

APPENDIX 2

CRITERIA AND CHECKLIST FOR ACQUISITION/DISPOSAL OF PROPERTY

The following criteria were produced by the Corporate Property Group to enable the effective analysis of proposals and requests to dispose of property interests. The checklist was reviewed and improved by the Council's Overview and Scrutiny Committee in Spring 2003. A similar procedure exists for property acquisitions.

The completed check list accompanies all reports to Executive, which seek authority to acquire/dispose of property assets.

Procedure for the Disposal of Land or Property

1. SITE DETAILS

1.1 Identify the land/property proposed for disposal

a) Address / Site known as **Former Fire & Ambulance Station, Patford Street, Calne together with Former Public Conveniences, Town Hall Precinct, Calne**

b) References

Ordnance Survey **399720, 170950**

Other (GIS)

c) General description. **Non operational property**

1.2 For what purpose is the land/property held **Identified in AMP as Community use**

1.3 When was it acquired by NWDC? **1927**

1.4 For what purpose is the land/property currently used? **Non-commercial storage**

1.5 a) What is the estimated value of the land/property? (if known)
£85,000-£100,000

b) Has the land/property been valued recently? **Yes**
If so for what purpose was it obtained: **Disposal**

When & By whom: **October 2007 by Humberts**

Where can a copy of the valuation be found (file ref.): **BET.CAL.5/178**

1.6 What is the physical condition of the land/property? **Poor – not 100% weathertight**

2. JUSTIFICATION FOR DISPOSAL

2.1 Why is the land/property surplus to the Council's requirements? **Currently no operational need**

- 2.2 What are the financial benefits to the Council of disposing of the land/property? (including maintenance savings etc). **The property has not been significantly maintained since its future has been uncertain. To restore the property to current operational standards requires funding not available in current budgets**
- 2.3 What are the non-financial/indirect benefits to the Council of disposing of the land/property? **Enable a civic asset to remain in public ownership for community use.**
- 2.4 Are there any potential development opportunities for the Council which will be lost through the disposal of the land/property? **Yes – property could be redeveloped for residential or office use.**
- 2.5 How would the proposed disposal relate to the Council's Objectives? **Community – Economy – support a diverse and thriving economy. Community – Culture/healthy lifestyles – creating opportunities to encourage people of all ages to get involved in leisure activities**
- 2.6 Does the proposed disposal reflect the Council's Asset Management Plan. **The AMP suggests redevelopment for community use**
- 2.7 Are there any time constraints on disposal? **No (however)**
- If so, please specify. **The building will continue to deteriorate until there is reason to refurbish it.**

3 PRACTICAL STEPS TO BE IMPLEMENTED

- 3.1 Have the Council's Legal Services Team Leader, Community & Regeneration Business Manager, Section 151 Officer, and User Business Area been consulted on the disposal:
Yes
- If so, when: **Corporate Property Group 22 May 2008**
- 3.2 Has the District Council's retained valuer confirmed a value for the site, in relation to this disposal? **Yes**
- If so, when: **See above**
- 3.3 Has this been agreed by the purchaser? **N/A**
- If so, when:
- 3.4 Is Council approval for disposal necessary? **Yes**
- If so, complete table below:

Date of Committee	Name of Committee	Summary of Recommendation/Resolution
19 June '08	Executive	Dispose of property at nominal consideration to Calne Town Council subject to agreed terms and approved business plan

Form Completed By:

Name Tony Weeks.....
 Position Principal Estate Officer.....
 Date 23 May 2008.....