

Community Right to Bid

NOMINATION FORM

Please use this form to nominate an asset of community value.

The form is split into three sections to enable you to give details about: (a) who you are; (b) the asset you wish to nominate and (c) what community value you believe the asset has. We ask for this specific information to help assess whether your nomination meets the requirements of the legislation relating to this community right.

Guidance notes are provided at the end of the form to explain in more detail what is required and we encourage you to read these either before or as you work through this submission.

Note: This form will be published on the Council's website. Personal contact details will be removed.

Your nomination will be considered and responded to 8 weeks from the date that it is received and acknowledged.

Please submit your completed nomination form to the following address:

**Assistant Director Planning and Building Control
Uttlesford District Council
London Road
Saffron Walden
Essex
CB11 4ER**

or alternatively email it to:

planningpolicy@uttlesford.gov.uk

Section 1 ABOUT YOUR COMMUNITY ORGANISATION

Q1 Name and address of your organisation	
Organisation name:	Littlebury Parish Council
Address and postcode:	c/o Parish Clerk 33 Rivey Way Linton Cambridge CB21 4LH
Registration number (if you are a charity, company, CIC or social enterprise)	

Q2 Please specify what type of organisation you are	
Category	Tick ✓
Parish/Town Council	✓
Unconstituted / unincorporated Community Group whose members include at least 21 individuals who appear on the electoral roll	
Neighbourhood Forum designated as pursuant to section 61F of the Town & Country Planning Act 1990	
Industrial & Provident Society which does not distribute any surplus it makes to its members	
Company Limited by Guarantee which does not distribute any surplus it makes to its members	
Community Interest Company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004	
Charity	

Q3 Who should we contact to discuss this nomination?	
Name:	Tracy Coston

Address and postcode:	33 Rivey Way Linton Cambridge CB21 4LH
Telephone number	[REDACTED]
Email address	[REDACTED]

Section 2 ABOUT THE PROPERTY TO BE NOMINATED

Q4 Which asset do you wish to nominate?	
Name of property:	The Queen's Head Public House
Address and postcode:	High Street Littlebury Saffron Walden CB11 4TD
Name of property owner	Greene King Retaining L imited (co regn no 5265451)
Address and postcode:	Westgate Brewery Bury St Edmunds IP33 1QT
Telephone number	[REDACTED]
Email address (if known)	[REDACTED]
Current occupier's name (if different from property owner)	
Details of occupier's interest in property	

Section 3 DEMONSTRATING THE COMMUNITY VALUE OF THE ASSET

Q5a Why do you feel the property is an asset of community value?

Please give as much information as possible about the current use of the asset i.e. what activities take place, what groups use the facility currently or in the recent past etc. Continue on a separate sheet if necessary. Definition of an asset of community value can be found in the guidance notes.

We believe The Queen's Head public house is an asset of community value for the following reasons:

Historical

The Queen's Head pub is over 400 years old and is a 14th century coaching inn in the heart of Littlebury. The building itself still retains a number of original features.

Community/Social benefit

There is no longer a village shop or other central meeting point in Littlebury and therefore the Queen's Head is a focal point for villagers to meet up.

The pub also hosts numerous for social events in the village and regularly hosts events which draw large numbers of people from the village and from surrounding areas.

A number of the village community and cultural groups meet in the pub. The pub also offers venue hire for village functions.

The pub also serves food and is very child friendly such that many villagers and visitors from Saffron Walden and the surrounding villages regularly dine there.

Tourism

As well as attracting visitors to the restaurant as noted above, the pub brings many visitors to Littlebury as it offers bed and breakfast accommodation and is the closest tourist accommodation to Audley End House and Garden as well as being easily accessible from Audley End and Great Chesterford train stations and the M11.

Q5b How could the building or land be acquired and used in future?

If it is listed as an asset of community value, community interest groups (not limited to your organisation) will get the opportunity to bid for it if it comes up for sale. Please set out how you think such a group could fund the purchase of the building or land, and how they could run it for the benefit of the community. Continue on a separate sheet if necessary.

In the event that this community asset came up for sale, the Parish Council would work with the village to explore the availability:

Fund raising activities

Grants

Community funds

Local Precept

Detailed plans would be provided at that time.

