any covenants or other legal constraints?	<input type="checkbox"/>	no	<i>If 'yes' your application should explain implications</i>
	16. Does the proposed use require planning consent?	<input type="checkbox"/>	no	<i>If 'yes' your application should explain implications</i>
	17. Have you considered insurance cover?	yes	<input type="checkbox"/>	<i>If 'no' your application must explain implications</i>
	18. Have you assessed health and safety liabilities?	yes		<i>Your application must explain how you will deal with risks and liabilities</i>

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Note</b>
<b>Finance</b>	19. Can you meet all conversion costs?	yes	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
	20. Can you meet all capital maintenance costs?	yes	<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?	yes	<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"/>	no	<i>If 'yes' your application should provide further details</i>
	23. Will any third party be assisting with the costs?	yes	<input type="checkbox"/>	<i>If 'yes' your application should provide further details</i>
	24. Do you have any contingency funds?	yes	<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"/>	no	<i>If 'yes' your application should set out your offer</i>

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Note</b>
<b>Management</b>	26. Will you manage the asset?	yes	<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?	yes	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	28. Will users of the asset be involved?	yes	<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?	yes	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>

# Community Asset Transfer



## NOTES

1. All refusals delegated to the Area Board
2. Approvals in line with policy/professional guidance delegated to the Area Board
3. Approvals contrary to policy/professional guidance determined by Cabinet

## Key inputs

- Members
- Property Services
- Community Area Manger