

Minutes of the Parish Council meeting

Monday 15th June 2020, 7.30pm – remote meeting via Zoom

Participating: Parish Councillors Janice Hughes (Chairman), Keith Alderman, Guy Chessell, Adam Knight, Jenny Roberts; Clerk Susan Turner; Guest County Councillor David Simpson

20.63 WELCOME & APOLOGIES Apologies Douglas Wheeler, Ward Cllr Anne Crampton.
Thanks to Guy Chessell for hosting the meeting.

20.64 PUBLIC SESSION No members of the public joined the meeting.

20.65 MINUTES OF PREVIOUS MEETING of 18th May agreed and to be signed.

20.66 DECLARATIONS OF INTEREST in items on the Agenda – None.

20.67 FINANCE

i 2019/20 audit – External Audit exemption

AGREED Exempt from External Audit as annual turnover under £25K.

ACTION AGAR Part 2 Exemption Certificate to be signed and submitted to External Auditor.

APPENDIX I

ii 2019/20 AGAR Part 2 forms

AGREED 1. AGAR (Annual Governance and Accountability Return) Sections One – Governance Statements **APPENDIX II.I.**

AGREED 2. AGAR Section Two – Accounting Statements – as circulated **APPENDIX II.II.**

AGREED 3. Accounts pages – Bank Reconciliation & Significant Variances. **APPENDIX II.III**

ACTION 1,2&3 above signed as required by Chairman & Clerk and posted on the website.

iii 2019/20 Internal Audit scheduled for 28th July.

vi Payments since last meeting

May 2020 regular payments

28/05/2020	PGGM Maintenance Contract	£274.00
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28/05/2020	Clerk Salary	£342.00
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28/05/2020	Donation Hart Foodbank (ref SIDs)	£50.00
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v Accounts to date 2020/21. APPENDIX III.

20.68 RIGHTS OF WAY

i 1. FP 1 (by Lyde Green) diversion consultation HCC Countryside Access ref PPO 5116. Hampshire County Council proposes to divert part of Footpath No.1 in the Parish of Mattingley under section 119 of the Highways Act 1980. A plan showing the route of the proposed diversion is attached. **APPENDIX IV.I**

AGREED 'No objection in principle to a footpath being diverted to 'improve the security and privacy of two private dwellings and their outbuildings'. However the Parish Council is concerned that the proposed diversion is through ancient woodland. While private dwellings may need protection so does irreplaceable habitat.

'The landowner has confirmed that no trees will be removed, but there should be other considerations. Ancient woodland is a fragile habitat (this is a bluebell wood) and human impact and dogs running through will degrade this habitat over time and change the ecology, in addition to the impact on wildlife. It has been suggested that there will be no fencing but this may not be a good thing – fencing may at least afford the woodland some protection.

For signature

'The Parish Council requests that this footpath diversion not be considered for approval without consultation and expert opinion (eg HBIC, HIWWT) being sought on the impact on the ancient woodland habitat, and on minimising this impact should the diversion be approved.'

ii FP 14 Lynchmere Fm (Mattingley Green) diversion consultation

HCC Countryside Access ref PPO 5139 Hampshire County Council proposes to divert part of Footpath No.14 in the Parish of Mattingley under section 119 of the Highways Act 1980. A plan showing the route of the proposed diversion is attached. **SEE APPENDIX IV.II.** Parish Council noted that the landowners have repaired and made good the existing fencing. New gates have been installed.

AGREED: No objection.

iii Himalayan Balsam – FP 21 Hound Green Garage to Whitewater. Lengthsman has pulled a stand of Himalayan Balsam adjacent to ditch leading to Whitewater.

iv Footpath cutting. FP 14 Hound Green to Lynchmere Farm (Mattingley Green) cut 5th June. FPs 13 to Glebe Wood, FPs 12 & 16 West End Farm – scheduled.

v FP 32 – Hazeley Bottom steps Repair to level step – scheduled.

vi Footpaths Warden Report 'Some minor works required at Bartlett's Farm where one part of the stile is missing. Blue House Farm – the FP remains blocked but a clear walk has been established on the edge of the field and the road.' Noted that the path as it goes through the farm is less than welcoming.

20.69 HIGHWAYS

i SIDs B3349

To RECORD Thanks to Frazer Hamilton for adjusting radar antenna on Speed Limit Reminder sign, so reacts to approaching traffic from greater distance. And for continuing to move and monitor the SIDs and download the data.

ii Plough Lane SID Awaiting HCC site inspection and approval to add to existing Licence. Noted that as schools are in part reopening, speeding traffic is increasing.

