

Assets of Community Value Nomination Form

Please complete this form fully. The details you place in this form will be the basis for which the Council will come to an informed decision on whether the asset can and should be placed on the List of Assets of Community Value, or not.

How we use your personal information

What personal information do we need?

In order to process a nomination we require the name, address, telephone number and email address of the nominating body and the owner/occupier of the nominated asset. In cases of applications made by unincorporated bodies with at least 21 individual members, all the 21+ members' names and addresses should also be provided.

Who is collecting it?

The data controller is Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR.

Why is it being collected?

Under the Localism Act 2011: Assets of Community Value (England) Regulations 2012, we have a statutory duty to receive, process and make a decision on nominations for Assets of Community Value.

How will it be used?

Personal information is used to process the nomination, to make a decision on the nomination, and inform the owner(s) and other interested parties of the nomination, its progress and the eventual decision.

Who will it be shared with?

We will share the personal contact details used to process the nomination with internal departments within the Council e.g. Local Land Charges, Legal Department, Governance Support and Elected Representatives Information will also be shared with the Torbay Development Agency as the Council's Asset Management body.

How long will the information be kept for?

Nomination forms and information relating to the nomination will be kept for 6 years.

Your rights

If you feel that the information the Council holds about you is incorrect, you have the right to request it is rectified. You are also able to request a copy of the personal data the Council holds about you. To see more information about your rights, please see our Information Rights Policy.

If you wish to raise a complaint about how the Council has processed your information please contact the Council's Data Protection Officer via infocompliance@torbay.gov.uk

Important notes

The assessment period will commence once the Council is in receipt of a **fully valid application**. **Incomplete application forms and forms missing required documentation will not be accepted as valid and will be returned to the applicant to provide the missing information.**

A landowner/occupier is entitled to see this form during the 8 week consultation period (once the nomination is validated) or following any decision to list the asset concerned as an Asset of Community Value.

Please complete this form electronically, or if completing by hand, only use **BLOCK CAPITALS and black or blue ink**.

Section 1. About your Organisation

1a. Nominating Organisation's Name and Address:

Organisation Name*: BRIXHAM MUSEUM CIO

Address: The Old Police Station, Bolton Cross, New Road, Brixham, TQ5 8LZ

**full name as written in your constitution or rules (if appropriate)*

1b. Please provide a named contact for us to get in touch with, should we need to discuss your nomination:

Name: [REDACTED]

Address: The Old Police Station, Bolton Cross, New Road, Brixham, TQ5 8LZ

Telephone / Mobile Number: [REDACTED]

Email Address: [REDACTED]

1c. Please specify which of the following categories your organisation relates to

Category of Organisation

Description:

Please tick only **one** box:

Registration / Charity number (if applicable)

Town or Parish Council

Body designated as a neighbourhood forum under the Town and Country Planning Act	<input type="checkbox"/>	
Unincorporated bodies with at least 21 individual members and which does not distribute any surplus it makes to its members	<input type="checkbox"/>	
Charity	<input checked="" type="checkbox"/>	1213037
Company limited by guarantee which does not distribute any surplus it makes to its members	<input type="checkbox"/>	
Industrial and provident society which does not distribute any surplus it makes to its members	<input type="checkbox"/>	
Community interest company	<input type="checkbox"/>	

1d. Evidence Organisation

Please provide a copy of the following as relevant to your organisation (tick all documents provided):

Memorandum of Association	<input type="checkbox"/>
Articles of Association	<input type="checkbox"/>
Companies House return	<input type="checkbox"/>
Trust Deed	<input type="checkbox"/>
Constitution / Terms of reference	<input checked="" type="checkbox"/>
Standing Orders	<input type="checkbox"/>
Interest Statement for Community Interest Company	<input type="checkbox"/>

1e. Evidence of a local connection

All nominating organisations must have a local connection, please tick all the relevant statements that apply, or provide a description of how your organisation is connected to Torbay, or a neighbouring authority's area (South Hams or Teignbridge):

The body's activities are wholly or partly within Torbay, South Hams and/or Teignbridge	<input checked="" type="checkbox"/>
At least 21 of the members of the body are local (see point 1f. below)	<input checked="" type="checkbox"/>
Any profits made by the body are wholly or partly applied for the benefit of Torbay, South Hams or Teignbridge	<input checked="" type="checkbox"/>
It is a parish council within Torbay's boundary or it shares a boundary with Torbay	<input type="checkbox"/>

Description / additional information:

1f. Membership of unincorporated bodies

For unincorporated bodies please confirm that at least 21* members are included on Torbay's register of electors and provide their names, addresses and signatures below:

Name:	Address:	Signature:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		

** if you have more than 21 members, please provide additional details on a separate page annexed to this application.*

Section 2. About the Asset you are nominating:

2a. Please provide the name of the asset (if relevant), and the location/address of the asset:

Name: THE OLD POLICE STATION

Address: Bolton Cross, New Road, Brixham, TQ5 8LZ

Postcode: TQ5 8LZ

Is the asset defined as operational land under section 263 of the Town and Country planning Act 1990, or owned by statutory undertakers such as utility companies? Please provide details:

2b. Please provide details of the boundary of the asset. Please submit a boundary map/plan at the end of this application which helps to clarify the exact location and extent of the asset being nominated. Where possible this should be a Land Registry Title and Title Plan for the asset (less than one month old). You can get electronic copies of the Land Registry Title and Title Plan from the Land Registry at <https://www.gov.uk/search-property-information-land-registry> (there is a fee for this service).

