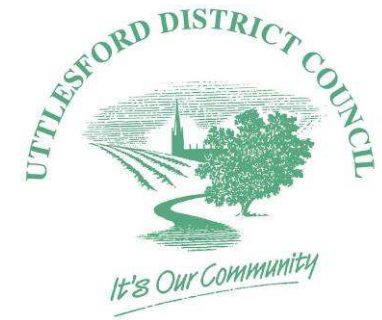


DRAFT subject to Cabinet approval



# Asset Management Plan

2013/14

# Asset Management – Strategic Objectives

The Council will:

- Use its land and buildings to contribute to the achievement of Corporate Plan priorities
- Ensure that its assets meet the needs of those who use them, are safe and comply with the law
- Devolve responsibility for owning and operating assets to local people, where appropriate
- Reduce asset running costs, for example by sharing facilities with other organisations, or investing in energy conservation measures.
- Participate in strategic initiatives involving the examination of public sector property base, such as the Community Budgets project.

## Asset Management Governance

The Asset Management Plan is owned by the Cabinet under the lead responsibility of the Portfolio Holder for Finance & Administration. The Asset Management Plan will be refreshed annually.

Other Portfolio Holders are involved as necessary e.g. the Portfolio Holder for Environment will be involved with the establishment of ongoing waste vehicle depot provision.

At Corporate Management Team (CMT) level the Director of Corporate Services is responsible for preparing and maintaining the Asset Management Plan. Different CMT members are responsible for taking forward individual action plan items.

The Council has retained specialist asset management advice and support services from Braintree District Council's Asset Management Team. The services of professional valuers have also been retained.

## Summary of asset portfolio

A detailed schedule of all non-Housing Council owned and/or operated property is attached to this Plan. In summary, the Council owns and/or operates the following:

- 13 Pieces of Amenity Land\*
- 10 Car parks
- 10 Community facilities\*
- 8 Allotment sites
- 5 Sports & Leisure facilities
- 3 Office buildings\*
- 2 Depots
- 1 Public Toilet
- 1 Cemetery
- 4 Miscellaneous assets

\*includes items which the Council leases in, so, under accounting rules, the Council is deemed to own the asset

In addition, as at 1 April 2013 the Council owns 2,848 council dwellings, 568 garages and various pieces of housing land. These are all earmarked for social housing purposes and are governed by the HRA Business Plan. They fall outside the scope of this Asset Management Plan. (Allotments are technically housing assets but are not covered by the HRA Business Plan, so are included in this Asset Management Plan.)

# Review of Asset Management Plan 2012/13

## **The Council has achieved the following during 2012/13:**

- Transferred car park and toilets to Thaxted Parish Council
- Obtained an unqualified value for money opinion from the Audit Commission.
- Enlisted Wilks, Head & Eve to carry out Asset Valuations for the next three years.
- Agreed terms with developer for redevelopment of the Stansted Lower Street car park
- New waste vehicle workshop completed at Shire Hill
- Design brief commissioned as part of Local Plan work to set out one possible way forward for Great Dunmow Depot site
- Secured and implemented ongoing Asset Management consultancy support from Braintree District Council
- Council offices – refurbished of top floor and remodelled reception area.
- Initiated condition survey of all non-housing assets.
- New boiler installed in Council offices.
- Integrated Essex County Council staff into the Council Offices building

# Asset Management - Priorities for 2013/14

**The following 2012/13 Action Plan items remain outstanding, and will be addressed in 2013/14:**

1. Determine way forward for Great Dunmow depot – Decision to be taken following the outcome of the design brief and the exploration of options for the stabling of waste and recycling and street cleansing vehicles.
2. Transfer Priors Green Community Centre to Takeley Parish Council
3. Set up system to identify lease renewals and rent reviews
4. Completion of condition surveys to inform budget process
5. Establish corporate repairs & renewals budget
6. Complete a new museum storage facility – planning permission granted
7. Car parking on Council land, Debden Road, Saffron Walden – regularise existing informal use (local residential and retailers surveyed)
8. Formalise arrangements with the Audley End estate for the Claypits site
9. Investigate options for transfer of Hill Street toilet to Saffron Walden Town Council
10. Determine new arrangements at Stansted Lower Street car park

