

# ASSETS OF COMMUNITY VALUE 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: (1) who you are; (2) the asset you wish to nominate and (3) 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**

**We reserve the right to review applications as they are received and any which in our view do not contain sufficient or appropriate information will be returned to the applicant.**

**Your nomination will be considered and a decision made within 8 weeks from the date that it is validated<sup>1</sup>.**

**NOTE: Following receipt of a valid nomination, the Council will pass a copy of the completed form and any supporting documents to the owner of the nominated property to enable them to comment on the application.**

Please submit your completed nomination form to the following address:

Ian Couper,  
Strategic Director - Resources,  
North Herts District Council,  
Council Offices,  
Letchworth Garden City,  
Herts, SG6 3JF

Or alternatively email it to:  
[AOCV@north-herts.gov.uk](mailto:AOCV@north-herts.gov.uk)

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<sup>1</sup> Unless an extension of time is required and the owner of the proposed asset agrees to this.

Please use your tab button  if you are completing this form electronically or click each section with the mouse

## SECTION 1 ABOUT YOUR COMMUNITY ORGANISATION

### Q1 Details of your organisation and who to contact:

Name of organisation	:	Kimpton Parish Council
Your Title	:	
Your full name	:	Mrs _____
Position in organisation	:	Carina Helmn
Email address	:	Parish Clerk
Address	:	clerk@kimptonpc.org.uk
	:	Parish Room, Kimpton Memorial Hall
	:	Hall Lane
	:	Kimpton, Herts
Postcode	:	SG4 8RD      Tel: 01438 832573      Mobile:
Registration Number (if you are a charity, Company, or Community Interest Company):	:	

### Q2 Please provide information about your organisation: (please see guidance notes for further details):

#### 2.1 Organisation type

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Parish/Town/Community Council | <input type="checkbox"/> Unincorporated Community Body |
| <input type="checkbox"/> Neighbourhood Forum                      | <input type="checkbox"/> Community Interest Company    |
| <input type="checkbox"/> Industrial & Provident Society           | <input type="checkbox"/> Company Limited by Guarantee  |
| <input type="checkbox"/> Charity                                  |  |

#### 2.2 If you are an unincorporated community body, please provide details of:

- How many members you have who are registered to vote in North Hertfordshire or a neighbouring authority
- How the body was formed, and if available please provide a copy of its rules/constitution.

2.3 If you are an unincorporated community body, company limited by guarantee or industrial provident society, please confirm how the organisation uses any surplus that it makes and whether it distributes any to its members. (Continue on a separate sheet if necessary)

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## SECTION 2 ABOUT THE PROPERTY TO BE NOMINATED

### Q3 – Which asset do you wish to nominate?

Name of property	:	Kimpton Allotments
Address of property	:	Hall Lane
		Kimpton
		Herts
Postcode	:	SG4 8RD

Property owner's name	:	TOF Corporate Trustee Ltd as Trustee of the Oxford Funds
Address	:	Endowment Master, OU Endowment Management Ltd
		King Charles House, Park End Street
		Oxford
Postcode	:	OX1 1JD      Tel:

Current occupiers name	:	Kimpton Parish Council
Details of occupiers interest in property	:	Agricultural tenant
Please confirm what the building/land comprises (e.g. function room/garden/car park). Also provide details of whether there is residential accommodation at the property and whether it is integral or self contained	:	Land used for private allotments,

#### **Q4 What do you consider to be the boundary of property?**

Please provide a copy of the Land Registry Title Register including Title Plan ([www.gov.uk/search-property-information-land-registry](http://www.gov.uk/search-property-information-land-registry)) showing the ownership and boundary. If the area you are nominating differs from the property ownership or you intend to list only part of an asset, then please illustrate this on a separate plan (an aerial photo is not acceptable)

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### **SECTION 3 DEMONSTRATING THE COMMUNITY VALUE OF THE ASSET**

#### **Q5 Why do you believe the property is an asset of community value?**

Please give as much information as possible about the current use of the asset or, if the property is no longer in current use, use in the recent past e.g. what activities take place, what groups use the facility which further social wellbeing or interests of the local community. Continue on a separate sheet if necessary. Definition of an asset of community value can be found in the guidance notes at the back of the form.

For over 70 years Kimpton Allotments have been provided by Kimpton Parish Council for the benefit of residents to enjoy a healthy lifestyle and grow their own food produce within a relaxed social setting. The National Allotment Association recommend that an Asset of Community Value is placed on allotment land that is not owned by the parish council.

