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## Land transfer to NTC

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**From** Kate Slattery <Kate.Slattery@lewes-eastbourne.gov.uk>

**Date** Thu 14/08/2025 06:28

**To** Ken Dry <Ken.Dry@newhaventowncouncil.gov.uk>; Mark Lanaridae Kemp <Mark.Lanaridae\_Kemp@lewes-eastbourne.gov.uk>; [REDACTED]

Dear all (Robbie, please forward to ESCC colleagues, as necessary)

Thank you for the discussion earlier this week. A checklist of issues prior to completion would include:

- Documentation:
  - Riverside Park. Lease to be finalised between ESCC and NTC. LDC lease will then reflect this document. LDC to provide lease plan. *Timescale: aim to finalise in next month.*
  - Lewes Road Rec. Documentation finalised. To be sent for NTC signature once LDC approvals process completed *Timescale: see below for LDC approvals process.*
  - Ouse Valley. Documentation broadly finalised [this is not an LDC site]
  - Avis Road Rec. On hold
- Special expenses. LDC and NTC to understand any special expenses implications of the current transactions. *Timescale: LDC Finance to advise – currently being sought*
- Authorisation: LDC to take the proposals through a 2 stage member process – informal cabinet and Strategic Property Board (SPB). LDC will move forward with that though Riverside not quite finalised so that this does not cause a delay. *Timescale: anticipated to go to Informal Cabinet on 25 September and SPB 16 October*
- NTC signature. Aim for NTC to be sent one pack of documentation (Riverside, Lewes Road Rec, Ouse Valley) for signature. *Timescale: late October.*
- Open space notification. LDC and ESCC need to advertise the disposals to give the public an opportunity to object (2 week advertising period). To do this together so that the process is clear. *Timescale: once authorisations completed. Likely early/mid November.*
- Completion. All sites do not need to complete at same time but it would make sense for Riverside and Lewes Road to be completed together. *Timescale: aim for late November.*
- Other sites:
  - LDC to draw up plans for Drove Park cricket land and adjacent land and send to NTC with title information and draft documentation. *Timescale: once the above has been completed. Aim for December.*
  - NTC to confirm what other sites they wish to progress e.g. Huggets Green, West Quay. *LDC attending NTC committee meeting 26 August for initial discussion. Decisions on future transfers of assets will be subject to the outcome from government on the LGR business case*

We shall look forward to progressing these matters and any comments on the above are welcome.

Kind regards  
Kate

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# Agenda Item 6.

## Basic Legal Guidance

### **TRANSFER OF ASSETS**

#### **Introduction**

We will be looking at three types of Transfer of assets to a local Council by a Principal authority

- (1) Voluntary Transfers
- (2) Transfers as a result of a governance review
- (3) Automatic transfers

Property assets are generally transferred by way of freehold transfer, sometimes subject to an existing lease, or the grant of a lease. A licence is not a transfer of the property, it merely granted stated rights.

Non property assets are transferred by way of assignment of the benefit, or burden of the contract

In all cases the Principal Authority will intend that the local Council acquires the asset subject to all existing liabilities. A Transfer of public toilets may, for instance, be subject to the local Council taking on an existing cleaning and maintenance contract

#### **Initial steps**

When offered an asset the local Council should

- (1) Consider whether it has the power to acquire it
- (2) Consider whether it has the power to manage the asset, or if it does not, what structure will enable it to manage the asset in the interests of the community
- (3) Budget to take professional advice on the terms of the transfer
- (4) Employ professional assistance
- (5) Engage with the local community

#### **Voluntary Transfers**

For many years Principal authorities have been transferring assets to local Councils as they seek to divest themselves of discretionary services.

These transfers have frequently been on terms which reserve substantial benefit to the Principal authority in the event of an eventual sale or disposal of the asset by the local Council. This benefit is by way of overage, whereby in the event of a change of use or a

sale within a stayed number of years a fixed percentage of the proceeds of sale or the increase in value is payable to the Principal authority. The number of years and the percentage vary considerably.

In addition the Principal authority often imposes a restrictive covenant whereby the use of the Property is limited to a specific use. In the event that the local Council wishes to change the use consent will be required from the Principal Authority for which they will be entitled to compensation. This is in addition to any amount payable under an overage clause.

The benefit of the overage provisions, and any restrictive covenant, will automatically pass to the successor to the original Principal authority and be enforceable by them.

The overage and the covenant will be registered at the Land Registry against the local Council's title therefore ensuring that the provisions are enforceable.

If a lease has been granted to the local Council by the Principal authority, the benefit will pass to the successor authority

The Principal Authority has the power to transfer property to a local authority at less than market value

### **Transfers as a result of a governance review**

Local Councils can expect to be offered more assets of the existing Principal authority as a result of a review which results in the formation of a larger Unitary authority.

Typically these include car parks, open spaces, recreational facilities and community buildings. The terms upon which they are offered vary considerably, and in some cases it is possible for the local Council to negotiate a transfer free of future obligations, such as overage or restrictive covenant, and infrequently with a financial contribution towards future maintenance.