**The following are the new priorities for 2013/14:**

1. Explore options for use of the Lodge House on the Council Offices site
2. Explore options for use of the second and third floors of the Saffron Walden Day Centre
3. Explore options for use of the Curator's House
4. Explore options for use of the School Room at the Museum
5. Explore options for the use of the remaining part of the top floor offices at London Road
6. Explore options for transfer of Flitch Green Community Centre and play areas to Flitch Green Parish Council
7. Take an active part in the Essex Property Asset Management (EPAM) project
8. Publish on the Council's transparency page an interactive map of all non-housing council land and property holdings
9. Formalise arrangements for the redevelopment of-, and the council's future interest in the Fairycroft Road car park site
10. Participate in the Scrutiny review of car parks
11. Review use of Newport Depot and the need for contractors' storage to support the housing capital works programme.
12. Explore the option of transferring the freehold of the land abutting the Lord Butler Leisure Centre, including the skate park and the linear buffer along the south eastern boundary of residential development, to Saffron Walden Town Council
13. Explore options for two pieces of land at Elizabeth Way, Saffron Walden once culvert reconstruction works are complete
14. Transfer the Open Space land at The Pastures, Takeley to Takeley Parish Council

# Asset management policies

Within our overall aim of seeking to improve service delivery and at the same time reduce our costs, we have adopted the following guiding principles to ensure that the Council's assets are fit for purpose. These are:

## 1. **Assets must meet the needs of those that use them.**

- This includes staff, members, visitors, customers and general public, people with disabilities or special needs and other minority groups. For example, remodelling of reception area in the Council offices.
- Property facilities should be appropriate to delivery of the Council's Services. For example, the new waste and street cleansing vehicle workshop and depot facilities at Shire Hill.
- Compliance with statutory obligations in asbestos, electrical testing, access/DDA, legionella, emissions, etc.

## 2. **Assets must be affordable.**

- This means keeping running costs down, prioritising capital spending, full option appraisals incorporating whole life costing (where appropriate) and assessing opportunity costs.
- It also means making sure that any borrowing for capital works follows a robust business case and can be afforded and that any capital tied up in property, which is not required to meet the Council's objectives is released as soon as possible.
- Working with Partners to deliver Services more effectively and efficiently. For example the satellite office in Thaxted which is shared with the Parish Council, Citizen Advice Bureau and voluntary tourism organisation.
- To ensure optimum utilisation of property resources. For example, the top floor of the Council Offices in Saffron Walden has been refurbished and Essex County Council staff have moved in.
- Opportunities to generate additional income from existing assets with spare capacity needs to be pursued (rental income or capital receipts). For example, potential redevelopment of Stansted Lower Street car park to provide increased rental income and increased parking for the local community.

**3. Assets must be safe and comply with the law.**

- This means ensuring regular surveys and inspections for asbestos, legionella, fire, health & safety etc., as well as physical condition surveys and Disability Discrimination Act (DDA) audits are undertaken.
- Need to ensure condition surveys are annually updated to provide the basis for setting the repairs and renewals budget.
- Dispose of assets that are not fit for purpose or surplus to requirements.

**4. Assets must contribute to our Corporate Plan.**

- Ensuring that our property decisions are linked to decisions on other Council resources (staff, IT, finance) and that asset management contributes to our corporate goals and vision.
- The Council will work in collaboration with partner organisations, including other public bodies and voluntary and community groups, to achieve a strategic approach to asset management across the district.

**5. Assets must be sustainable.**

- Monitoring and reducing energy consumption and CO<sub>2</sub> emissions, ensuring that asset decisions take into account environmental considerations.
- Identify potential energy saving projects. For example, the new boiler installed at the Council offices is expected to be 30-60% more efficient.

**6. Adoption of Assets through S106 Obligations**

- Where the asset would primarily be for the benefit of the community, the Council will seek to ensure that the asset is either transferred directly from the developer to the parish/town council, a body established for the purpose of holding and managing the asset for the benefit of the community or other appropriate party. In all cases an on-going maintenance sum will be requested from the developer prior to any transfer of ownership.