Q6 What do you consider to be the boundary of the property?

Please give as much detail as you can, including an Ordnance Survey plan outlining the site.


Please see red line boundary on the Land Registry title plan attached.

Attachment checklist

- ☐ Copy of group constitution (if applicable)
- ☐ Names and home addresses of 21 members registered to vote in nomination area (if group is not constituted)
- ☒ Site boundary plan
- ☒ Evidence of current community use e.g. activity programmes, website links etc

Declaration

I can confirm that to the best of my knowledge the information contained in this nomination form is complete and accurate.

Signed: 

Print Name: *Tracy Costin*

Position in Organisation: *Clerk*

Date: *25/11/19*

FOR OFFICE USE ONLY

Date received:

Decision deadline:

GUIDANCE NOTES

These guidance notes are provided to help you complete your Community Right to Bid nomination form.

The guidance is set out question-by-question for ease of use.

Section 1 ABOUT YOUR COMMUNITY ORGANISATION

Q1 Your organisation

Enter the name and address of your organisation in this section.

Q2 Type of organisation

It is important you state which organisation type you are as only those shown here are currently eligible to nominate and all but unconstituted community groups are able to bid. Unfortunately any nomination received from any other body will not be accepted.

- Parish/Town Council
- Neighbourhood Forum – designated as pursuant to section 61F of the Town & Country Planning Act 1990
- Industrial & Provident Society which does not distribute any surplus it makes to its members
- Company Limited by Guarantee which does not distribute any surplus it makes to its members
- Unconstituted/unincorporated Community Group whose members include at least 21 local people who appear on the electoral roll within the local authority, or a neighbouring authority.
- Community Interest Company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004
- Charity

If you are a charitable organisation or company you must provide your charity number.

Q3 Who to contact about the nomination

Contact details

The contact name must be the same as the person signing the declaration overleaf. Ideally, this will be a member of the management team (chairperson, secretary or treasurer).

Section 2 ABOUT THE PROPERTY TO BE NOMINATED

Q4 Which asset do you wish to nominate?

Enter the full name and postal and address of the property you wish to nominate.

Owner It is very important that you include the details of the owner of the freehold interest in the property as the Council will need to contact the owner to inform them of the nomination and allow them to comment.

Q4 Which asset do you wish to nominate?

Current occupier The current occupier may not be the same as the property owner so it is important we advise all affected should the property be registered. You should therefore provide details of all tenants/occupants at the property.

It is particularly important that this question is completed as correctly and accurately as possible as this could delay the assessment of your nomination.

Section 3 DEMONSTRATING THE COMMUNITY VALUE OF THE ASSET

Q5 Why do you feel the property is an asset of community value?

In here you need to put why you feel the property currently boosts the social interest and social wellbeing of the local community or if it had in the past why it is realistic to think that it could in the future. If the property is listed as an asset of community value, please set out how you think a community interest group could fund the purchase of the building or land and how they could run it for the benefit of the community.

Definition of an asset of community value

A building or land is deemed to be of community value if, in the opinion of the council:

- its actual current use furthers the social wellbeing and interests of the local community, or a use in the recent past has done so; and
- that use is not an ancillary one; and
- for land in current community use it is realistic to think that there will continue to be a use which furthers social wellbeing and interests, or for land in community use in the recent past it is realistic to think that there will be community use within the next 5 years (in either case, whether or not that use is exactly the same as the present or past); and
- it does not fall within one of the exemptions e.g. residential premises and land held with them.

Social interests include (a) cultural interests; (b) recreational interests; (c) sporting interests. Social well-being relates to social interaction and engagement. It is a sense of involvement with other people and their communities.

Q6 What do you consider to be the boundary of the property?

We need to know the extent of the property you are nominating; this may include the car park area as an example. However, it should be noted that any area which is in the ownership of a statutory undertaker (i.e. electricity substation) cannot be registered.

Please include a plan with the boundary marked on it.

Checklist

What is a constitution?

A constitution sets out what the main aims of the organisation are and how the group will be governed. It details the structure of the group and how members will work together to achieve its aims (including how the management team are elected and how new members can join the group). It should detail the frequency and level of meetings i.e. every quarter and a yearly AGM and how finances will be dealt with. Examples of a constitution can be searched on the internet.

Checklist