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Mr. K. Danks,
Estates & Valuation Manager,
Staffordshire County Council,
2 Staffordshire Place
Tipping Street,
STAFFORD.
ST16 2DH

Your Ref: KD/KW/1/701/4

Our Ref: GPJ/WA/16161

Date: 10th October 2016

By email:
kevin.danks@staffordshire.gov.uk

Dear Kevin,

re: Chetwynd Centre, Newport Road, Stafford, ST16 2HE

Thank you for your letter dated 19th September addressed to my co-Director, Andrew Buckman. I confirm that Kingston CPC would be pleased to act as marketing agents on behalf of the Trustees of the Staffordshire Education Charity in respect of Chetwynd Centre, Newport Road, Stafford ST16 2HE.

I understand that the Trustees are considering selling the freehold interest with vacant possession and as the property is owned by a charity, I assume that the sale would need to comply with the requirements of the Charities Act 2011.

I note that the property comprises a substantial Grade II Listed building and adjacent car park within a self-contained site. I understand that the property is currently used as an education centre, presumably within Class D1 of the Town & Country Planning (Use Classes) Order 1987. We are currently marketing a similar property in Cannock on behalf of South Staffordshire College.

I also understand that the County Council owns the adjacent property to Chetwynd Centre, which it would look to try to sell at the same time. I confirm that Kingston CPC would be pleased to act as marketing agents on behalf of the County Council in respect of this property and there could obviously be some benefit to the two properties being marketed at the same time.

cont . . .



I can confirm that our fees for marketing of both properties would be 1.25% of the sale prices achieved on the understanding that in each case Kingston CPC would be instructed as sole agents. As usual, the fee would be payable upon completion of a transaction and be exclusive of any authorised advertising and marketing expenditure which would be payable in addition and invoiced on a regular basis during the marketing period.

I can confirm that inclusive within our fee we would:

- a. co-ordinate the marketing programme, including the preparation of marketing literature, placing of any press advertising, organisation of website listings, ordering of site publicity boards and arrangement of target mailing, etc.;
- b. handle and process all enquiries;
- c. carry out accompanied viewings;
- d. provide regular reports to the vendor regarding marketing activity, enquiries and viewings etc;
- e. negotiate with prospective purchasers on the vendor's behalf;
- f. manage a transaction once agreed from the instruction of solicitors through to completion;
- g. with regards to the Chetwynd Centre, provide a qualified surveyor's report in accordance with the Charities Act 2011.

If our instructions should be withdrawn prior to completion of a sale, an abortive fee of £995 plus VAT in respect of the Chetwynd Centre and/or £295 plus VAT in respect of the County Council's adjoining property would be payable as a contribution towards the initial work we will have undertaken.

Upon receipt of instructions, I would arrange to inspect and measure each property in order to provide a marketing proposal for the vendor's consideration and approval. This will include our advice and recommendations on the method of sale, any pre-marketing works and the asking price, together with a schedule of proposed advertising and marketing expenditure.

I hope the information I have provided above is sufficient for consideration by the Trustees and the County Council, but please contact me if you require any more details or to discuss any points further.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G. P. Jones', written in a cursive style.

G. P. JONES BSc MRICS