20.70 HOUND GREEN

i Mowing This year to date – first week April, May, June. Next scheduled 5th July.

ii Village Green Hound Green is registered as Village Green. It was noted that the Green by the Church is Common Land but privately owned so unavailable for public events, not registered as Village Green. The owners wished to enclose it to graze it with sheep but fencing not allowed. So kept as wild meadow and cut twice a year.

20.71 PLANNING – No new planning applications for consideration. See **APPENDIX V** for current applications relating to the Parish.

20.72 FURTHER REPORTS / UPDATES

i Hazeley Heath

RSPB staff returned from furlough, cleared a couple of paths. People continue to have BBQs on the heath and leaving rubbish etc. Following the fire most birds were able to move on to different sites but reptile numbers have been badly affected. Question as to if the survey is available and could it be printed in Whitewater Magazine.

ii Shoulder of Mutton Hart confirmed listing of Shoulder as ACV on 8th June. Owner has eight weeks in which to appeal – **APPENDIX VI.**

iii Police / Neighbourhood Watch David Simpson noted survey emailed from police: 'What are our priorities for the neighbourhood policing team?'

20.73 NEXT MEETINGS scheduled for Mondays 7.30pm:

20th July, 17th August, 21st September, 19th October, 16th November.

Meeting closed at 8.45pm with thanks to all present.

For signature Date

Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

MATTINGLEY PARISH COUNCIL

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20: 13767

Total annual gross expenditure for the authority 2019/20: 11700

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

20/07/2020

I confirm that this Certificate of Exemption was approved by this authority on this date:

15/06/2020

Signed by Chairman

Date

20/07/2020

as recorded in minute reference: 20.67.i

Email of Authority

Telephone number

clerk.mattingley@parish.hants.gov.uk

07515777060

*Published web address

<http://www.mattingley-pc.org.uk/>

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

MATTINGLEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes	No	Yes' means that this authority
	Yes	No			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
				✓	

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

15/06/2020

and recorded as minute reference:
20.67.ii.1



Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk



Section 2 – Accounting Statements 2019/20 for

MATTINGLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	35412.4	24681.80	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	8870	9740	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	182.91	4026.86	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	3834	4023	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	15949.51	7676.98	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	24681.8	26748.68	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	24681.8	26748.68	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	27668.92	27938.07	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval



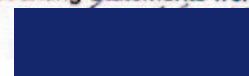
Date 15/06/2020

I confirm that these Accounting Statements were approved by this authority on this date:

15/06/2020

as recorded in minute reference:
20.67.ii.2

Signed by Chairman of the meeting where the Accounting Statements were approved



Mattingley Parish Council

2019 / 2020 Bank Reconciliation – AUDIT SHEET

Income and expenditure summary

1	Balance Brought Forward	£24,681.80
2	Plus Income 2019/20	£13,766.86
3	Less Expenditure 2019/20	£11,699.98
4	Balance to take over	£26,748.68

Reconciliation

5	Treasurers Account	£462.15
6	Business 30-day notice	£26,286.53
7	Total accounts 31st March 2020	£26,748.68

Janice Hughes, Chairman

Dated 20th July 2020

Susan Turner, Clerk & RFO

Dated 20th July 2020

Mattingley Parish Council

2019 / 2020 Significant Variations: AUDIT SHEET

Difference between current and previous year greater than both 10% and £100
in Section 2, boxes 2, 3, 4, 5, 6, 9 and 10

	Item	Previous Year 2018/2019	Current Year 2019/2020	Difference	Diff %
1	Balance Brought Forward	£35,412.40	£24,681.80	£10,730.60	-30.30%
2	Annual Precept	£8,870.00	£9,740.00	£870.00	9.81%
3	Total Other Receipts	£182.91	£4,026.86	£3,843.95	2101.55%
4	Staff Costs	£3,834.00	£4,023.00	£189.00	4.93%
5	Loan interest/capital repayments	£0.00	£0.00	£0.00	NA
6	Total other payments (excl salaries)	£15,949.51	£7,676.98	£8,272.53	-51.87%
7	Balance carried forward	£24,681.80	£26,748.68	£2,066.88	8.37%
8	Total cash and short term investments	£24,681.80	£26,748.68	£2,066.88	8.37%
9	Total fixed assets and long term assets	£27,668.92	£27,938.07	£269.15	0.97%
10	Total borrowings	0	0	0	0
11	Trust funds	NA	NA	NA	NA

