

Strategic Assets - GPC Working Group - Property Transactions within Officer Delegation (under £500,000 transaction total value)

Transaction Type	General use for CCC	Value parameters	Current Member engagement
Freehold disposal - open market	Historically, the method of dealing with surplus property or land, including land identified for disposal under the Farms Management Plans. May be for existing use or with planning consent previously obtained by CCC	Market value, ranging from a few £000's to £500,000	CCC local Member is advised prior to the site being put on the open market, and again when terms have been agreed at the point of instructing solicitors. DC/BC's and PC's are advised through MAC register of disposal assets
Freehold disposal - Special Purchaser	Generally used for disposals of small parcels of land to adjoining owners, or for Community Asset Transfer at less than best value.	Generally low value or peppercorn, though occasionally may be a 'ransom' sale	CCC local Member is advised at the point of instructing solicitors. If a 'less than best' disposal and the value is over £20,000, it needs GPC approval
Leasehold disposal - long lease	An alternative to freehold disposal, where CCC sees a long-term interest in retaining freehold or some measure of control (e.g. sale of historic buildings, Academy Transfers, Community Assets or specialised uses)	Usually a premium, but generally low due to nature of assets	CCC local Member is advised at the point of instructing solicitors. If a 'less than best' disposal and the value is over £20,000, it needs GPC approval
Granting lease - short lease (up to 7 yrs)	At present CCC lets very few properties for commercial returns, and short leases tend to be for utilising surplus space within a larger building, sharing operational sites (especially CCC school sites, for day nurseries etc), or short term community use	Generally low. For leases on School sites, Governing Bodies have delegated authority to set the level of hiring to be charged	CCC local Member is advised at the point of instructing solicitors. If a 'less than best' disposal and the annual rental is over £20,000, it needs GPC approval
Granting lease - renewal	Where current leases reach expiry of the existing term. Leases (even concessionary leases) can have the protection of the Landlord & Tenant Act 1954, which affords tenants a statutory right to renew.	Generally market rent, or can be the rental basis of the existing lease	CCC local Member is advised at the point of instructing solicitors. If a 'less than best' disposal and the annual rental is over £20,000, for a community based user, it needs GPC approval
Granting licence	For less formal or interim occupation of CCC operational property, including sharing agreements with public sector partners	Generally on a cost recovery basis, as the short term nature impacts on 'market value', but may include some element of 'rent'	CCC local Member not generally advised.
Granting Option	Used to defray risk of promoting freehold land for development, or where third party has more appropriate skills or property interests, or where an independent joint landowners' agreement is needed	small up front fee, with a proportion of market value payable on fulfilment of conditions precedent	CCC local Member not generally advised.
Granting easement	Where a third party landowner seeks a right over or under CCC-owned land	capital payment based on market value is payable	CCC local Member not generally advised.

Granting occupation - other	Generally Hiring agreements or tenancies at will	May have value depending on the nature of the occupation, but rarely significant, and sometimes concessionary	CCC local Member is advised at the point of instructing solicitors. If a 'less than best' disposal and the value is over £20,000, it needs GPC approval
Releasing Restrictive Covenants	Covenants imposed on previous sales released at the request of the current landowner	Market value	CCC local Member not generally advised
Granting County Farm tenancies	On expiry of existing Farm's Estate Tenancies, or tenancies for life	Market value	CCC local Member not generally advised
Granting housing tenancies	Caretakers' houses on school sites, under strict conditions relating to employment to avoid giving security of tenure	Affordable housing value or nationally agreed rate	CCC local Member not generally advised
Rent reviews	Where a lease or other agreement contains provision for the rent to be reviewed periodically, generally upwards only.	Market value or as set out in the lease	CCC local Member not generally advised
Freehold acquisition	Site for new CCC operational properties, including school sites under s.106 Agreements	Market value	CCC local Member not generally advised
Freehold acquisition - compulsory purchase	Land and property for operational delivery, usually for highways, but could be for new school sites	Market value	CCC local Member not generally advised
Leasehold acquisition - long lease	An alternative to the above	Market value	CCC local Member not generally advised
Taking lease - short lease	To meet operational requirements, currently requires Business Case approval	Market value	CCC local Member not generally advised
Taking lease - renewal	Where existing operational leases expire but requirement remains. Tested for relocation within CCC or partner property, requires Business Case approval	Market value	CCC local Member not generally advised
Taking licence	For operational reasons, often connected with construction projects and temporary needs	Generally nil value, or with a 'market' one-off payment	CCC local Member not generally advised
Taking Option	To meet operational needs, but where complex planning permission or land assembly is required	Market value, usually an up-front payment and balance on meeting conditions precedent	CCC local Member not generally advised

Taking easement	Where a right of access or for services is needed over or under adjoining land	Market value	CCC local Member not generally advised
Taking occupation - other	Ad hoc agreements as required	Usually no charge or small one-off payment	CCC local Member not generally advised
Obtaining release of Restrictive Covenants	Where CCC land is subject to a covenant which needs to be released to enable operational use, or sale/development for alternative use	Market Value	CCC local Member not generally advised
Exiting leases	In accordance with Accommodation Strategy or service requirements	Dilapidations' works/payment required to ensure all covenants are met before exit	CCC local Member not generally advised
Property & Site search	Search for new property to meet operational demands	n/a	CCC local Member not generally advised
Planning applications	For change of use to meet operational demands, or for re-development to generate value from surplus or investment assets	at cost	CCC local Member not generally advised
Making planning representations	To promote or maintain the medium to long term value of CCC assets or land for investment or development value	at cost	CCC local Member not generally advised

Member checklist actions

