

PROCEDURE

Introduction

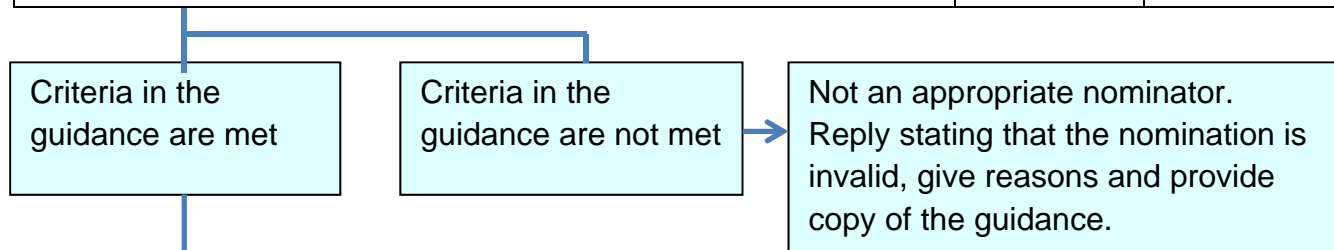
This procedure is intended to set in place a consistent mechanism for application of the Assets of Community Value Regulations. In the event of any discrepancy the Guidance and Regulations shall take precedence. Any complaint regarding the administration of the procedure will be considered under the Council’s standard Complaints Procedure.

Generally

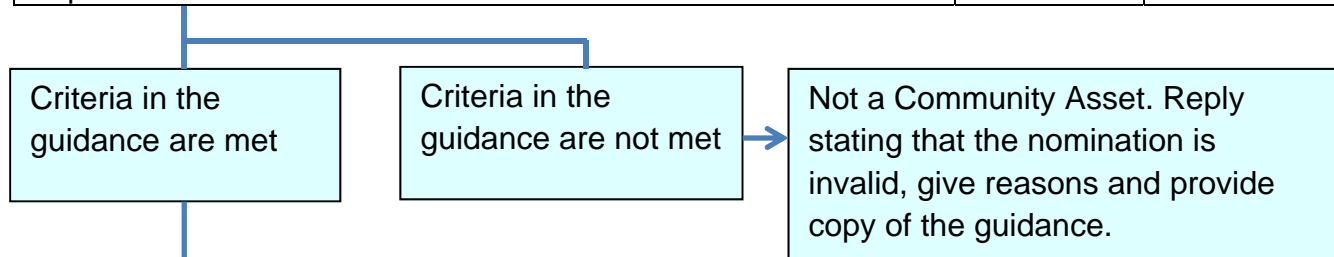
Process	Guidance	Responsible
Maintain web site content, maintaining lists, dealing with general enquiries.	Generally	Community Officer

Receiving and validating nominations

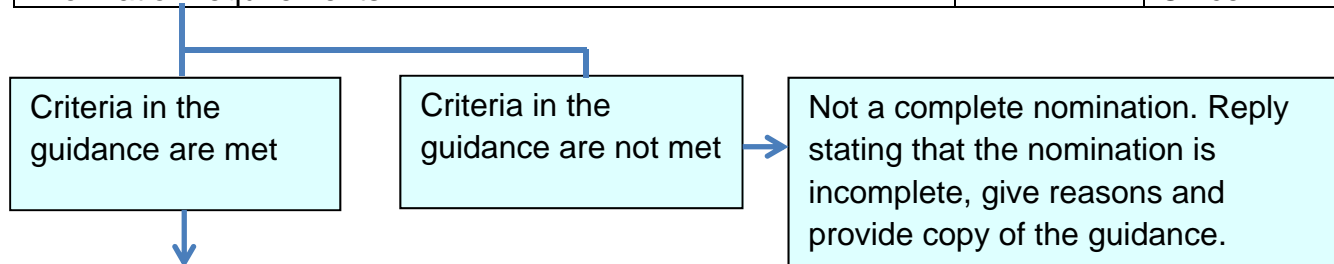
Process	Guidance	Responsible
Check that the nominator meets the statutory requirements.	Part 4	Community Officer



