

**NORMAL PROCEDURE WHEN SOMEONE WANTS
TO BUY AN ADJOINING PARCEL OF LAND**

1)	Enquiry from prospective purchaser. (P.P.)
2)	P.P. is told in general terms what the process is and asked to put the request in writing appending a plan showing clearly the land in question.
3)	<p>Once a letter and plan are received they are circulated for comment to:-</p> <ul style="list-style-type: none"> • Housing, if it concerns Housing land. • Leisure and Amenities, if it concerns L and A land. • Planning, who consider such things as retention of open space/development potential. • Engineering, who look at access and highway issues. <p>If any oppose it with a good reason then the P.P. is informed of this. If the P.P. wishes to discuss the reason for the refusal he/she is referred to the section that opposed the sale. If the P.P. is not satisfied with this reasoning then the matter will be put to the AMSG for their view.</p>
4)	If there is no opposition in principle to the request then the Estates Surveyor will value the land and contact the P.P.
5)	<p>The price will be based on the use for which the Purchaser wishes to acquire the land e.g. for extended garden land, driveway, land on which to erect a garage or extension.</p> <p>There will be a restrictive covenant included in the sale ensuring that the land is only used for the purpose for which it was purchased.</p> <p>Property Services require a 'Claw Back' to be included in the sale of the land that stipulates that if at any time the land is used for a purpose other than the restricted use, then the Council will be entitled to claim an additional consideration that reflects the increase in the value of the land. This is considered fair and reasonable as the initial valuation is for a specific use which, if changed, alters the value of the land which the Council, quite rightly, seeks to recoup.</p>
6)	If the P.P. is happy with the price and conditions then a report is submitted by the Estates Manager to the Asset Management Steering Group. This will include the Ward Councillors' views.
7)	<p>If the value is less than £20,000 and is supported by the ASMG then the sale will proceed. If the AMSG do not agree to the sale then it will not proceed. If is valued at more than £20,000 and it is supported by the AMSG then it will be recommended to the Executive.</p>