



## WILLINGHAM PARISH COUNCIL



27 March 2014

Mr A Hall  
Asset Services Manager  
Strategy and Estates  
Cambridgeshire County Council  
Box No: SH1302  
Shire Hall  
Castle Hill  
Cambridge CB3 0AP

Your Ref: ASH/G5019

Dear Mr Hall

**RE: DISPOSAL OF PROPERTY LAND IN MEADOW ROAD, WILLINGHAM**

Further to our conversation this morning, I can confirm that Willingham Parish Council approved a request to purchase the Meadow Road site as a Community Asset in November 2012 for a sum of £50,000. This was duly minuted and still stands.

We are in receipt of your offer of 13<sup>th</sup> March 2014 to sell at £87,500 and had been intending to discuss our response at the Parish Council meeting next week. However, following your phone call today it is now apparent that you need to submit the information for inclusion in the Cabinet agenda prior to our meeting taking place.

The Council had been intending to discuss various scenarios and valuations particularly that they feel the permissions for the site have lapsed and that the land should be considered at its agricultural value less dilapidations. A nearby field recently sold at auction for £7,000 per acre, this would result in a site value of £38,500 less clearance and decontamination costs which are likely to be in the region of £8,500 making the present value £30,000. This of course results in a massive difference between the Cambridgeshire County Council valuation and that of Willingham Parish Council. However, our outstanding purchase request at £50,000 would appear to be a position on which both parties might agree to compromise. If Cambridge County Council were agreeable to this, Willingham Parish Council would be in a position to proceed immediately with the purchase.

/Contd...

Parish Council Office, Ploughman Hall, West Fen Road, Willingham, Cambridge CB24 5LP  
Telephone: 01954 261027  
E mail: [email@willinghampc.org.uk](mailto:email@willinghampc.org.uk)  
[www.willingham-pc.org.uk](http://www.willingham-pc.org.uk)

The Council's intention would be to transform this site which has been completely neglected by Cambridge County Council for around 15 years, into a community woodland/open space. The benefits for both Willingham and the wider community from this are such that we feel the speedy transfer of the site would be in the best interests of both parties and that it should be at a cost which reflects the ability of Willingham Parish Council to finance both the purchase and restoration.

Yours sincerely



Andrew Cook  
Chairman of Willingham Parish Council



## **COMMUNITY ASSET TRANSFER**

### **APPLICATION FORM**

Your application should be completed in full and a copy of the application form and supporting documents must be delivered to officers from the Community Engagement Service, Box No. CC1219, Shire Hall, Castle Hill, Cambridge, CB3 0AP.

If your application has not been completed in line with the guidance provided, is not fully complete, cannot be read or is not on an appropriate form, it will be returned to you for update / completion before assessment commences.

**IMPORTANT NOTE:** After you have submitted your application you must not contact Council Officers to canvas support for your project.

Council officers will then process your application. During the processing stage the Project Manager may request further information from you.

**PLEASE NOTE: THIS PROCESS CAN TAKE BETWEEN THREE AND SIX MONTHS TO COMPLETE, DEPENDING ON WHEN MEETINGS FALL AND THE TYPE / COMPLEXITY OF APPLICATION SUBMITTED.**

#### **DATA PROTECTION STATEMENT**

We require the information requested in this form to allow us to process your application. All information provided in support of an application, including personal details, will be held in a database. Cambridgeshire County Council complies with strict security procedures in the storage and disclosure of your information. These procedures are in accordance with the principles of the Data Protection Act 1998.

OFFICE COPY

# APPLICATION FORM

## COMMUNITY ASSET TRANSFER

### PLEASE NOTE:

This form should be completed on line or using black ink

Remember to complete all sections & sign the form

### FOR COUNCIL REFERENCE ONLY

Date Received:

Reference:


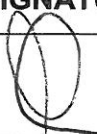
## Section A – Contact Details and Declaration

Contact details	Primary contact	Secondary contact
Title (Mr, Mrs, Miss, Ms)	Mrs	Mr
Contact name	Dawn Spouge	Andrew Cook
Position (within organisation)	Clerk (Proper Officer)	Chairman to the Council
Department		
Organisation Name	Willingham Parish Council	Willingham Parish Council
Address	The Parish Office Ploughman Hall West Fen Road Willingham Cambridgeshire	
Postcode	CB24 5LP	
Daytime telephone number	01954 261027	01954 260325
Evening telephone number		
Mobile telephone		
E-mail address	<a href="mailto:email@willinghampc.org.uk">email@willinghampc.org.uk</a>	<a href="mailto:Andrew.cook8@btconnect.com">Andrew.cook8@btconnect.com</a>

Project Name (Maximum of 5 Words)	WILLINGHAM COMMUNITY WOODLAND
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## Declaration

ON BEHALF OF (Enter organisation name)	Willingham Parish Council
I / WE DECLARE THAT ALL THE INFORMATION AND STATEMENTS CONTAINED WITHIN THIS APPLICATION ARE TRUE.	

PRIMARY CONTACT NAME (print)	SIGNATURE	DATE
DAWN SPOUGE		05/11/2012
CHAIR OF ORGANISATION NAME (print)	SIGNATURE	DATE
ANDREW COOK		05/11/2012

**Q1 Please identify the legal entity applying for Community Asset Transfer and describe the type of organisation.**

Please identify current Board / Trustees/ Directors/elected members and Chair

Willingham Parish Council.

**Q2 Briefly, please describe your organisation's main purpose.**

Civil administration of the Parish – Local Government.