Process	Guidance	Responsible
Check that the nominated asset meets the statutory requirements.	Part 3	Community Officer



Process	Guidance	Responsible
Check that the nomination includes all of the statutory information requirements.	Part 5	Community Officer

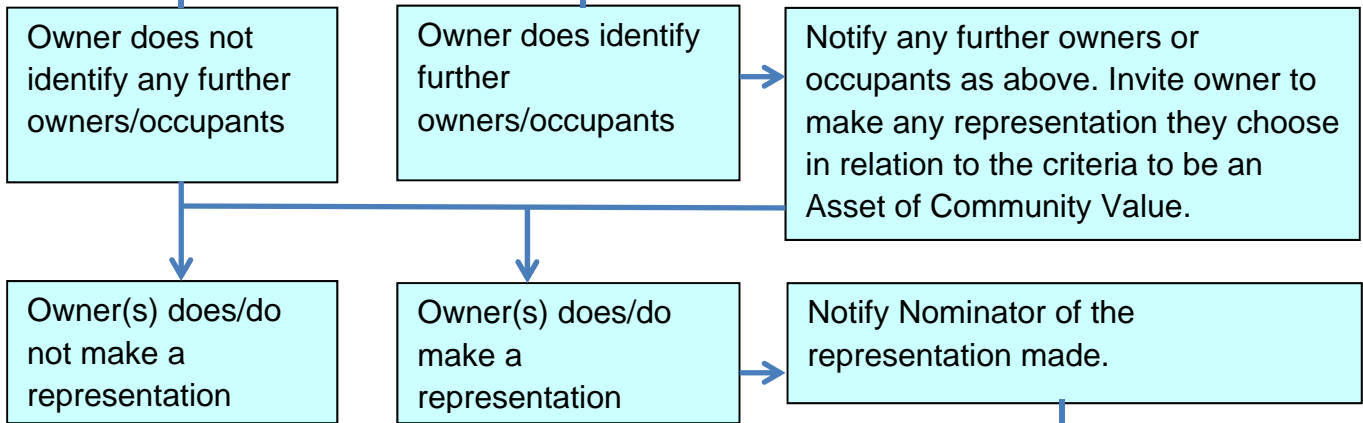


Consideration of Nomination

Consideration

Process	Guidance	Responsible
Notify the relevant parties of the nomination.	Part 6	Community Officer

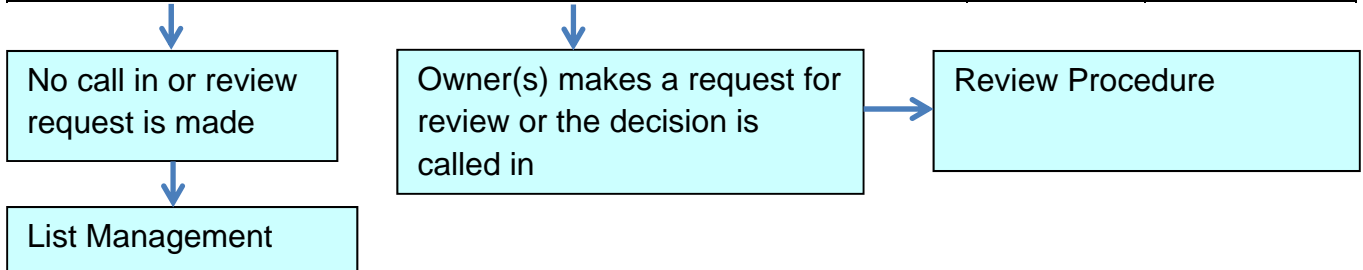
Notify the relevant town or parish Council, named owners or occupants of the asset giving non personal details of the nomination. Invite owner to notify the Council of any further owners and to make any representation they choose in relation to the criteria to be an Asset of Community Value.