Box 3 Total other receipts

Explanation for variation of	£3,843.95	2018/19	2019/20	Difference
Payment returned (former clerk PAYE payment Jan17)		£63.71	£0.00	£63.71
County Cllr devolved budget grant to goal posts		£0.00	£545.00	£545.00
VAT refund		£0.00	£3,177.53	£3,177.53
Bank interest		£119.20	£304.33	£185.13
TOTAL		£182.91	£4,026.86	£3,843.95

Box 6 Total other payments (excl salaries)

Explanation for variation of	£8,272.53	2018/19	2019/20	Difference
Clerk's allowance		£324.00	£324.00	£0.00
Assembly expenses		£0.00	£123.83	£123.83
Finance / admin		£1,357.73	£1,448.74	£91.01
Whitewater Mag		£180.00	£596.00	£416.00
Training		£60.00	£0.00	£60.00
Community / donations		£198.33	£235.00	£36.67
Maintenance contract (Hound Green & War Memorial)		£2,739.96	£2,739.96	£0.00
Other Maintenance		£660.00	£122.00	£538.00
Projects				
Phone box		£0.00	£181.75	£181.75
New goal posts		£0.00	£518.28	£518.28
New goal posts installation		£0.00	£545.00	£545.00
Dragons teeth		£1,395.56	£0.00	£1,395.56
Hound green ditch crossing		£369.00	£0.00	£369.00
SIDs+brackets+padlock		£6,296.65	£0.00	£6,296.65
Hi-viz jackets		£9.22	£0.00	£9.22
Signage - Children crossing and 'Heath' signs		£180.00	£0.00	£180.00
VAT		£2,179.06	£842.42	£1,336.64
TOTAL		£15,949.51	£7,676.98	£8,272.53

Signed:

Janice Hughes, Chairman

Date 20th July 2020

Susan Turner, RFO

Date 20th July 2020

APPENDIX III – 2020/21 ACCOUNTS TO DATE**MATTINGLEY PARISH COUNCIL - INCOME 2020/21 - 14th JUNE 2020**

Balance brought forward 1st April 2020 £26,748.68

Date	Item	Precept	Grants	VAT	Interest	Total Receipts
17/04/20	Parish Precept	£12,000.00				£12,000.00
	Bank interest 2020/21				£82.24	£82.24
TOTALS		£12,000.00	£0.00	£0.00	£82.24	£12,082.24

£12,082.24

RECEIPTS & PAYMENTS SUMMARY

Bal brought forward 1st April 2019	£26,748.68
Plus income	£12,082.24
Minus expenditure	£2,434.87
Balance	£36,396.05

BANK RECONCILIATION

Club, charity, trust	£527.28
Bus instant access	£35,868.77
TOTAL ACCOUNTS	£36,396.05

Balance £36,396.05

april	£22.36	Oct
May	£28.73	Nov
June	£31.15	Dec
July		Jan
Aug		Feb
Sept		Mar

Total £82.24

VAT owing 2019/20 £842.42

MATTINGLEY PARISH COUNCIL - EXPENDURE 2020/21 - 14th JUNE 2020

Date			Supplier	Description	Salary	Finance Admin	Expenses	Community/Donations	Info publication	Maintn Contract	Maintn General	VAT	TOTALS
29/04/20	1	SO	PGGM	Maint Contract April 2019						£228.33		£45.67	£274.00
29/04/20	2	SO	Hart Foodbank	Meeting room April 2019				£50.00					£50.00
30/04/20	3	SO	Susan Turner	Salary April 2019	£342.00								£342.00
18/05/20	4	BACs	HALC	HALC /NALC 2019/20		£276.07							£276.07
29/05/20	5	SO	PGGM	Maint Contract May 2019						£228.33		£45.67	£274.00
29/05/20	6	SO	Hart Foodbank	Meeting room May 2019				£50.00					£50.00
29/05/20	7	SO	Susan Turner	Salary May 2019	£342.00								£342.00
30/05/20	9	BACs	Came & Co	PC Insurance 2019/20		£790.80							£790.80
30/05/20	10	BACs	CPRE	Membership 2020/21				£36.00					£36.00
TOTALS					£684.00	£1,066.87	£0.00	£136.00	£0.00	£456.66	£0.00	£91.34	£2,434.87