#### **Physical and mental well-being**

Having an allotment is good for the physical and mental well-being of the tenants. The physical benefits of regular spells of gardening help plot holders to keep fit even if they have sedatory jobs. Gardening can also help to maintain good gait and balance in older gardeners and help with cognitive decline. Also spending time outside in the subshine can build up levels of vitamin D, important for good health.

There is a growing awareness that gardening plays a part in both preventing and alleviating mental ill-health with research studies undertaken to measure the benefits. Having an allotment keeps the tenant busy and requires planning from clearing and maintaing a plot, sowing, watering, weeding and then harvesting the crops. This can be extremely rewarding.

#### **Social Capital**

Allotment gardening offers additional benefits that help to ameliorate loneliness and enable citizens to contribute to society, especially beyond retirement. Allotment tenants are encouraged to take an active role in the Allotment Working Party set up by Kimpton Parish Council to help manage and maintain the allotment site. The working party creates an opportunity for parish councillors and allotment tenants to work together on matters such as cultivation standards and site improvements. Tenants enjoy being part of a like-minded community and sharing their experiences.

#### **Producing food**

An allotment plot enables the tenant to have an on-going supply of fresh vegetables and fruit to supplement a family's shop over the year. Growing your own produce can be a very cost-effective way of living, especially if you grow perennial fruit and vegetables.

Choosing what to grow also encourages an interest in what you're eating and can lead to a healthier and more nutritious diet.

Allotment gardeners can choose to garden organically and avoid ingesting chemicals that are likely to be present on shop bought fruit and vegetables.

There is a sense of achievement from acquiring new knowledge and skills and the satisfaction gained from eating home grown vegetables and fruit crops.

Locally produced food helps reduce transport costs and helps the environment.

#### Contact with nature

Working a plot year- round means that allotment holders experience the seasons, witness the behaviour of birds, insects and other animals and gain an understanding of the eco-system. This appreciation of the natural world also has the potential to inspire more environmentally aware behaviour by themselves and their children.

#### Allotments during the pandemic

For many of our tenants their allotment plot has been a refuge during the covid19 pandemic, a place where they could exercise during lockdown and spend time safely distanced but in company of people with the same interests.

#### Demand for allotment plots

All plots at the Kimpton Allotment Site have been rented out for the year commencing 1<sup>st</sup> October 2020 and there is a waiting list.

## **Attachment checklist**

- Copy of the parish/town council resolution/minute which proposes the nomination (if applicable)
- Copy of organisation's constitution and copy of minute which proposes the nomination (if applicable)
- Name & home addresses of 21 members registered to vote in nomination area (if body is an unconstituted/unincorporated community body)
- Copy of the Land Registry Register View/Official Copy register entries including title plan.
- Any additional plans (if applicable)
- 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:

Dated:

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**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 and who to contact about the nomination**

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

#### **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).

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

### **Q2 Type of organisation**

It is important you state which organisation type you are as only those shown here are eligible to nominate and all but unconstituted community bodies 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 Body 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

All bodies must have a local connection as defined by the Localism Act 2011. If it is not apparent that the organisation's activities take place in North Hertfordshire or a neighbouring authority then further information may be requested.

#### **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 found on the internet.

## **Section 2 ABOUT THE PROPERTY TO BE NOMINATED**

### Q3 Which asset do you wish to nominate?

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

**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. Details of land ownership can be found on the official register of entries from the Land Registry. **A copy of the official Register Entries, including Land Registry title plan needs to be supplied with this nomination form.** ([www.gov.uk/search-property-information-land-registry](http://www.gov.uk/search-property-information-land-registry)). There may be a small charge for the supply of any Title/Map.

**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 accurately as possible, as this could delay or invalidate the nomination.

### Q4 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, for example, the car park area.

As per Q3, a Land Registry title plan showing the ownership boundary is required. If the area you are nominating differs from the property ownership then please clearly illustrate this on a separate official Register of Entries plan. A nomination does not have to precisely align to a single property ownership.

## Section 3 DEMONSTRATING THE COMMUNITY VALUE OF THE ASSET

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

In here you need to put why you believe that the property is currently used or has recently been used in a way that enhances the social interest and social wellbeing of the local community, and if it had in the past why it is realistic to think that it could in the future.

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/or 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 such use can continue, 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, holiday dwelling, hotel, operational land of statutory undertakers such as land for transport infrastructure and some caravan sites. This is not an exhaustive list.

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