Process	Guidance	Responsible
Collate information in nomination and any town/parish Council and owner/occupant representations. Investigate as necessary; consider whether the nominated property meets the criteria to be an Asset of Community Value. Report to Cabinet for decision.	Part 6	Officer panel (Head of Planning, Community Officer and Assets Manager)

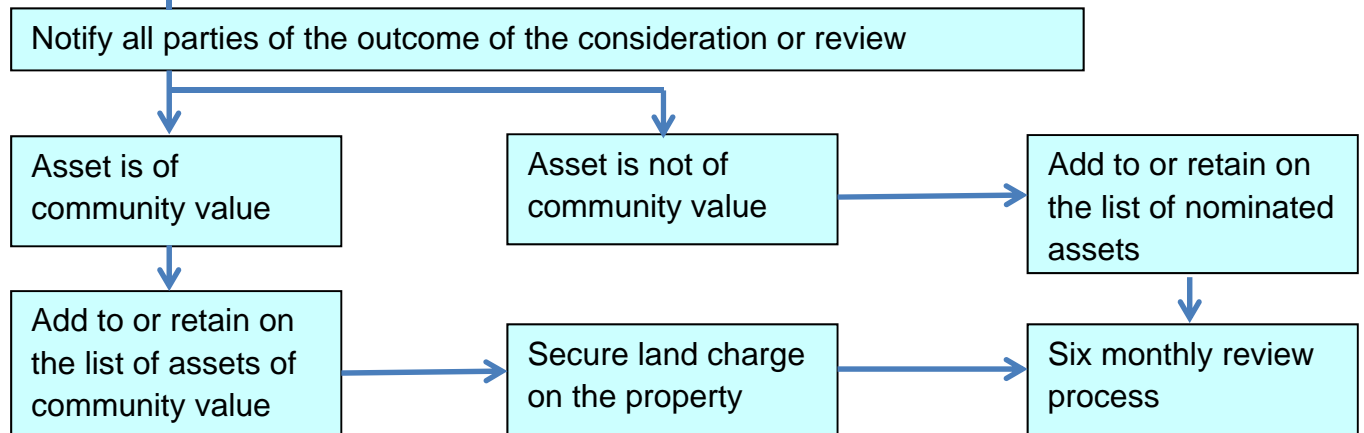
Process	Guidance	Responsible	Review
Consider the officer report and determine whether the asset meets all of the statutory criteria.	Generally	Cabinet	See Review process

Process	Guidance	Responsible
Notify the Owner(s) and Nominator of Cabinet's resolution. Publish decision on decisions list	Generally	Community Officer