**Club, Charity
And Trust
Account**

Available funds:
£527.28

Make a payment

Make a transfer

30-96-29,
00778969

**View a mini
statement**

**Set up standing
order**



**Business
Instant
Access**

£35,868.77

View full statement

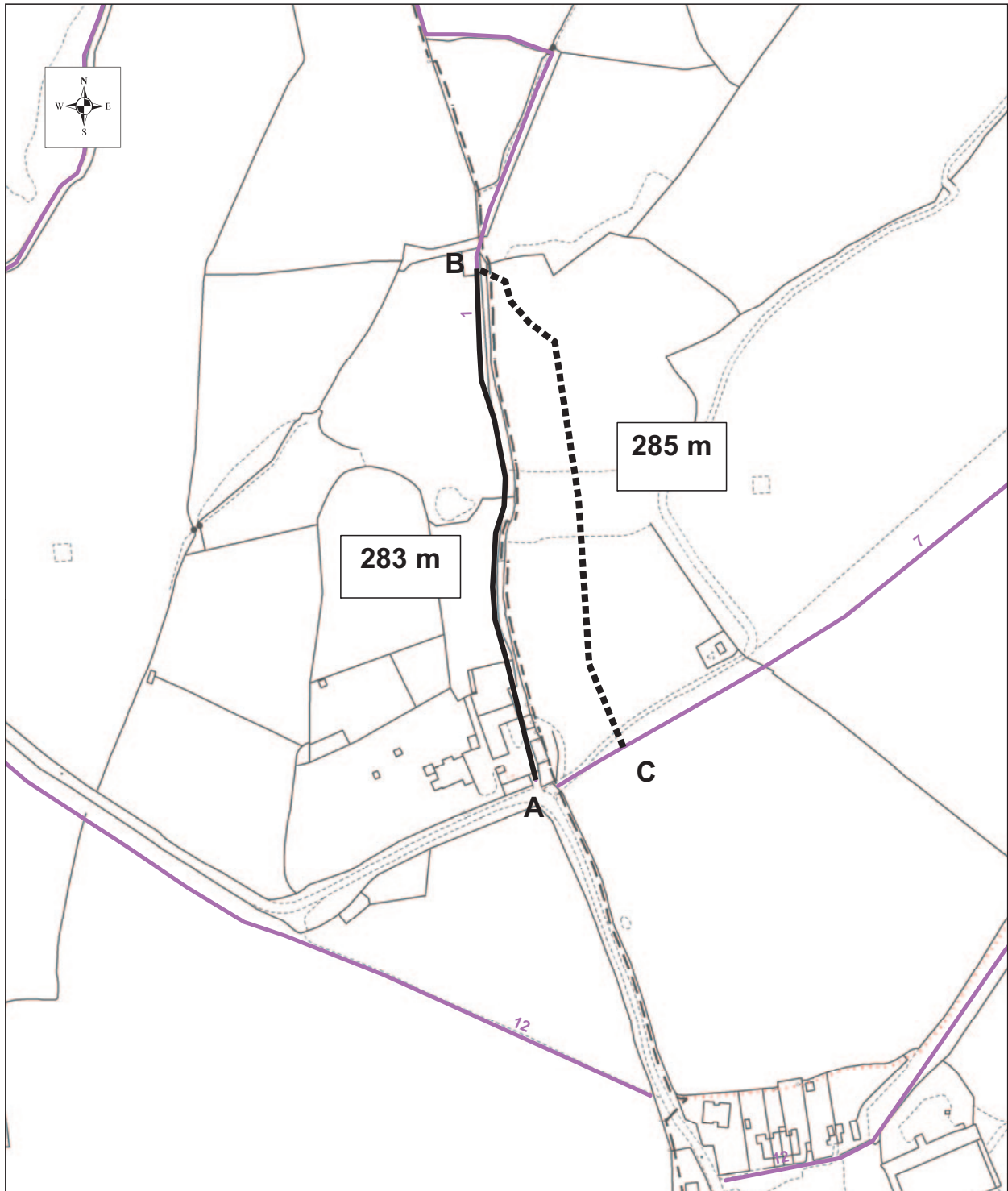
Make a payment

Make a transfer

30-96-29, 07266599

APPENDIX IV.I – FP 1 (by Lyde Green) diversion consultation