## Uttlesford District Council owned/operated property

ASSET NO	PROPERTY TYPE	DESCRIPTION	REASON ASSET HELD	UDC OWNED / LEASED	AREA SQ.M.	BALANCE SHEET VALUE 31.3.2012 £000
1	Amenity Land	Open Space Barnard Close/Bullfields/ Cherry Garden Lane, Newport	Open Space	UDC	1,123	3
2	Amenity Land	Open Space Woodlands Park, Great Dunmow	Open Space	UDC	10,623	160
3	Amenity Land	Open Space Nursery Rise, Great Dunmow	Open Space	UDC	7,025	18
4	Amenity Land	Open Space Elizabeth Way Saffron Walden	Open Space	UDC	5,586	14
5	Amenity Land	Open Space Limefields Little Walden Road, Saffron Walden	Open Space	UDC	1,502	4
6	Amenity Land	Play Area Flitch Green	Open Space	UDC	1,238	3
7	Amenity Land	Open Space Willow Road, Great Dunmow	Open Space	UDC	308	1
8	Amenity Land	Open Space The Downs, Stebbing	Open Space	Leased in	16,200	41

<b>ASSET NO</b>	<b>PROPERTY TYPE</b>	<b>DESCRIPTION</b>	<b>REASON ASSET HELD</b>	<b>UDC OWNED / LEASED</b>	<b>AREA SQ.M.</b>	<b>BALANCE SHEET VALUE 31.3.2012 £000</b>
41	Amenity Land	Open Space Causeway End Road, Felsted	Open Space	UDC	991	13
42	Amenity Land	Open Space adjoining cemetery Saffron Walden	Open Space	UDC	681	2
63	Amenity Land	Open Space The Pastures, Takeley	Open Space	UDC	3,375	8
79	Amenity Land	Buffer strip, Hornbeams, Priors Green, Takeley	Open Space	UDC	2,471	7
15	Amenity Land	Debden Road, Saffron Walden	Residents car parking	UDC	348 & 93	16
9	Area Office	Council Offices London Road Saffron Walden	Delivery of Council Services	UDC	Building 3,116 Site 8,862	2,554
10	Area Office	Lodge House London Road Saffron Walden	Review in 2012/13	UDC	Building 61 Site 459	69
11	Area Office	Ground floor premises, 7 Town Street, Thaxted	Delivery of Council Services	Leased in		N/A
12	Car Park	Lower Street, Stansted Mountfitchet	Car and coach parking provision	UDC	10,224	207
13	Car Park	Swan Meadow, Saffron Walden (includes adjoining land,	Car parking provision	UDC	30,337	591

ASSET NO	PROPERTY TYPE	DESCRIPTION	REASON ASSET HELD	UDC OWNED / LEASED	AREA SQ.M.	BALANCE SHEET VALUE 31.3.2012 £000
		Freshwell Street)				
14	Car Park	Fairycroft Road, Saffron Walden	Car parking provision	UDC	5,000	1,259
16	Car Park	Chequers Lane, Great Dunmow	Car parking provision	UDC	1,927	135
17	Car Park	Angel Lane, Great Dunmow	Car parking provision	UDC	1,144	112
18	Car Park	White Street, Great Dunmow	Car parking provision	UDC	5,075	563
20	Car Park	The Common, Saffron Walden	Car parking provision	UDC owns the car park. The rest of The Common is owned by SWTC.	2,799	417
76	Car Park	Rose & Crown Walk, Common Hill, Saffron Walden	Car parking provision	Not owned by UDC. Management Agreement	896	N/A
77	Car Park	Catons Lane, Saffron Walden	Car parking provision	Not owned by UDC. Informal arrangement	1,243	N/A
78	Car Park	Crafton Green, Stansted	Car parking provision	Not owned by UDC. Management Agreement with SMPC	1,239	N/A
21	Cemetery	Cemetery land north of Church Street, Church End, Great Dunmow	Cemetery provision	UDC Leased to GDTC	10,810	40