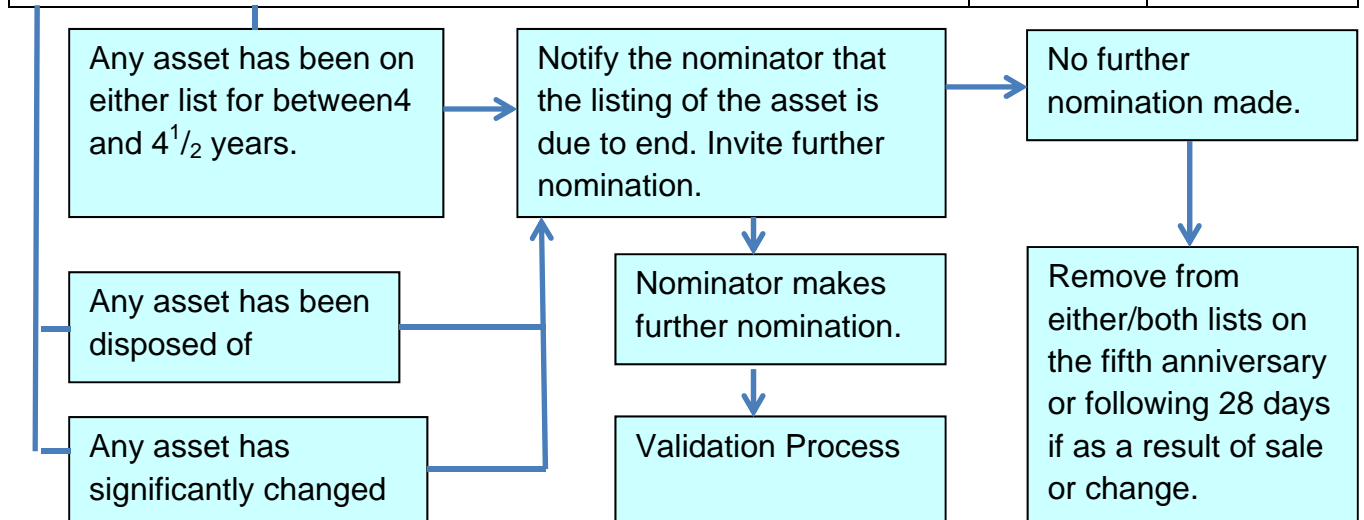


List Management

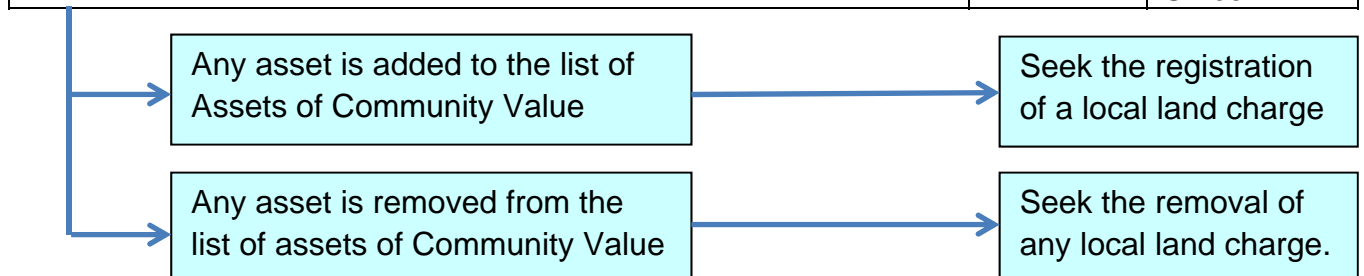
Process	Guidance	Responsible
Notifying the Town or Parish Council, Nominator and owners or occupants of the asset of the outcome of the decision or review process.	Part 3	Community Officer



Process	Guidance	Responsible
Every six months review both lists.	Part 3	Community Officer

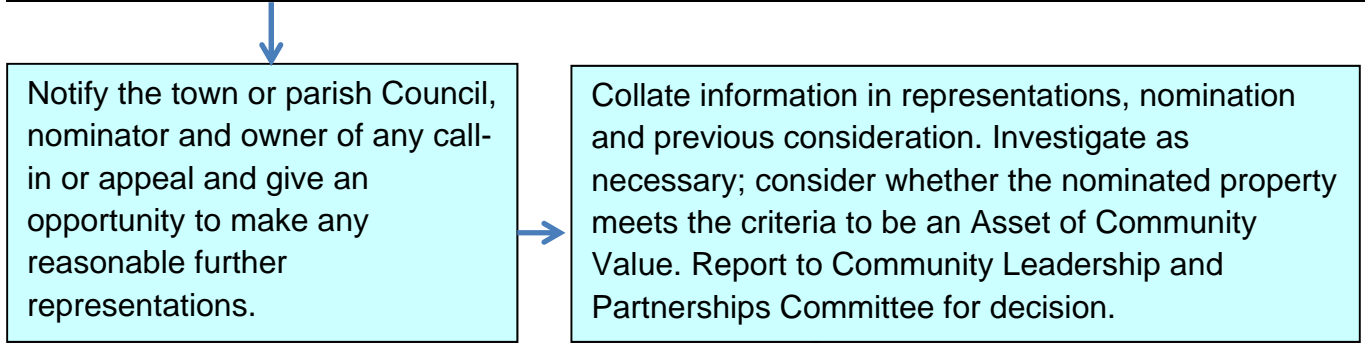


Process	Guidance	Responsible
Secure a local land charge on the property.	Part 12	Community Officer

