

Form CAT01

## Community asset transfer: application

### Your details

<b>Your Organisation</b>	<i>Wiltshire Youth Marching Band</i>
<b>Contact name</b>	<i>Martin Clarridge</i>
<b>Position held</b>	<i>Drum Major</i>
<b>Address</b>	<i>30 Bellefield Crescent Trowbridge Wiltshire</i>
<b>Postcode</b>	<i>BA14 8SR</i>
<b>Telephone</b>	<i>07771 360669</i>
<b>Email</b>	<i>wymarchingband@gmail.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

*Social Centre  
The Halve  
Trowbridge  
Wiltshire  
BA14 8SA*

#### Summary of proposal

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

*The Wiltshire Youth Marching Band have been actively seeking a building to use as a band room. This is crucial for the band to hold stock of it's instruments and uniforms and as a regular meeting place for the band to rehearse. This will also assist us in teaching our members during the week. The band are integral part of our community and give children the opportunity to improve their skills and learn social responsibility.*

#### Community use

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

*The building we be used as a Band Room which will be used for rehearsals, storage of musical instruments, band uniforms and music library. We will also use the room to teach music to band members.*

#### 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 building is well set away from most residential areas and is suitably placed away from the road. It is only a short walk to Trowbridge park where we will be able to rehearse our marching routines. There is plenty of open space inside the building to house a rehearsal and leaves space to construct safe storage rooms for equipment and uniforms etc.*

**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)*

*I have contacted our local councillor and parish councillor Mr. Graham Payne and Mr. John Knight who have both offered their full support of the project and have recognised the importance and benefit of the WYMB being able to move into the building. We have a lot of support from members families who are largely from the Trowbridge area. There are no adjoining owners. Residents within the immediate area of the building have been contacted by letter and asked to complete an online questionnaire to show support for or against the project. The results of this questionnaire will be available from Wednesday 21<sup>st</sup> May 2014.*

**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)*

*We currently have a professional surveyor who has offered his services to survey the building and assess it for all legal and planning conditions. This will take place once we are able to visit the building with a WCC asset representative. We currently have kit insurance and public liability in place and would then change our kit insurance to building and contents. A Health & Safety assessment will be taken once in the building.*

**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)*

*We are unable to pay for the building, but general running cost and maintenance will be covered from fundraising and grant applications made by the band. We have several professional certified tradesmen that are very keen to donate their time to the renovation and up keep of the building. Specialist repairs that are not covered by these tradesmen will be paid for from band funds or by raising specific funds through grant applications or fundraising, such as bag packing and performances.*

**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)*

*The building will be managed by the WYMB and it's committee and will continue to benefit young people from the local area as a band room. This will benefit more and more children as the band is growing in size and becoming more popular as it's reputation spreads.*

**DECLARATION**

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

**Signed:**

*MARTIN CLARRIDGE*

**Name (please print):**

**Date:** 19<sup>th</sup> May 2014

Form CAT02

## Community asset transfer: checklist

	Question	Yes	No	Note
<b>Community use</b>	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out how this will work</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>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?	<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>

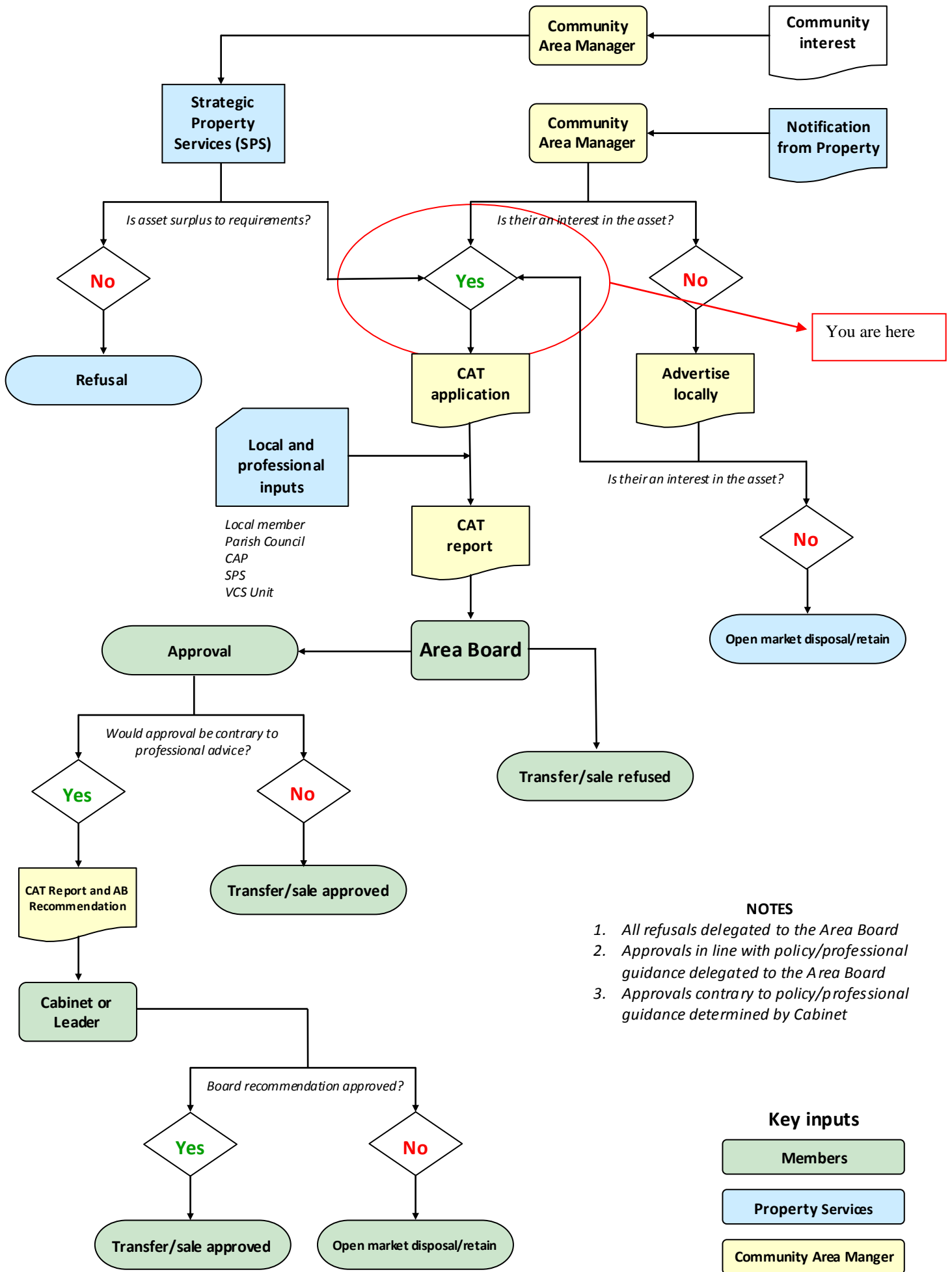
	Question	Yes	No	Note
<b>Community Support and consultation</b>	9. Have you consulted nearby residents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	14. Is there community support for the change of use?	<input checked="" type="checkbox"/>	<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"/>	<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>If 'no' your application must explain implications</i>
	18. Have you assessed health and safety liabilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
	20. Can you meet all capital maintenance costs?	<input checked="" type="checkbox"/>	<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?	<input checked="" type="checkbox"/>	<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"/>	<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>

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



## 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