The local Council will take the property subject to any restrictions that are in the title. This may include covenants imposed at the time that the property was acquired by the Principal Authority. The title therefore has to be examined to ensure that the nature of those obligations is clear and that the Principal authority has title to the property.

The property which is in the name of the Principal authority as at the date that the new Unitary or other authority comes into existence will automatically be transferred into the name of the new authority. This is done by way of Order and not by way of transfer of individual properties. This can cause errors and it is essential that the local Council checks, usually some months after the creation of the new authority that the title of the local Council to their property has not inadvertently been affected by the authority. Following the last review a number of local Councils discovered, when they came to have dealings with the property, that the Land Registry had changed the identity of the

registered proprietor to that of the Principal authority. In some cases it has taken sometime for this error to be corrected.

Where a property is transfer to the local Council which has staff associated with it, such as a caretaker or maintenance staff, TUPE will apply and the local Council will become the employer on the same terms of employment as were applicable to the employment by the Principal authority. When contemplating acquiring an asset the local Council should obtain details of the staff i(other than personal details ) at an early stage in order they can assess the implications.

Some assets, such as public conveniences, are transferred subject to existing contracts for maintenance or other services. Generally the local Council will take the property subject to those contracts. The terms of the contract need to be carefully considered particularly regarding bringing the contract to an end, or whether it contains automatic renewal terms. Frequently notice has to be given by a particular date or time.

When offered the assets, the Council is advised to carefully consider their acquisition as it should not be considered that the new Authority will automatically continue to provide the service or the facilities as previously provided by the Principal Authority. A number of local Councils have declined the transfer of assets such as public conveniences, only to discover that the new Authority has closed them and disposed of the site to outside parties who are changing the use. A considerable number of local Councils have acquired public conveniences and have reorganised them enabling them to use part of the space for other purposes.

Having agreed to acquire the asset, it does not mean that the local Council necessarily has to run the facility. However it should not be an automatic reaction that the asset should be transferred to a Charity. If this happens the transfer is a disposal for the purposes of s127 of the Local Government Act 1972, and more importantly, once transferred to a charity, the asset can never be returned to the local Council as local authority. The local Council in such circumstances should consider leasing the property to a Charity. This enables them to recover the property at the end of the lease, or if the Charity ceases to function

If the property is held by the principal Authority as Trustee of a Charity or trust, the transfer of the property to the local Council will be on the same terms and subject to the same trusts.

There are other organisations available to a local Council to run facilities, such as a Community Interest Company or even a straightforward commercial limited company.

## **Automatic Transfers**

There are few circumstances where the title to property is transferred automatically without the need for a formal transfer deed.

The main circumstances relate to the position where a new local Council is created as a result of a governance review. If the Principal authority has owned allotments they will automatically be transferred to the new local Council on that Council coming into existence. There will be an Order transferring assets, but no further documentation. It should be noted that the local Council takes the assets in their existing state and condition and cannot refuse to take the property.

If other assets are transferred as a result of an Order they will be acquired by the local Council in their existing state and condition and cannot be refused once the Order is made.

Where a local Council has been using part of premises owned by a principal Authority such as a Town Hall, the Council may have acquired user rights. This is a complicated subject but does mean that in the event of a sale of the property by the Principal Authority the local Council has to be consulted and is usually entitled to a proportion of the proceeds of sale. In the event of a disagreement there is a mechanism for the Secretary of State to arbitrate.

**Roger Taylor**

**Asma Shamim**

Wellers Solicitors

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### Corporate Property and Assets Strategy

#### **Introduction**

In December 2024, the Government launched an English Devolution White Paper which set out the Government's ambition for a programme of "generational devolution", shifting power, permanently, away from Whitehall and into local hands via Devolution and Local Government Reorganisation (LGR).

Lewes District Council (LDC) and the five other councils in the East Sussex area (Eastbourne Borough, Hastings Borough, Rother District, Wealden District and East Sussex County) agreed to be early adopters of this proposal and have agreed an initial plan on LGR for East Sussex. Final, detailed proposals need to be submitted in September 2025.

Subject to Government approval, a new shadow council will be elected in May 2027, with a new authority taking over in April 2028, when existing councils in East Sussex would cease to exist.

#### **Purpose**

The purpose of this strategy is to provide a sustainable way for the council to manage its non-housing assets as LDC transitions to a new successor authority. It provides a framework within which decisions can be taken around the transfer, retention, disposal, and investment/acquisition of assets, ensuring that the council aligns these decisions with the Corporate Plan: Reimagining Lewes District – Delivering the Vision 2024 – 2028. One of the main key themes of the Plan is Community Wealth Building - ensuring that local people and the local economy are placed at the centre of how the council operates. The Plan states that LDC will *"use our land and assets... to benefit the local community and businesses"* and that we will *"encourage a thriving visitor economy, based on our natural, cultural and heritage assets, which supports and nurtures our local economy and environment"*.