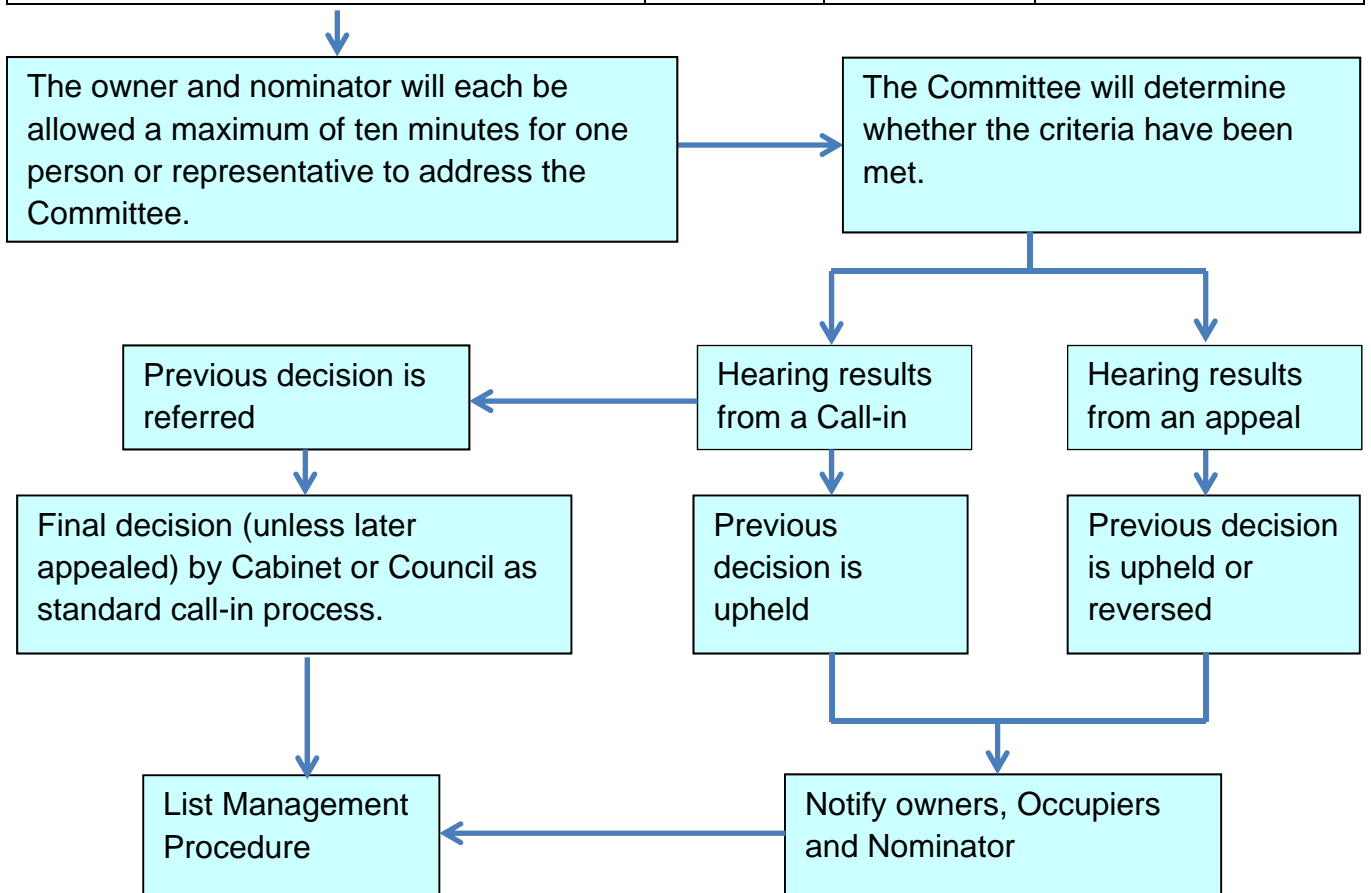


Review of Inclusion

Process	Guidance	Responsible
Prepare for review a decision related to a decision on inclusion on the Assets of Community Value list if an asset owner requests or if a Cabinet resolution is called in.	Part 7	Officer panel (Head of Planning, Community Officer and Assets Manager)