If the asset is unregistered, alternatives include a Site Location Plan, or OS map with boundaries clearly marked in red, with a North point, and a scale.

Please note that you are required to provide correct boundary and ownership information for the asset you wish to nominate. Incorrect or ambiguous information will be considered an incomplete application form and not be accepted as valid.

2c. Owner and occupier details (Please provide all information available to you, and copies of the Land Registry Titles and Plans. Note: where there is leasehold(s) and freehold, please provide copies of the Land Registry Titles and Plans for both the leasehold(s) and freehold):

	Name	Address	Delete as appropriate
Owner/s	TORBAY COUNCIL	Town Hall Castle Circus Torquay TQ1 3DR	Current
Lawful occupiers	BRIXHAM MUSEUM CIO	THE OLD POLICE STATION, BOLTON CROSS, NEW ROAD, BRIXHAM, TQ5 8LZ	Current
Holder/s of freehold estate (if not the Owner)	TORBAY COUNCIL	Town Hall Castle Circus Torquay TQ1 3DR	Current
Holder/s of any leasehold estate	BRIXHAM MUSEUM CIO	THE OLD POLICE STATION, BOLTON CROSS, NEW ROAD, BRIXHAM, TQ5 8LZ	Current
Further detail / other:			

2d. Current use of asset

What is the asset / What is the <u>current</u> main use of the asset? e.g. shop, pub, community facility, playing field	FREE MUSEUM
---	-------------

Describe fully how you consider that the current and main use of the asset furthers the social wellbeing or cultural, recreational or sporting interests of the local community?

We have occupied the (asset) building since 1976. We serve initially, as an accredited museum displaying, preserving, protecting and promoting the heritage of Brixham.

We are a service point for the Devon Records Office holding parish records for Brixham, Churston and Kingswear. We also provide a family history service for the public using not only parish records but our extensive records of all the fishing and trading boats that have used Brixham over the years. We also handle general historic enquiries.

The museum is open to the public free of charge. We undertake active research and have published many books in the past, one recent publication about the building of the Mayflower II at Brixham and another about the maritime history of Brixham.

We provide interest for the local community and have around 50 volunteers who give the museum over 1,000's of hours of their time every year. When procuring for contractors we always look to source local trades people.

As a museum we respect the heritage of Brixham but we also respect the heritage of the building we occupy as it was the old police station built in 1902. In acknowledgement of this we have refurbished one of the original police cells and returned it to how would have looked when it was first built. We also have signs all around the building stating what part of the police station it was originally. We have recently been in contact with the Museum of Policing in Devon & Cornwall with a view to protecting & renovating the building.

We are an integral part of Brixham and we are seeing an increase in the number of locals and tourists coming to the museum. We have approximately 7000 visitors to the museum yearly.

The museum is usually the first point of contact for the film and TV companies who approach us for information of historical content. In recent times the BBC actually filmed inside the museum concerning the Mayflower II and also during the more recent 80th year commemorations of the various WW2 events such as D-Day, P Party Divers who were trained off the Brixham coast.

We work with many local organisations and all the primary schools in Brixham use the museum for school trips at least once. We also have links with South Devon College who have visited the museum on many occasions and we hope to be a resource centre for the students to do research. We also work with many local charities, businesses & other participating organisations to welcome newcomers moving to Brixham.

The asset is used to preserve the history of Brixham and has done so since the society took over the building in 1976. This is carried out through the preservation of artefacts, records, verbal recordings, organized school visits and lectures. The museum is open to the public free of charge for 5 days a week for approximately 44/46 weeks each year and is run almost exclusively by local volunteers. The building was originally a Police Station built 1902/03 and its contribution to the town's history is celebrated here too.

A recent independent feasibility study was conducted by Torbay Council as to its best future use, which concluded with it staying as a public museum building.

We have a paid Curator, Administrator & Cleaner.

We have recently transferred our charitable status to that of a CIO – Foundation Model – to enable access to larger funding opportunities & in turn secure the future and historical collection of Brixham.

Over what period is this main use of the asset anticipated to continue?	Indefinitely. We have been in existence for over 60 years and aim to continue as long as we can remain financially viable. We are transitioning to a CIO to secure the future of the Museum with access to larger funding opportunities.
---	--

Does the local community have legal and authorised use of the land or property?	
---	--

<p>If the main use of the asset does not <u>currently</u> further the social wellbeing or cultural, recreational or sporting interests of the local community, did it do so at some stage in the recent past? <i>(Please provide details of how the asset was used in the past and dates of this usage)</i></p>	<p>n/a</p>
<p>Can you demonstrate / how do you anticipate that the asset would return to furthering the social wellbeing or cultural, recreational or sporting interests of the local community?</p>	<p>n/a</p>
<p>When do you consider that the asset could realistically return to furthering the social wellbeing or cultural, recreational or sporting interests of the local community?</p>	<p>n/a</p>

Section 3. Supporting Information for your Nomination

3a. Please provide any further information to support your nomination

--

Declaration

I confirm that I am authorised to submit this nomination form on behalf of the applicant organisation and that all of the information given or referred to in this form is true, accurate, and complete and that all relevant information has been submitted.

Name: [REDACTED]

Signature: [REDACTED]

Date: 4th April 2025

**Please return to Legal Section, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR or ACVLegal@torbay.gov.uk
Tel: 01803 207157**

*We will acknowledge receipt of your nomination and will check through your form and let you know if any information is missing or if any further information is required.
If all the requested information is provided, we will accept the form. We have 8 weeks from formally accepting the form to determine whether the asset you have nominated should be placed on the List of Assets of Community Value.*