The Corporate Property and Assets Strategy will help the council ensure an affordable asset base that is best placed to support the successor authority, whilst protecting key assets across the district. It is designed to ensure the council prioritises where and how it uses the council's financial resources to meet ongoing challenges, ensuring that assets are appropriately identified and monitored so that they are fit for purpose, continue to deliver efficiency and provide value for money. Equally, where the council invests in new assets, it must be clear on the benefits of doing so for the council and residents.

Financial and other pressures on the council's resources require a flexible asset management approach. Reductions to public sector spending are likely to continue and the council and the successor authority will have to manage assets with fewer resources, targeting those resources where they will make the greatest positive impact, contribute to the council's financial resources, and best support local communities and nature.

## Exclusions

Housing land and assets are not included within the scope, forming part of the ring-fenced Housing Revenue Account (HRA) underpinned by a standalone 30-Year Business Plan.

## Asset Devolution Approaches and Principles

LDC holds a range of different types of assets and the intention is that the vast majority of these, where they meet the relevant asset devolution principles for retention, will continue to be managed as they currently are and will transfer to the successor authority once it is established. However, the council recognises that, in some circumstances, it may be appropriate to transfer some key assets to third parties, such as established Town and Parish Councils, that share the council's ambitions to protect assets at a local level prior to the formation of the new authority. In other cases, it may be appropriate to dispose of assets that are costly so that they are not a financial burden on a successor authority, and to also allow LDC to reinvest in other assets and projects that could provide a lasting legacy across the district.

There are three guiding approaches around devolution of LDC's assets – Legacy Retention, Local Control Transfer, and Asset Disposal.

### Legacy Retention

**Where LDC considers an asset will support its needs and/or the future needs of the successor authority, it will retain the asset. The vast majority of LDC's assets will fall under this approach.**

This includes where:

- retention supports delivery of strategic priorities and the LDC legacy;
- an asset generates significant income that supports the sustainability of LDC and could support the sustainability of a successor authority;
- an asset could generate significant income in the future;
- Assets that may be most suitable for this approach are:
  - commercial properties, assets which are mainly leased out usually on a commercial rent basis, and are owned with the primary purpose of creating income for the council;
  - sites where capital projects are being delivered that could generate future income and regeneration;
  - car parks;

- sites that support LDC's Climate and Nature Strategy, such as parks and green spaces.
- Where an LDC liability, retained assets will continue to be maintained in a way that ensures their ongoing viability. Of primary importance is health, safety, and statutory compliance. There is also a key strategic driver to reduce the council's carbon footprint and consider sustainability measures within the LDC retained asset portfolio where possible.

### **Local Control Transfer**

**Where there is a clear case for retaining local control or management of a key asset and it meets the Local Control Transfer principles, LDC will consider transfer of that asset.**

- This includes where a transfer will:
  - achieve the promotion or improvement of the economic, social, environmental, or health and well-being for the area and/or local residents;
  - help continue to deliver or provide a service that LDC would no longer be able to provide;
  - facilitate access to external funding that would not be available to LDC or the successor authority;
  - be financially sustainable for the transferee and local council tax payers;
  - meet the requirements on LDC to comply with section 123 of the Local Government Act 1972 and the General Disposal Consent 2003.
- Transfer will normally be to Town and Parish Councils but could include third parties where they share LDC's strategic ambitions for its assets, particularly with regards to green spaces and assets that support LDC's Climate and Nature Strategy, and historic assets. It may also be appropriate for joint management arrangements to be explored.
- The most appropriate form of transfer will be considered on a case-by-case basis taking into account existing restrictions or protections on assets, this includes:
  - a long lease (usually 21 years or more);

- a freehold transfer (where a permanent asset transfer takes place).
- Key assets that may be suitable for this approach are:
  - Leisure and community assets: these assets are owned to enable use by local communities and include parks and open spaces, sports facilities and community spaces;
  - Public conveniences: these assets play a key role for local communities and visitors to the district; and
  - Historic assets: these assets are locally important and play a key role in the history of the local area.
- To protect the future use of assets, transfer agreements may include:
  - An overage or claw back agreement should community use of the asset cease and it be sold on the open market or leased at commercial rates. This will ensure that a future authority receives appropriate benefit if the original 'local control' purposes of the transfer are no longer met;
  - clauses that ensure the new authority gets first refusal should the asset subsequently be sold within a certain period of the transfer;
  - specific protections for parks and green spaces.

### **Asset Disposal**

**Where LDC considers assets will not support the needs of a future authority, or are not suitable for a Local Control Transfer, it may consider disposal.**

- This includes:
  - assets that are a net cost to LDC and would be a cost to a successor authority;
  - where there is the possibility of avoiding future capital expenditure;
  - surplus assets that do not support local control or legacy retention principles;
  - assets that could provide a capital receipt to support the delivery of corporate priorities across the district, which could

then be used for acquisition or investment in more productive assets, including to support high street regeneration, nature regeneration, decarbonisation and housing for local people.