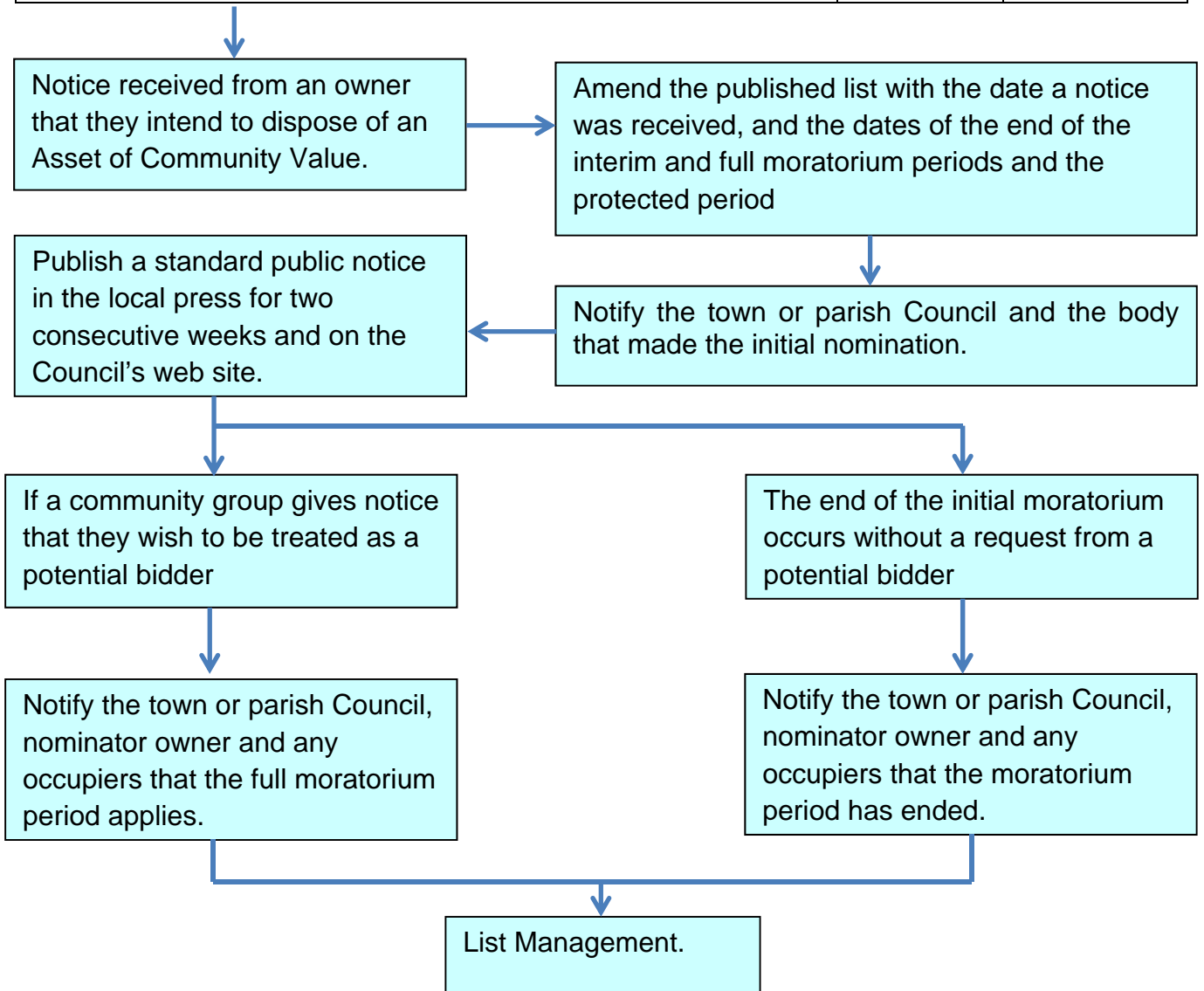


Process	Guidance	Responsible	Review
Consider the officer report and determine whether the asset meets all of the statutory criteria.	Generally	Community, Leadership and Partnerships Committee.	Appeal to First Tier Tribunal



