

# STEEPLE ASHTON PARISH COUNCIL

Alison Sullivan  
Area Board Team  
Wiltshire Council  
Monkton Park  
Chippenham  
SN15 1ER

12<sup>th</sup> August 2014

Dear Alison

Please find enclosed a completed form CAT01, 'Application for the transfer of a Council asset'.

Steeple Ashton Parish Council wishes to apply for the transfer from Wiltshire Council of the Children's Play Area at Newleaze, Steeple Ashton.

I also attach a map showing the location of the play area.

Regards

A handwritten signature in cursive script that reads "Lynda". A horizontal line is drawn underneath the signature.

**Lynda Beaven**  
**Clerk to Steeple Ashton Parish Council**

Parish Office,  
2 St Mary's School, High Street, Steeple Ashton, Trowbridge, Wiltshire, BA14 6EU  
01380 871461  
[steepleashtonpc@outlook.com](mailto:steepleashtonpc@outlook.com)  
[www.steeple-ashton.co.uk](http://www.steeple-ashton.co.uk)

Form CAT01

## Application for the transfer of a Council asset

### Your details

Your Organisation      **STEEPLE ASHTON PARISH COUNCIL**

Contact name          **David Price**

Position held          **PARISH COUNCILLOR**

Address                  **6 GULLIVERS LANE  
STEEPLE ASHTON  
TROWBRIDGE  
WILTS..**

Postcode                **BA14 6EQ**

Telephone              **01380870422**

Email                    **df.price@btinternet.com**

### Your proposal

*(please complete Checklist CAT02 before completing the following)*

#### Details of asset

Please include exact location, address, postcode, size, boundaries, access points and a map if possible

**Children's Play Area, Newleaze, Steeple Ashton.**

**The play equipment consists of two sets of swings, a roundabout, a jiggly spring action ride, a small climbing frame and a children's slide - all with safety matting.**

**There are two pedestrian accesses to the play area, one from Newleaze and two from Common Hill, (plus maintenance access).**

**The total area of the site is approx. 660m<sup>2</sup> – please see attached map.**

#### Summary of proposal

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

**The play area provides a free recreational activity for young children and is a valued asset to the local community. The play equipment provides significant play benefits for children.**

**Community use**

Please explain how the asset will be used

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

***The area will continue its current use as a children's play area where the whole community can have free and open access at all times.***

***Use will continue as outlined in summary of proposal as above.***

**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 asset is already in use as a children's play area and is therefore considered suitable.***

**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)*

***The Parish Council has not specifically consulted with local residents or other parties as the transfer of the asset from Wiltshire Council to Steeple Ashton PC would not affect the day to day management of the site.***

***Local residents are consulted about events or proposed changes to amenities provided on an ongoing basis.***

**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)*

***The use of the asset will not change in any way. The Parish Council will extend its existing Public Liability Insurance. Any existing covenants relating to electricity and other public services will continue.***

***In addition to monthly inspections RoSPA will be engaged to undertake an annual safety inspection funded by the Parish Council.***

**Financial matters**

How will you fund future running costs, repairs and maintenance?

*(please refer to questions 19-23 in the checklist - CAT02)*

***The Parish Council will seek funding in accordance with Para 3 ii) of Wiltshire Council's Funding of Delegation of Services to Town and Parish Council's Policy. Running costs, repairs and maintenance beyond year five will be funded from precept monies.***

**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 asset will continue to be managed by the Parish Council and other Interest groups for the continued wellbeing of the local community.***

**DECLARATION**

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

**Signed:**

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to read 'F. Buffery'.

**Name (please print):**

***Francesca Buffery***  
***Chairman of Steeple Ashton Parish Council***

**Date: 21<sup>st</sup> July 2014**

Form CAT02

## Application for the transfer of a Council asset

### CHECKLIST

|                      | Question  | Yes | No                       | Note   |
|----------------------|---|-----|--------------------------|--|
| <b>Community use</b> | 1. Is the asset to be provided for a public purpose?  | X   | <input type="checkbox"/> | <i>The Council will not transfer assets for private or commercial use</i>            |
|                      | 2. Will the asset be hired or used by third parties?  | X   | <input type="checkbox"/> | <i>If 'yes' your application should set out how this will work</i>                   |
|                      | 3. Will your organisation supervise use of the asset? | X   | <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?          | X   | <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?  | X   | <input type="checkbox"/> | <i>The Council will not transfer assets that are unsuitable</i>               |
|   | 6. Is it in the right location?   | X   | <input type="checkbox"/> | <i>The Council will not transfer assets that increase unnecessary car use</i> |
|   | 7. Is it safe?  | X   | <input type="checkbox"/> | <i>The Council will not transfer assets that are unsafe</i>                   |
|   | 8. Does it have utilities?<br><i>(Water, electricity, drainage, etc.)</i> | X   | <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?                 | X   | <input type="checkbox"/> | <i>If 'no' - please consult before submitting your application</i>                    |
|   | 10. Have you consulted adjoining owners?                | X   | <input type="checkbox"/> | <i>If 'no' - please consult before submitting your application</i>                    |
|   | 11. Have you consulted others affected by the proposal? | X   | <input type="checkbox"/> | <i>If 'no' - please consult before submitting your application</i>                    |
|   | 12. Have you consulted the local Wiltshire Councillor?  | X   | <input type="checkbox"/> | <i>If 'no' - please consult before submitting your application</i>                    |
|   | 13. Have you consulted the local Parish Council?        | X   | <input type="checkbox"/> | <i>If 'no' - please consult before submitting your application</i>                    |
|   | 14. Is there community support for the change of use?   | X   | <input type="checkbox"/> | <i>If 'no' - consider carefully whether you wish to proceed with your application</i> |

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

|                | Question  | Yes | No | Note  |
|----------------|---|-----|----|---|
| <b>Finance</b> | 19. Can you meet all capital maintenance costs?       | X   | ☐  | <i>If 'no' your application should explain how funding will be provided</i>         |
|                | 20. Can you meet all day-to-day running costs?        | X   | ☐  | <i>If 'no' your application should explain how funding will be provided</i>         |
|                | 21. Will you use the asset to generate income?        | ☐   | X  | <i>If 'yes' your application should provide further details</i>                     |
|                | 22. Will any third party be assisting with the costs? | ☐   | X  | <i>If 'yes' your application should provide further details</i>                     |
|                | 23. Do you have any contingency funds?                | X   | ☐  | <i>If 'no' your application should set out how you will deal with contingencies</i> |

|                   | Question  | Yes | No | Note  |
|-------------------|---|-----|----|---|
| <b>Management</b> | 24. Will you manage the asset?                    | X   | ☐  | <i>If 'no' your application should set out who will manage the asset.</i> |
|                   | 25. Will a management committee be set up?        | ☐   | X  | <i>If 'yes' your application should set out how this will work</i>        |
|                   | 26. Will users of the asset be involved?          | ☐   | X  | <i>If 'yes' your application should set out how this will work</i>        |
|                   | 27. Will someone be employed to manage the asset? | ☐   | X  | <i>If 'yes' your application should set out how this will work</i>        |

**STEEPLE ASHTON**

**LOCATION OF NEWLEAZE CHILDREN'S PLAY AREA**

