

# Asset Management Plan 2014/15

# 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.

## 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.

# 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:

- 15 Pieces of Amenity Land\*
- 11 Car parks
- 9 Community facilities\*
- 8 Non-Statutory Allotment sites
- 5 Sports & Leisure facilities
- 3 Office buildings\*
- 2 Depots
- 1 Public Toilet
- 1 Cemetery
- 8 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 2,844 council dwellings, 555 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 2013/14

## The Council has achieved the following during 2013/14:

1. Transferred Priors Green Community Centre to Takeley Parish Council
2. Completed condition surveys for the main council building as well as the Museum
3. Established a corporate repairs & renewals budget
4. Commenced the build of a new museum storage facility
5. Cabinet has agreed permit parking scheme on Council land, Debden Road. In addition small strip of the land is being sold to one of the neighbouring households.
6. Lodge House on the Council Offices site has been transformed into a training facility to be shared with the Department for Works and Pensions
7. Approved the use of the second and third floors of the Garden Rooms as a storage facility for the Saffron Walden food bank initiative.
8. Volunteer Centre Uttlesford moving in to part of the top floor offices at London Road in March 2014. This will leave one room (10 person) vacant for future allocation.
9. Taken an active part in the Essex Property Asset Management (EPAM) project
10. Published on the Council's transparency page an interactive map of all non-housing council land and property holdings
11. Participated in the Scrutiny review of car parks
12. Explored 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. Transferred the Open Space land at The Pastures, Takeley to Takeley Parish Council
14. Heads of Terms agreed with Waitrose which protect the respective interests of the Pig Market Trust and the council following the redevelopment of the Fairycroft Road car park site
15. Reviewed the use of Newport Depot. Redesigned the interior space to accommodate an additional 14 members of staff to house the service in a single location
16. Undertook significant work in stabilising the Castle

# Asset Management – Items carried forward from 2013/14

**The following 2013/14 Action Plan items whilst started, remain outstanding at the year end and will be addressed in 2014/15:**

1. Complete the build of the new Museum store at Shire Hill – due to be finished 30 June 2014
2. Further explore options for the transfer of Hill Street toilet to Saffron Walden Town Council.
3. Further explore options for use of the School Room at the Museum. Discussions with a potential purchaser are ongoing.
4. Continue to discuss options for the transfer of Flitch Green Community Centre and play areas to Flitch Green Parish Council
5. Finalise options for two pieces of land at Elizabeth Way, Saffron Walden - Potential for housing development scheme
6. Finalise the way forward for Great Dunmow depot – Dialogue opened with Stansted Airport Property team about availability of on airport sites for facility. Options identified and issues that would have to be resolved such as outline drainage system requirements for vehicle washing. Dialogue opened with off airport alternative site owner. Dialogue also opened with chartered surveyors about interest in instructions to find, negotiate and secure alternative site and sale of existing site.
7. Determine new arrangements at Stansted Lower Street car park - Cabinet has set heads of terms for a lease. Discussions with developer ongoing. These are linked to discussion between the developer and NHS England Essex Local Area Team with regard to the NHS underwriting the lease of the proposed health centre.
8. Formalise arrangements with the Audley End estate for the Claypits site – Exchange of letters required with Estate Manager.
9. Continue the restoration work on the Castle.
10. Continue to work with Waitrose to protect the council asset (car park) during the store extension work.

# Asset Management – New items for 2014/15

## The following are the new priorities for 2014/15:

1. As part of the discussions around the Hill Street Toilet, discuss with Saffron Walden Town Council the cancelling of the lease for the maintenance of the skatepark and surrounding green space.
2. Explore possible use for final room (10 person) on the top floor of the London Road building.
3. Explore options for maximising use of other parts of the London Road offices.
4. Explore options for the extension of the Museum with the aid of a Heritage Lottery Fund Bid
5. Explore future funding options for the planned Museum extension.
6. Undertake a strategic review of all assets in the assets plan to ensure they continue to add value to the council.
7. Undertake a future car park requirements study.
8. Review options for the use of the Garden Rooms (formerly Saffron Walden Day centre) building.
9. Undertake a review of Day Centre provision.
10. Review the future use of the asset at De Vigier Avenue, Saffron Walden (Asset No. 24)
11. Work in partnership with the Department for Work and Pensions to enable the Lodge to be utilised as a JobcentrePlus training venue.
12. In conjunction with Essex County Council develop the Community Information Centre at Thaxted to enable the village library to relocate in to the building.
13. Explore the option of putting PV panels on council buildings.

# 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

<b>PROPERTY TYPE</b>	<b>ASSET NUMBER</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
Amenity Land	1	Open Space Barnard Close/Bullfields/Cherry Garden Lane, Newport	<b>13</b>
Amenity Land	2	Open Space Woodlands Park, Great Dunmow	<b>14</b>
Amenity Land	3	Open Space Nursery Rise, Great Dunmow	<b>15</b>
Amenity Land	4	Open Space Elizabeth Way Saffron Walden	<b>16</b>
Amenity Land	5	Open Space Limefields Little Walden Road, Saffron Walden	<b>17</b>
Amenity Land	6	Play Area Flitch Green	<b>18</b>
Amenity Land	7	Open Space Willow Road, Great Dunmow	<b>19</b>
Amenity Land	8	Open Space The Downs, Stebbing	<b>20</b>
Amenity Land	41	Open Space Causeway End Road, Felsted	<b>53</b>
Amenity Land	42	Open Space adjoining cemetery Saffron Walden	<b>54</b>
Amenity Land	44	Greenways, Saffron Walden	<b>56</b>
Amenity Land	55	Buffer strip, Hornbeams, Priors Green	<b>67</b>