- The most appropriate form of disposal will be considered on a case-by-case basis taking into account existing restrictions or protections on assets, this includes:
  - Freehold Disposal: this is the complete transfer of all rights and responsibilities of continuing to hold that property. The transfer may be subject to certain claw back or overage restrictions as previously mentioned.
  - Leasehold Disposal: this is the grant of a long lease where the council wishes to retain some control of an asset.
- Disposals will be considered subject to the following criteria:
  - That the disposal does not have an overall negative impact on the council's Medium Term Financial Plan (MTFP);
  - Best financial consideration to be obtained unless social, environmental or economic benefits are evidenced;
  - Any long leasehold disposal transfers all liabilities to the tenant.

## **Parks and Green Spaces**

Parks and green spaces play a crucial role across the district in improving health, wellbeing, supporting nature and climate recovery, and local regeneration. As a result, where any of these sites are considered under asset devolution, in addition to other restrictions, LDC may also consider additional protections, including:

- Fields in Trust protection: this would involve the owner of the land entering into a legally binding agreement (Deed of Dedication) which then ensures that the land can only be used for sport or recreational activities and will always be for the benefit of community and nature;
- where appropriate, a local green space designation through the local plan or neighbourhood plan process (this designation protects local green areas of special importance to local communities).

## **Governance**

The council recognises the importance of strong governance and clear public

accountability in its decision-making. A 'scheme of delegation' provides the necessary delegation to officers for most day-to-day property matters. However, officers may additionally be required to consult with the Strategic Property Board for recommendations, and/or Cabinet for further delegated authority. Due to the commercial sensitivity of some decisions around assets, there may be a need for early deliberations to be undertaken outside of the public domain but, wherever possible, decisions are usually taken in public.

### Strategic Property Board

The Strategic Property Board brings together key elected members, with officers, to meet regularly to discuss property issues. It is a non-decision-making group which considers issues and options, sometimes these are ahead of formal decisions at Cabinet. It is not a public meeting.

### Cabinet

The Cabinet is made up of eight members. Of these, lead responsibility for assets sits with the Leader as Cabinet Member for finance, assets and community wealth building. As the lead member, the Leader is actively involved in any decisions informally ahead of the Strategic Property Board and Cabinet. Cabinet is responsible for making any decisions with significant resource implications for the council. These are public meetings.

### Informal Cabinet

This is a meeting where members of the Cabinet can discuss matters prior to them going to Cabinet. This is not a public meeting.

## **Due Diligence**

Full due diligence will be undertaken prior to a transfer, disposal, or acquisition of an asset, including having regard to the following:

### Best consideration and advertising disposal – section 123 Local Government Act 1972 and Subsidy Control Act 2022

Pursuant to section 123 of the Local Government Act 1972, the council cannot dispose of land held in the General Fund for a consideration less than the best that can be reasonably obtained in the market, except with the express consent of the Secretary of State. The rule only applies to leases where the lease term exceeds seven years.

It is recognised that there may be circumstances where a council considers it appropriate to dispose of assets at an undervalue (i.e. less than the best consideration that can be reasonably obtained).

The General Disposal Consent of 2003 permits local authorities to dispose of land at an undervalue provided that:- a) a local authority considers that the disposal is likely to contribute to the achievement of one or more of the following: i) the promotion or

improvement of economic well-being; ii) the promotion or improvement of social well-being; and iii) the promotion or improvement of environmental well-being; and b) the difference between the price paid and the best price reasonably obtainable for the property does not exceed £2,000,000 (two million pounds).

The Subsidy Control Act 2022 imposes requirements on public bodies in relation to the grant of any subsidy. Advice will be taken on whether any transactions constitute a subsidy and full compliance with the legislation will be undertaken.

#### Impact on council tax

A key consideration for any Local Control Transfer or Asset Disposal will be value for money for local council taxpayers. Decisions taken will be made on clear evidence that asset transfers will be sustainable, both for the entity receiving the asset and for local residents, with careful consideration of any impact on the cost of local council tax precept.

#### Crichel Down Rules

The Rules apply in certain circumstances where land that is to be disposed of was previously acquired by or under threat of compulsion. Where the Rules apply, former owners will, as a general rule, be given a first opportunity to purchase the land previously in their ownership.

#### Contract Procedure Rules

Subject to certain exceptions, the council's Contract Procedure Rules say that no freehold sale of land, where the value exceeds £50,000, shall be made, except after auction or the invitation of tenders or expressions of interest following appropriate public advertisement, unless authorised by Cabinet. The rules also state that Cabinet should authorise transactions where the rent or turnover rent exceeds £25,000 per annum.

### **Investing in new assets**

The council's powers to acquire land are governed by law. Section 120 of the Local Government Act 1972 permits councils to acquire land whether situated inside or outside their areas for the purpose of any of their functions or for the benefit, improvement or development of their area. Within this legal framework, the council holds property in order to meet its respective corporate objectives and to deliver services for the local communities it serves.