**Q3 Does your organisation have Public Liability or Professional Indemnity Insurance?**

If yes please indicate the type of insurance you have and the level of cover.

**YES X**

Public liability £10,000,000.

**Q4 Does your organisation have an Equal Opportunities Policy?**

If yes please provide details.

**NO X**

## Section C – Your Project

**Q5 Please identify the property that would be subject to Community Asset Transfer**

Redundant Traveller Site on Meadow Road – Willingham.

**Q6 Please state the tenure of the interest to be considered for transfer, if leasehold please indicate desired lease term**

Freehold.

**IT IS ESSENTIAL THAT YOU CLEARLY IDENTIFY THE PROPERTY -IF YOU HAVE PLANS OR DRAWINGS PLEASE FORWARD COPIES.**

**Q7 Please confirm whether there are any known legal restrictions affecting use of the land for any purpose**

None.

THE COUNTY COUNCIL MAY LEVY A CHARGE TO COVER THE COST OF A TITLE INVESTIGATION BY LEGAL SERVICES

**Q8 Does your proposal require planning consent?**

NO X

If Yes, has any pre-application consultation been undertaken?

THE COUNTY COUNCIL MAY LEVY A CHARGE TO COVER THE COST OF A PLANNING INVESTIGATION

**Q9 Has your organisation received grant funding, or does your organisation expect to receive grant funding?**

YES

NO

☐

If Yes, please provide details.

Willingham Parish Council expects to receive planting grants for Woodland establishment.

**Q10 Please provide estimated property maintenance costs and advise how these responsibilities will be met**

<b>Expenditure</b>	<b>Cost £ per annum</b>
Buildings, contents and occupier's liability insurance	-
Business rates	-
Building adaptations and repairs	-
Electrical inspections and maintenance	-
Plumbing inspections and maintenance	-
Grounds maintenance	£1000
Cleaning	-
Caretaker	-
Fuels /utilities	-
Other	-

Funded via the Precept.

**Q11 What are the timescales for the project?**

<b>Estimated Completion Date</b>	<b>31/03/2013 for purchase.</b>
<b>Estimated Operational Date</b>	<b>2016 for initial public access.</b>



**Q12 How will the general public access the site? Are there any restrictions affecting who can use the facility?**

Please provide details of lettings policies, weekly opening times and availability and details of key holders.

Site will have public access from Meadow Road.

**Q13 What charges are there to use the facility? If income is generated please estimate how much per year and how this income will be spent.**

Income may be from charges for entry / hire fees etc.

None.

**Q14 How and where will use of the facility be advertised?**

i.e. local newsletter, library, etc.

Village magazine and Parish Council website.

**Q15 Who will be responsible for the monitoring / reporting / administration / finance and management of the project?**

Please detail names, responsibilities and position within organisation.

Councillor Andrew Cook – Chairman of Willingham Parish Council

Dawn Spouge – Clerk (Proper Officer) to Willingham Parish Council

Sarah Rutherford – Responsible Finance Officer to Willingham Parish Council

## Section D – Project Benefits

### **Q16 How will the project protect the environment and benefit the local community as a whole?**

Consider the environment in social, economic and physical terms.

Willingham has one of the lowest percentages of woodland of any parish in Cambridgeshire. This project will benefit the local flora and fauna and offset the Council's carbon footprint.

**Q17 What community / user group consultation have you undertaken?**

Please enclose any letters of support received from members or groups within your community / Evidence of consultation.

None at present due to the confidential nature of the land purchase.

**Q18 Will any partnerships be developed?**

i.e. between community groups and / or other funders.

Possible partnership with Willingham Action Group (WAG), who have an active ecology section which is presently planning a community orchard and widespread small scale tree planting schemes in the village.

**Q19 How many people will benefit from the project?**

What population does the amenity serve? How many people currently use/visit the amenity? How many additional people do you predict using the amenity once the project is completed? Please provide a full list of current and potential users including a timetable of usage (if appropriate).

Population of approximately 4000. WPC would hope to encourage both active and passive support from the village school and youth groups.

<b>Q20 Are provisions for people with disabilities included in the project scope?</b> If YES, please answer questions 21. If NO please indicate why provision has not been made.	YES X

<b>Q21 Please confirm that you have undertaken a disability audit.</b> Please enclose a copy of the report produced following the disability audit including any recommendations and proposed means of addressing.	NO
No formal audit has taken place due to the present state of the site, (broken concrete, earth mounds etc). WPC will however ensure that all accesses, paths etc will be fit for purpose before opening to the public.	

## Section E – Funding & Financial Details

<b>Q22 what is the total cost for the project?</b>	£60,000
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<b>Q23 Does the project total figure (above) include VAT?</b>	NO
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<b>Q24 Will you be reclaiming VAT on this project?</b>	YES <input type="checkbox"/>
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**Q25** has a business/project plan been produced for your project?

NO ☐

If Yes, please supply a copy including audited accounts and cash flow forecasts

**Q26** If there is no comprehensive business plan please provide a full breakdown of capital and revenue costs for the whole project (continue on a separate sheet if necessary)

EXPENDITURE	COST £
PURCHASE OF LAND	50,000
SITE CLEARANCE	3,000
PLANTING	5,000
FENCING	2,000

**Q27** Please tick the box indicated to confirm that the project would NOT be operated as a commercial / private sector enterprise

If you intend to make a charge to use or view the project site, please indicate likely charges below.

✓  
Ticked

**APPLICATION ENDS**