<b>ASSET NO</b>	<b>PROPERTY TYPE</b>	<b>DESCRIPTION</b>	<b>REASON ASSET HELD</b>	<b>UDC OWNED / LEASED</b>	<b>AREA SQ.M.</b>	<b>BALANCE SHEET VALUE 31.3.2012 £000</b>
22	Community Facility	Day Centre Chequers Lane, Great Dunmow	Provision of community facilities	UDC	Building 245 Site 525	335
23	Community Facility	Day Centre Vicarage Mead, Thaxted	Provision of community facilities	UDC	Building 102 Site 222	175
24	Community Facility	Community Hall Priors Green, Takeley	Provision of community facilities	UDC	401	655
25	Community Facility	Day Centre South Road, Takeley	Provision of community facilities	UDC	126	150
26	Community Facility	Day Centre Hill Street, Saffron Walden	Provision of community facilities	UDC	Building 275 Site 664	238
27	Community Facility	Community Hall Flich Green	Provision of community facilities	UDC	2,886	996
28	Community Facility	Museum, Saffron Walden	Heritage asset	Leased in	2,710	448
29	Community Facility	40 Castle Street, Saffron Walden	Museum curator's residence	Leased in	238	N/A
30	Community Facility	Guildhall, Thaxted	Provision of community facilities	Leased in	95	15
73	Community Facility	Castle grounds & castle ruins, Saffron Walden	Heritage and tourism asset	UDC	6,615	0
31	Depot	Rear of High Street, Great Dunmow	Delivery of council services	UDC	Workshop 377	203

ASSET NO	PROPERTY TYPE	DESCRIPTION	REASON ASSET HELD	UDC OWNED / LEASED	AREA SQ.M.	BALANCE SHEET VALUE 31.3.2012 £000
					Storage area 2,500 Site 2,955	
32	Depot	Shire Hill, Saffron Walden	Delivery of council services	UDC	Building 40 Storage land 2,538 Site 3,927	103
33	Leisure Facility	Lord Butler Leisure Centre, Saffron Walden	Leisure provision in the district	UDC Leased out to Leisure Connection		4,525
34	Leisure Facility	Turpins Bowls Hall, Lord Butler Leisure Centre, Saffron Walden	Leisure provision in the district	UDC	1,913	309
35	Leisure Facility	Skateboard park, Lord Butler Leisure Centre, Saffron Walden	Leisure provision in the district	UDC Leased out to SWTC	1,496	51
36	Leisure Facility	Dunmow Sports Centre, Great Dunmow	Leisure provision in the district	UDC		3,681
37	Leisure Facility	Stansted Sports Centre, Stansted	Leisure provision in the district	UDC		1,469
38	Miscellaneous	Claypits Plantation, Debden Road Saffron Walden	Nature conservation & community facility	Leased in	11,182	N/A

<b>ASSET NO</b>	<b>PROPERTY TYPE</b>	<b>DESCRIPTION</b>	<b>REASON ASSET HELD</b>	<b>UDC OWNED / LEASED</b>	<b>AREA SQ.M.</b>	<b>BALANCE SHEET VALUE 31.3.2012 £000</b>
72	Miscellaneous	2 Strips of land off Radwinter Road, Saffron Walden	Ransom strip	UDC	Width 0.15m	0
80	Miscellaneous	Land at Thaxted Road, Saffron Walden	Former road sweepings site	UDC	2,553	56
75	Miscellaneous	Land North of Gaces Acre, Newport	Operating lease to Trustees of Newport Free Grammar School	UDC Leased out	2,289	N/A
39	Public Toilets	Hill Street, Saffron Walden	Public Toilets	UDC	Building 44 Site 57	136
64	Allotments	Magdalen Green, Thaxted	Allotment provision	UDC	1,796	See Allotment note
65	Allotments	Birdbush Avenue (North), Saffron Walden	Allotment provision	UDC	662	See Allotment note
66	Allotments	Birdbush Avenue (South), Saffron Walden	Allotment provision	UDC	1,160	See Allotment note
67	Allotments	Laws Close, Saffron Walden	Allotment provision	UDC	1,212	See Allotment note
68	Allotments	Peaslands Road, Saffron Walden	Allotment provision	UDC	3,661	See Allotment note
69	Allotments	Petlands, Little Walden	Allotment provision	UDC	883	See Allotment note

<b>ASSET NO</b>	<b>PROPERTY TYPE</b>	<b>DESCRIPTION</b>	<b>REASON ASSET HELD</b>	<b>UDC OWNED / LEASED</b>	<b>AREA SQ.M.</b>	<b>BALANCE SHEET VALUE 31.3.2012 £000</b>
70	Allotments	Radwinter Road, Saffron Walden	Allotment provision	UDC	2,289	See Allotment note
71	Allotments	Rowntree Way, Saffron Walden	Allotment provision	UDC	624	35
TOTAL non-Housing portfolio						19,739

Note: Total allotment asset value is £35,000 as shown in asset no 71