**HAMPSHIRE COUNTY COUNCIL
MATTINGLEY FOOTPATH 1**



SCALE 1:2000

LEGEND

FOOTPATH TO BE
EXTINGUISHED:-

—————

FOOTPATH TO BE
ADDED:-

EXISTING FOOTPATH:-

—————

MAP PRODUCED FROM DIGITAL DATA
SUPPLIED BY ORDNANCE SURVEY

THE COMMON SEAL OF HAMPSHIRE COUNTY
COUNCIL WAS HEREUNTO AFFIXED IN THE
PRESENCE OF:-

.....AUTHORISED
SIGNATORY

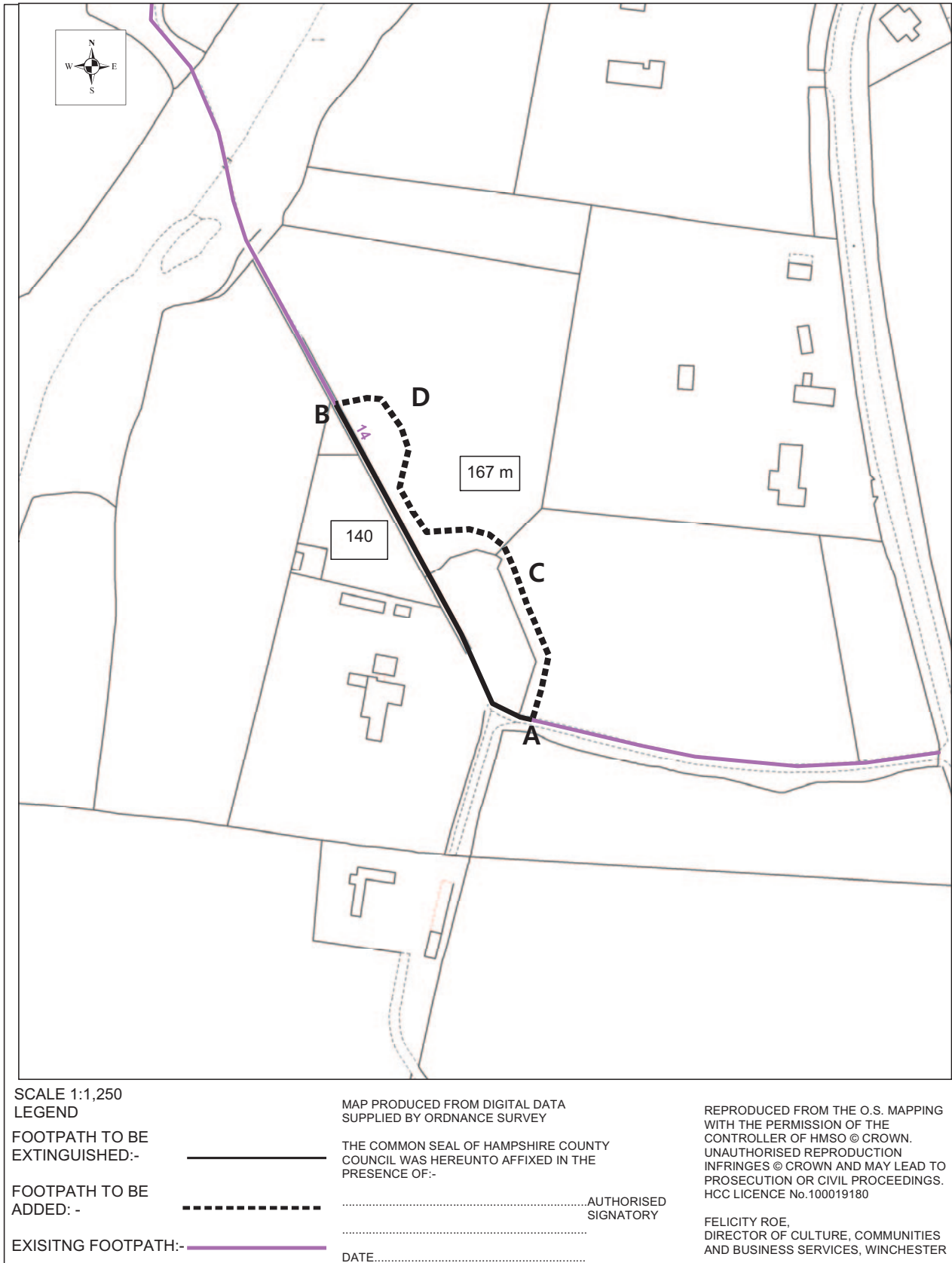
DATE.....