The council may decide to acquire a new asset, for instance, where an existing surplus asset is disposed of, and the following process will usually be followed:

A business case will be produced prior to the acquisition. It must:

- clearly set out the reasons, benefits, risks and financial implications of any proposed acquisition;

- summarise tenancy, covenant and other known legal factors related to the proposed purchase as set out within the strategy principles;
- demonstrate that the acquisition supports the Corporate Plan;
- identify known urgent maintenance or improvement works directly related to the acquisition;
- identify if the acquisition is based in full or part on future hope value of obtaining planning consent, and what discussions have been had, if any, with the planning authority regarding this.
- Funding and budget will be identified before any acquisition is actively pursued (post-negotiation) or any costs incurred. Purchase costs must not exceed the agreed acquisition budget unless consent has been given in line with the relevant delegated authority.
- Once finalised, a completion notice will be produced containing details of the transaction and information disseminated across relevant colleagues Property, Finance and Insurance so that records can be updated and actions taken accordingly.

### **Lease and Rent Management**

The council owns a large portfolio of property, a lot of this land and property is used under formal agreements (leases or licences) by other people, groups or companies. Failure by either party to comply with the terms of the agreements in place may result in court action, therefore the council will not enter into leases or licences without appropriate due diligence checks.

The leases/licence agreements the council generally enters into fall into three main categories:

- Agreement with a commercial interest or group for the purpose of supporting a council function or furthering a council interest, including revenue generation;
- Agreement for a property that the council requires to fulfil its strategic objectives or service needs;
- Agreement for other purposes, provided they do not interfere with any other council functions, e.g. telecommunications facility, unused right of way, temporary occupation of a surplus property

etc.

### Selecting Tenants

A number of factors may be reviewed when selecting tenants; these could include, but are not limited to:

- Ability to satisfy statutory best consideration requirements
- Economic impact
- Job creation
- Commercial viability
- Financial acceptability
- Experience

The council is not required to follow a formal marketing process when selecting tenants. However, where there are a number of potential tenants for a property, applicants may be required to submit an expression of interest. Tenant selection may be based upon the recommendation of a commercial agent (where one has been appointed) or by a panel of officers where relevant.

New leases will generally reflect open market values and be supported with comparable rental information for transparency purposes. In exceptional circumstances, over-riding corporate need and community/social value may be considered if this is clearly in support of the council's main aims and objectives. Maintenance and insurance responsibilities will be made clear within agreements. In most cases, leases will be granted to new tenants on a fully repairing basis unless there is a clear reason not to.

### Typical Heads of Terms

Heads of Terms set out the main elements between both parties, it is a record of the agreed terms following negotiation between Landlord and Tenant. Generally, the terms will cover the following areas:

- Agreement type (lease or licence)
- Term (how long the agreement runs for)
- Rent (generally assessed to reflect the open market value for the property based on comparable evidence of similar properties)
- Rent Review (generally after a three- or five-year period, assessed on the basis set out within the agreement)
- Maintenance (generally all new leases will be agreed on a full repairing basis with the tenant being responsible for all repairs; licences differ by their nature and will have reduced tenant responsibilities)
- Insurance (requirements and responsibilities)
- Break Clause (leases may include a break clause giving the tenant

and/or Landlord the right to bring the lease to an end part way through the agreed term)

- End of Lease procedures, including responsibility for dilapidations.
- Whether a lease is contracted out of the Landlord and Tenant Act 1954 or not.

### Debtors

Under the terms of their agreement with the council, tenants and licencees are required to pay rent/a licence fee for their occupation and use of the council's property or land. Generally, payments will be required quarterly or monthly. The amount of rent and the payments cycle will be clearly set out within the agreement and non- payment of rent is therefore a breach of lease/licence. The council will make every effort to recover any monies owed. Non-payment of rent/licence fee is treated seriously and may result in legal action.

### Voids

Voids are kept to a minimum, with property that can be leased quickly re-marketed where it becomes available. Sometimes, property is required for wider development purposes or work is required before a re-let can take place. Where voids exist, they will be managed in line with the following procedure:

Void Inspection Checklist – To be completed as soon as practically possible once a property becomes vacant.

<b>Vacant Buildings</b>		
<b>Inspection Checklist</b>	<b>Checks</b>	<b>Completed? (Y/N)</b>
Check site perimeter	<p>Are perimeter gates locked and fences secure?</p> <p>Are there any unauthorised vehicles or evidence of trespass (e.g. tents, parked vehicles)? If so, monitor and consider instructing Legal or contacting the Police.</p>	
Check access points including doors and windows – <i>Take photographs of all doors and windows for audit purposes</i>	<p>Are all doors and windows secure and in good repair? Consider boarding if the building is intended to be long-term vacant (e.g. development site).</p> <p>Is there an intruder alarm system? Is this still set?</p> <p>Is there a need for a manned security presence?</p>	

