

EF25-056

Allotments

Invoices

There is currently 1 outstanding invoice which is being chased.

We currently have 2 plots available. Promotion of available plots will be done on social media. Both empty plots are in a bit of a state and not very attractive to prospective owners. The Clerk recommends that some work is done by the maintenance team to clear and cover them.

Matters for consideration

Do the committee agree that the maintenance team should tidy up the plots?

Asset Transfer

The brief for allotment is the same as MFF. The committee will need to agree whether to do the asset transfer or not. Please note that the parish council has a statutory obligation on Parish Councils to provide allotments if anyone in the village wants one.

If the committee agree to go ahead with the transfer, a detailed, evidenced business case and feasibility study will need to be submitted.

For each individual application, any legal/surveyors fees and valuation costs would need to be paid by the applicant if a transfer is to proceed otherwise the Council would incur costs for a disposal they did not seek.

Legal and Surveyors Fees for 2025-26 are as follows:

- **Legal Fees: Grant of new lease - £695 to £1630 plus VAT minimum fee (dependant on the sq ft of the Asset in question)**
- **Grant of a new licence - £600 plus VAT minimum fee**
- **Freehold Disposal - £925 – plus VAT minimum fee**
- **Surveyors Fees: Grant of new lease - £145 plus VAT per request**
- **Grant of a new licence - £145 plus VAT per request**
- **Freehold Disposal - £850 plus VAT per request**
- **External independent Asset Valuation - £1800 plus VAT and disbursements – minimum fee**

Notes from GBC

These fees will be dependent on the complexity of the case and will be quoted for on an individual, case by case, basis. As a minimum it is anticipated the fees will be at least as stated above, but in some instances they will be higher if the asset holding is complex. No external valuation will be instructed until quotes

have been obtained and approval to accept has been obtained from the applicant.

Please note that whilst the applicant is required to pay for the valuation, the Valuation Report is for Guildford Borough Council use and due to commercial sensitivity cannot be shared with the Applicant or any third parties.

Please note, that If agreed by the executive the, matter can take up to two years to complete depending on the nature and complexity of the asset.

Matters for consideration

Would the committee like to go ahead with the asset transfer?