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FELICITY ROE,
DIRECTOR OF CULTURE, COMMUNITIES
AND BUSINESS SERVICES, WINCHESTER

APPENDIX IV.II – FP 14 Lynchmere Fm (Mattingley Green) diversion consultation

**HAMPSHIRE COUNTY COUNCIL
THE HAMPSHIRE (HART DISTRICT NO. 30)
(PARISH OF MATTINGLEY- PART OF FOOTPATH 14)
PUBLIC PATH DIVERSION AND MAP MODIFICATION ORDER 2020**



APPENDIX V – PLANNING UPDATE – JUNE 2020**Planning Applications & Notices relating to the Parish**

20/01353/PREAPP (Validated 11 Jun) Chestnut Cottage, Chandlers Green, Mattingley. Single and two-storey extensions to existing house.

20/01126/LDC (Granted 28th May, Validated 20 May) Chestnut Cottage, Chandlers Green. Application for a Lawful Development Certificate for a proposed single storey side extension and double garage following demolition of existing garage.

20/01161/PDTEL (Approved 27th May, Validated 20 May) Cordery Bungalow, Hound Green. Notification for the installation of fixed-line broadband apparatus at The Bungalow, Reading Road, Mattingley.

20/00999/HOU (**Pending**, Validated 4 May 2020) Midwood House, Hazeley Bottom RG27 8LU. Erection of a single storey side extension and alterations to fenestration. *Parish Council Response – no objection.*

20/00922/FUL (**Pending** Validated 27 April) Moorcocks Bottle Lane Mattingley RG27 8LJ. Erection of hay barn / tractor shed. Note no objection from tree officer but also note reference to Woodland TPO 82/00147/HDC for trees to east of site. *Parish Council Response – no objection.*

20/00752/PREAPP (Validated 30 Mar 2020) Bunkers Hill Farm, Reading Road, Rotherwick. Solar array and battery storage facility.

APPENDIX V – From Hart ACV Register – ref Shoulder of Mutton

The Barley Mow Public House, The Hurst Winchfield, RG27 8DE	Winchfield Parish Council	12 May 2020 ²			
The 'Cricket Green' , The Hurst, Winchfield, RG28 8DE	Winchfield Parish Council	12 May 2020 ³			
The Fox and Goose Public House, The Street, Greywell, RG29 1BY	Greywell Parish Council	14 May 2020 ⁴ (originally listed September 2014 – relisted following an application after the 5 year expiry period)			
Shoulder of Mutton Hazeley Heath, Hartley Wintney, Hook RG27 8NB.	Mattingley Parish Council	8 June 2020			

APPENDIX VI.I – Shoulder of Mutton ACV acceptance

Date 12 May 2020

Our ref

✉ Email jenny.wood@hart.gov.uk

☎ 01252 774139

Ms Susan Turner
Clerk to Mattingley Parish Council
2 Ash Cottage
Newnham Road
Newnham
Hook
Hampshire
RG27 9AF



Hart District Council,
Civic Offices,
Harlington Way, Fleet,
Hampshire
GU51 4AE

Telephone: 01252 622122
Fax: 01252 626886
www.hart.gov.uk
DX: 32632 FLEET

Dear Su

Localism Act 2011

The Assets of Community Value (England) Regulations 2012

The Shoulder of Mutton, Hazeley Heath, Hartley Wintney, Hook RG27 8NB.

Following consideration of the nomination against the criteria set out in both the Localism Act, 2011 (the Act) and the Assets of Community Value (England) Regulations 2012 (the Regulations), the application to list the property as an Asset of Community Value has been accepted and the property will be added to the Council's list of Assets of Community Value.

The interested parties have been advised in writing of this decision, in accordance with Section 91(2) of the Act. Please note that the owners have a right of appeal against the registering of the land and this must be lodged within 8 weeks of the date of listing and in accordance with Schedule 2 of the Regulations.

In the meantime, you should be aware of the following implications :-

Effect of adding to List of Assets of Community Value

Once a property has been added to the list of Assets of Community Value the owner of the property must advise the Council when they intend to sell the property and the Council will publicise this on its website and will inform the nominator. If no community interest group notifies the Council within six weeks that it wishes to bid, the owner is free to sell their property as they see fit.

If an eligible community interest group notifies the Council within six weeks that it wishes to bid for the property, it will have up to six months to prepare its case.

The fact that the building has been added to the list of Assets of Community Value is added to the Local Land Charges Register.

Yours sincerely, Jenny Wood, Principal Planning Policy Officer