	<p>Are there any vulnerable access points? If so, consider boarding or hoarding.</p>	
<p>Check for any fire and/or electrical hazards</p>	<p>Are all fire exits shut and secure?</p> <p>Are fire escape routes clear?</p> <p>Move bin so it is not directly next to the building.</p> <p>Are there any fire or electrical hazards?</p> <p>Are there any combustible materials on site? Is there a fire alarm system and is this operational?</p> <p>Seal letterbox to prevent accumulation of combustible items.</p>	
<p>Monitor the condition of the interior and exterior of the buildings - <i>Take photographs of each side of the building and each wall</i></p>	<p>Are there any signs of damage or deterioration?</p> <p>Check walls, ceilings, doors and any basements where applicable.</p> <p>Are there any signs of leaks, water ingress or weather damage?</p> <p>Are gutters and drainpipes operational? Are there any signs of blockage?</p>	
<p>Utilities, services and post</p>	<p>Are power and water turned off to non-essential services? E.g. if the building has a burglar alarm or door entry system.</p> <p>Is post still being delivered? If so, collect and arrange redirection of post.</p>	

	Take meter readings for gas electric and water.	
Check for evidence of trespassers or vandalism	Are there any signs of forced or attempted entry? If there are, contact the Police, and relevant service area in the council such as Legal and Facilities.	
Check for signs of infestation	Have all bins and refuse been collected?  Is there any sign of infestation or birdlife?	
<p>** NB - Any repairs / maintenance and security issues should be reported to <a href="mailto:facilities.servicedesk@lewes-eastbourne.gov.uk">facilities.servicedesk@lewes-eastbourne.gov.uk</a> as soon as possible.</p> <p style="text-align: center;"><b>For Vacant Commercial Land</b></p>		
<b>Inspection Checklist</b>	<b>Checks</b>	<b>Completed? (Y/N)</b>
Check Site Perimeter	Is the perimeter secure? Report unauthorised vehicles or evidence of trespass to Legal.  Is there fly-tipped waste? Report to <a href="mailto:facilities.servicedesk@lewes-eastbourne.gov.uk">facilities.servicedesk@lewes-eastbourne.gov.uk</a>	Completed? (Y/N)
<b>Post Inspection Checklist</b>		
		<b>Completed? (Y/N)</b>
Upload inspection report and update any necessary departments	Notify: <ul style="list-style-type: none"> <li>○ Insurance Officer</li> <li>○ Facilities Team</li> <li>○ Business Rates Team</li> <li>○ Planning Department</li> </ul>	
Arrange subsequent void property inspections	These should be completed every 1-3 months (depending on the vulnerabilities of the individual property).	

Nominate keyholder	Arrange for keys to be delivered to a council office/building and held by the relevant department.	
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# List of Potential Assets for Transfer