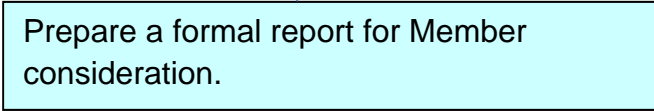
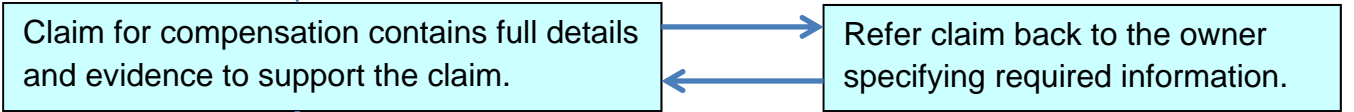
On Receipt of a Sale notice

Process	Guidance	Responsible
Receive sale notice, trigger moratoria, notify nominator.	Part 9	Community Officer



Compensation

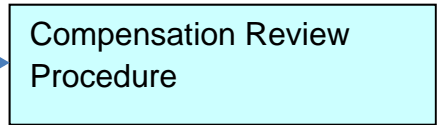
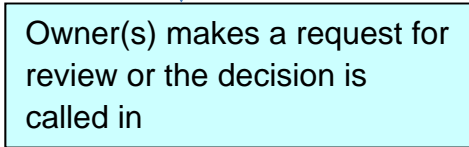
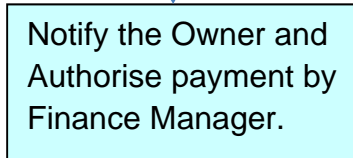
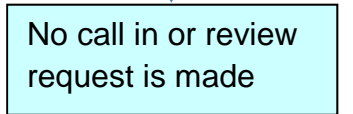
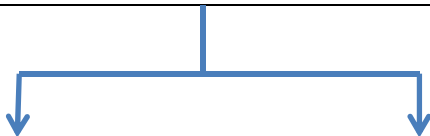
Process	Guidance	Responsible
Receive claim for nomination and prepare information for determination.	Part 10	Community Officer in consultation with the Assets Manager and Finance Manager



Process	Guidance	Responsible	Review
Consider the officer report and determine whether the asset meets all of the statutory criteria.	Part 10	< £50,000 Regeneration inward investment and asset Management Portfolio Holder >£50,000 Cabinet	See Review process

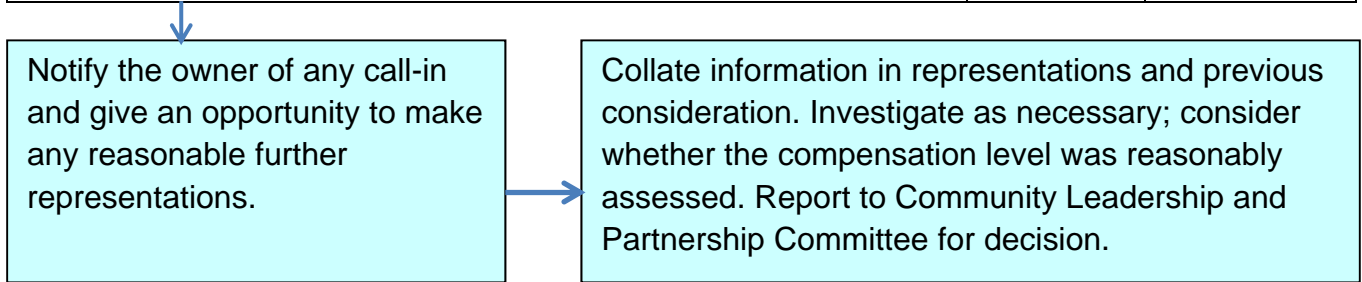


Process	Guidance	Responsible
Notify the Owner(s) of Portfolio Holder or Cabinet's resolution. Publish decision on decisions list	Generally	Community Officer



Review of Compensation

Process	Guidance	Responsible
Prepare for review a decision related to a decision on compensation if an asset owner requests or if a Cabinet or Portfolio Holder resolution is called in.	Part 11	Finance Manager



Process	Guidance	Responsible	Review
Consider the officer report and determine whether the compensation level was properly assessed.	Part 11	Community, Leadership and Partnerships Committee.	Appeal to First Tier Tribunal