## LEWES DISTRICT COUNCIL - ASSET LIST - APRIL 2025

Unique Property Reference Number	Name of the building/land or both	Address 1	Town	UK Postcode	GeoX / Easting	Geo Y / Northing	Holding type	GIA m2
10033248318	Avis Way - Unit 12 (aka 1 Avis Way)	Avis Way	Newhaven	BN9 0DH	545064	102208	Building	27
10033248318	Avis Way - Unit 12A (aka 2 Avis Way)	Avis Way	Newhaven	BN9 0DH	545064	102208	Building	400
200001470877	Avis Way - Unit 14 (aka 3 Avis Way)	Avis Way	Newhaven	BN9 0DH	545085	102179	Building	
010033250108	Avis Way - Unit 15 (aka 4 Avis Way)	Avis Way	Newhaven	BN9 0DH	545105	102155	Building	
010033260697	Avis Way - Unit 16 (aka 5 Avis Way)	Avis Way	Newhaven	BN9 0DH	545127	102132	Building	
010033247744	Avis Way - Unit 7 (aka 32 Avis Way)	Avis Way	Newhaven	BN9 0DH	545004	101985	Building	
010033250113	Avis Way - Unit 8 (aka 33 & 34 Avis Way)	Avis Way	Newhaven	BN9 0DH	545067	102039	Building	
	Avis Way - Unit 9/10	Avis Way	Newhaven	BN9 0DH			Land	
	Avis Way Rich Industrial Estate Newhaven - Land at	Avis Way	Newhaven	BN9 0DH			Land	
	Bay Vue Road Car Park	Bay Vue Rd	Newhaven	BN9 9LH	544546	101083	Land	
	Castle Hill - Radio Room and Compound	Castle Hill	Newhaven	BN7 1AB			Building	N/A
	Chapel Street Public Conveniences	Chapel Street, Riverside	Newhaven	BN9 9BP	544589	101384	Building	
	Dacre Road Multi Storey Car Park	Dacre Road	Newhaven	BN9 9PN			Land	
100062635045	Denton Island - 3 (Upper Yard area)	Denton Island	Newhaven	BN9 9BA	544435	101681	Land	334
100062276140	Denton Island - 4 (Access to Moorings) & 5 (Meeching Boats)	Denton Island	Newhaven	BN9 9BA	544473	101835	Land	
100062635045	Denton Island - 6 (Riverside land)	Denton Island	Newhaven	BN9 9BA			Land	
100062635045	Denton Island - 8 (Chandlery)	Denton Island	Newhaven	BN9 9BA			Building	
	Denton Island - Denton Island College	Denton Island	Newhaven	BN9 9BA			Building	
200001462029	Denton Island Indoor Bowling Club (2 Denton Island)	Denton Island	Newhaven	BN9 9BA	544458	101797	Building	2289
010033259871	Denton Island Nursery - Building	Denton Island	Newhaven	BN9 9BA	544508	101693	Building	584.2
	Denton Island Nursery - Land	Denton Island	Newhaven	BN9 9BA			Land	
010033248288	Drove Road Industrial Estate - Unit 1 (aka 4) & 5	Drove Road	Newhaven	BN9 0AD	545119	101583	Building	
010033255800	Drove Road Industrial Estate - Unit 2	Drove Road	Newhaven	BN9 0AD	545010	101539	Building	
010033248288	Drove Road Industrial Estate - Unit 5	3 Drove Road Industrial Estate	Newhaven	BN9 0AD			Building	
	Fingerpost Field	Lewes Road	Newhaven	BN9 9RP			Land	
	Fitzgerald Road Open Space misc site - Land	South Road	Newhaven	BN9 9QJ			Land	
	Fort Road Play Area	Fort Road	Newhaven				Land	
	Fort Road Public Conveniences	Fort Road	Newhaven	BN9 9DS	544719	100558	Building	38
200001462012	Fort Road Recreation Ground - Cricket Pavilion & Cricket Shed	Pavilion: Fort Road	Newhaven	BN9 9EL	544726	100519	Building	189
	Fort Road Recreation Ground - Land	Fort Road	Newhaven	BN9 9EL	544659	100434	Land	
010033250990	Fort Road Recreation Ground - Scout Hut	Fort Road	Newhaven	BN9 9EL	544786	400420	Building	
200001462014	Fort Road Recreation Ground - Shakespeare Hall	Fort Road	Newhaven	BN9 9EL	544726	100377	Building	277
	Fort Road Recreation Ground Changing Rooms	Fort Road	Newhaven	BN9 9EL			Building	
	Hanson Road Open Space misc site - Land	Hanson Road	Newhaven	BN9 9EQ			Land	
	Hazel Close Play Area	Hazel Close	Newhaven	BN9 9XU	543747	101136	Land	
	Hillcrest Court Play Area	Hillcrest Road	Newhaven	BN9 9EY	544116	100771	Land	
010033250278	Hope Inn PH Fort Road - Car Park	West Pier	Newhaven	BN9 9DN			Land	
	Huggetts Green (West Quay) Open Space misc site - Land	Huggetts Green	Newhaven	BN9			Land	
	Iford Close Amenity Area - Land	Iford Close	Newhaven	BN9	544864	102489	Land	
	Lewes Road Recreation Ground	Lewes Road	Newhaven	BN9 9BL			Land	
010033260565	Lochin Marine International Ltd - Boat Yard	The Yacht Harbour, Fort Road	Newhaven	BN9 9BY	544387	101593	Land	315.5
	Lower Place Car Park	Lower Place	Newhaven	BN9 9DT	544440	101464	Land	38
	Lower Place Public Conveniences	Lower Place	Newhaven	BN9 9FA	544465	101447	Building	
	Marine Workshops	Railway Approach	Newhaven	BN9 0DF			Land/Building	
010033247440	National Coastwatch Institution Newhaven Lookout - Mast	Castle Hill	Newhaven	BN9 9EL	544631	100087	Building	
	Newhaven Bandstand - Land	Denton Island	Newhaven				Land	
100062635013	Newhaven Bowling Club - Pavilion	Fort Road	Newhaven	BN9 9DW	544698	100537	Building	155.25
010033264223	Newhaven Enterprise Centre - Training and Business Centre	Denton Island	Newhaven	BN9 9BA	544490	101619	Land/Building	1659.5

200001469363	Newhaven Football Club	The Trafalgar Ground, Fort Road	Newhaven	BN9 9DA			Building	
200001469363	Newhaven Football Club - Football Pitch	The Trafalgar Ground, Fort Road	Newhaven	BN9 9DA			Land	
	Newhaven Fort	Fort Road	Newhaven	BN9 9DS			Land/Building	
10033259887	Newhaven Fort - Land adjacent to	Fort Road	Newhaven	BN9 9DS			Land	341
	Newhaven Square - 1-2	Newhaven Square	Newhaven	BN9 9QS	544547	101411	Building	
	Newhaven Square - 1-4 (First Floor Offices)	Newhaven Square	Newhaven	BN9 9QS			Building	
	Newhaven Square - 3	Newhaven Square	Newhaven	BN9 9QS	544552	101403	Building	
776585764325	Newhaven Square - 4	Newhaven Square	Newhaven	BN9 9QS	544555	101398	Building	
	Newhaven Square - 5-8	Newhaven Square	Newhaven	BN9 9QS			Building	
	Newhaven Square - 9	Newhaven Square	Newhaven	BN9 9QS	544583	101396	Building	
	Newhaven Square - 10	Newhaven Square	Newhaven	BN9 9QS			Building	
	Newhaven Square - 11	Newhaven Square	Newhaven	BN9 9QS	544546	101371	Building	
	Newhaven Square - 15-19 (aka Chapel Street 15-19)	Newhaven Square	Newhaven	BN9 9QS	544583	101396	Building	178.02
100062635003	Newhaven Tennis Club (inc. Europa Leisure Pavilion)	Court Farm Road	Newhaven	BN9 9DH	544599	100477	Land/Building	
	Oak Industrial Estate - Unit 7	New Road	Newhaven	BN9 0ES			Building	370.1
	Piddinghoe Mead Bus Shelter adj Lewes Road	Piddinghoe Mead	Newhaven	BN9 9RN			Land	
	Railway Quay	Railway Quay	Newhaven	BN9 0ER			Land	
1000062674910	Rich Ind Estate - Unit A (aka 14)	Unit A, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU			Building	
1000062674910	Rich Ind Estate - Unit C (aka 13)	Unit C, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU	545180	102061	Building	
1000062674910	Rich Ind Estate - Unit D&F (aka 10&11)	Unit D, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU	545173	102075	Building	
1000062674910	Rich Ind Estate - Unit E (aka 12)	Unit E, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU	545197	102070	Building	
1000062674910	Rich Ind Estate - Units G&H (aka 6&7)	Units G&H, 6-29 Rich Industrial Est	Newhaven	BN9 0DU	545141	102103	Building	
1000062674910	Rich Ind Estate - Unit J (aka 8)	Unit J, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU	545160	102117	Building	
1000062674910	Rich Ind Estate - Unit K (aka 20)	Unit K, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU	545232	102042	Building	
1000062674910	Rich Ind Estate - Unit L	Unit L, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU			Building	
	Rich Ind Estate - Unit M	Unit M, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU			Building	
1000062674910	Rich Ind Estate - Unit N (aka 21)	Unit N, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU	545240	102021	Building	
	Rich Ind Estate - Unit R (aka 22)	Unit R, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU			Building	
1000062674910	Rich Ind Estate - Unit S (aka 18)	Unit S, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU	545201	102023	Building	
1000062674910	Rich Ind Estate - Unit T (aka 23)	Unit T, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU	545215	102003	Building	
1000062674910	Rich Ind Estate - Unit U (aka 17)	Unit S, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU	545191	102016	Building	
1000062674910	Rich Ind Estate - Unit V (aka 24)	Unit V, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU	545206	101996	Building	
1000062674910	Rich Ind Estate - Unit W (aka 16)	Unit W, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU	545181	102009	Building	
1000062674910	Rich Ind Estate - Unit X (aka 25)	Units X&Z, 6-29 Rich Industrial Est	Newhaven	BN9 0DU	545188	101983	Building	
1000062674910	Rich Ind Estate - Unit Y (aka 15)	Unit Y, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU	545167	102002	Building	
1000062674910	Rich Ind Estate - Unit Z (aka 26)	Unit Z, 6-29 Rich Industrial Estate	Newhaven	BN9 0DU	545188	101983	Building	
1000062674910	Rich Ind Estate - Units 1&3	Units 1-3, 6-29 Rich Industrial Est	Newhaven	BN9 0DU			Building	
	Robinson Road Depot (Waste & Recycling)	Robinson Rd	Newhaven	BN9			Land	
	Seahaven Pool aka Seahaven Swim & Fitness Centre	Chapel Street	Newhaven	BN9 9PN			Building	
	The Sidings (at Marine Workshops)	Railway Approach	Newhaven	BN9 0DF			Land/Building	
	West Quay Car Park	Chapel Street, Riverside	Newhaven	BN9 9BP	544723	101133	Land	

## Detailed Income &amp; Expenditure by Budget Heading 20/08/2025

Month No: 5

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Regeneration &amp; Strategic Dev</b>								
100 Regeneration & Strategic Dev								
4218 Partnership Cont/Event Support	5,609	7,429	35,000	27,571		27,571	21.2%	
4228 Bandstand	0	0	2,000	2,000		2,000	0.0%	
4500 Professional Fees	514	0	2,500	2,500		2,500	0.0%	
Regeneration & Strategic Dev :- Indirect Expenditure	<b>6,123</b>	<b>7,429</b>	<b>39,500</b>	<b>32,071</b>	<b>0</b>	<b>32,071</b>	<b>18.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,123)</b>	<b>(7,429)</b>	<b>(39,500)</b>	<b>(32,071)</b>				
Regeneration & Strategic Dev :- Income	0	0	0	0			0.0%	
Expenditure	6,123	7,429	39,500	32,071	0	32,071	18.8%	
<b>Movement to/(from) Gen Reserve</b>	<b>(6,123)</b>	<b>(7,429)</b>	<b>(39,500)</b>	<b>(32,071)</b>				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	6,123	7,429	39,500	32,071	0	32,071	18.8%	
<b>Net Income over Expenditure</b>	<b>(6,123)</b>	<b>(7,429)</b>	<b>(39,500)</b>	<b>(32,071)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(6,123)</b>	<b>(7,429)</b>	<b>(39,500)</b>	<b>(32,071)</b>				