<b>PROPERTY TYPE</b>	<b>ASSET NUMBER</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
Amenity Land	62	Peaslands Road, Saffron Walden	<b>74</b>
Area Office	9	Council Offices London Road Saffron Walden	<b>21</b>
Area Office	10	Lodge House London Road Saffron Walden	<b>22</b>
Area Office	11	Ground floor premises, 7 Town Street, Thaxted	<b>23</b>
Car Park	12	Lower Street, Stansted Mountfitchet	<b>24</b>
Car Park	13	Swan Meadow, Saffron Walden (includes adjoining land, Freshwell Street)	<b>25</b>
Car Park	14	Fairycroft Road, Saffron Walden	<b>26</b>
Car Park	15	Debden Road, Saffron Walden	<b>27</b>
Car Park	16	Chequers Lane, Great Dunmow	<b>28</b>
Car Park	17	Angel Lane, Great Dunmow	<b>29</b>
Car Park	18	White Street, Great Dunmow	<b>30</b>
Car Park	19	Rose & Crown Walk, Common Hill, Saffron Walden	<b>31</b>
Car Park	20	The Common, Saffron Walden	<b>32</b>
Car Park	56	New Street Great Dunmow	<b>68</b>
Car Park	33	Catons Lane, Saffron Walden	<b>45</b>
Car Park	40	Crafton Green, Stansted	<b>52</b>

<b>PROPERTY TYPE</b>	<b>ASSET NUMBER</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
Cemetery	21	Cemetery land north of Church Street, Church End, Great Dunmow	<b>33</b>
Community Facility	22	Day Centre Chequers Lane, Great Dunmow	<b>34</b>
Community Facility	23	Day Centre Vicarage Mead, Thaxted	<b>35</b>
Community Facility	25	Day Centre South Road, Takeley	<b>37</b>
Community Facility	26	Day Centre Hill Street, Saffron Walden	<b>38</b>
Community Facility	27	Community Hall Flitch Green	<b>39</b>
Community Facility	28	Museum, Museum Street Saffron Walden	<b>40</b>
Community Facility	29	Curator's House 40 Castle Street, Saffron Walden	<b>41</b>
Community Facility	30	Castle grounds & ruins, Saffron Walden	<b>42</b>
Community Facility	53	The Guildhall, Thaxted	<b>65</b>
Depot	31	New Street, Great Dunmow	<b>43</b>
Depot	32	Shire Hill, Saffron Walden	<b>44</b>
Leisure Facility	61	Lord Butler Leisure Centre, Saffron Walden	<b>73</b>
Leisure Facility	34	Turpins Bowls Hall, Lord Butler Leisure Centre, Saffron Walden	<b>46</b>
Leisure Facility	35	Skateboard park, Lord Butler Leisure Centre, Saffron Walden	<b>47</b>

<b>PROPERTY TYPE</b>	<b>ASSET NUMBER</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
Leisure Facility	57	Stansted Sports Centre, Stansted	<b>69</b>
Leisure Facility	58	Dunmow Sports Centre, Great Dunmow	<b>70</b>
Miscellaneous	24	Land at De Vigier Avenue Saffron Walden	<b>36</b>
Miscellaneous	36	Ransom Strip Harris Yard Saffron Walden	<b>48</b>
Miscellaneous	37	Ransom Strip Harris Yard Saffron Walden	<b>49</b>
Miscellaneous	38	Claypits Plantation, Debden Road Saffron Walden	<b>50</b>
Miscellaneous	43	Sewage Works Bardfield End Villas Thaxted	<b>55</b>
Miscellaneous	45	Verge at Lower Street Car Park Stansted	<b>57</b>
Miscellaneous	59	Land at Thaxted Road, Saffron Walden	<b>71</b>
Miscellaneous	54	Land North of Gaces Acre, Newport	<b>66</b>
Public Toilets	39	Hill Street, Saffron Walden	<b>51</b>
Allotments	46	Magdalen Green, Thaxted	<b>58</b>
Allotments	47	Birdbush Avenue (North), Saffron Walden	<b>59</b>
Allotments	48	Birdbush Avenue (South), Saffron Walden	<b>60</b>
Allotments	49	Laws Close, Saffron Walden	<b>61</b>
Allotments	50	Peaslands Road, Saffron Walden	<b>62</b>

<b>PROPERTY TYPE</b>	<b>ASSET NUMBER</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
Allotments	51	Petlands, Little Walden	<b>63</b>
Allotments	60	Radwinter Road, Saffron Walden	<b>72</b>
Allotments	52	Rowntree Way, Saffron Walden	<b>64</b>

# Asset No.1 Barnard Close & Cherry Garden Lane Newport



Date: 26/11/2013

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1:1,750



PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Amenity Land</b>	<b>Open Space</b>	<b>Owned</b>	<b>1,123</b>	<b>3</b>
<b>DESCRIPTION</b>				
<b>6 areas of open space land in Barnard Close, Cherry Garden Lane and Bullfields in Newport.</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				





## Asset No.3 Nursery Rise, Great Dunmow



Date: 25/11/2013

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1:3,032



PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Amenity Land</b>	<b>Open Space</b>	<b>Owned</b>	<b>7,025</b>	<b>18</b>
<b>DESCRIPTION</b>				
<b>6 areas of open space land</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				

## Asset No.4 Elizabeth Way, Saffron Walden



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Amenity Land</b>	<b>Open Space</b>	<b>Owned</b>	<b>5,586</b>	<b>14</b>
<b>DESCRIPTION</b>				
<b>2 areas of open space</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Following completion of the culvert work Housing options are being considered for both sites</b>				



## Asset No.5 Limefields, Saffron Walden



Date: 25/11/2013

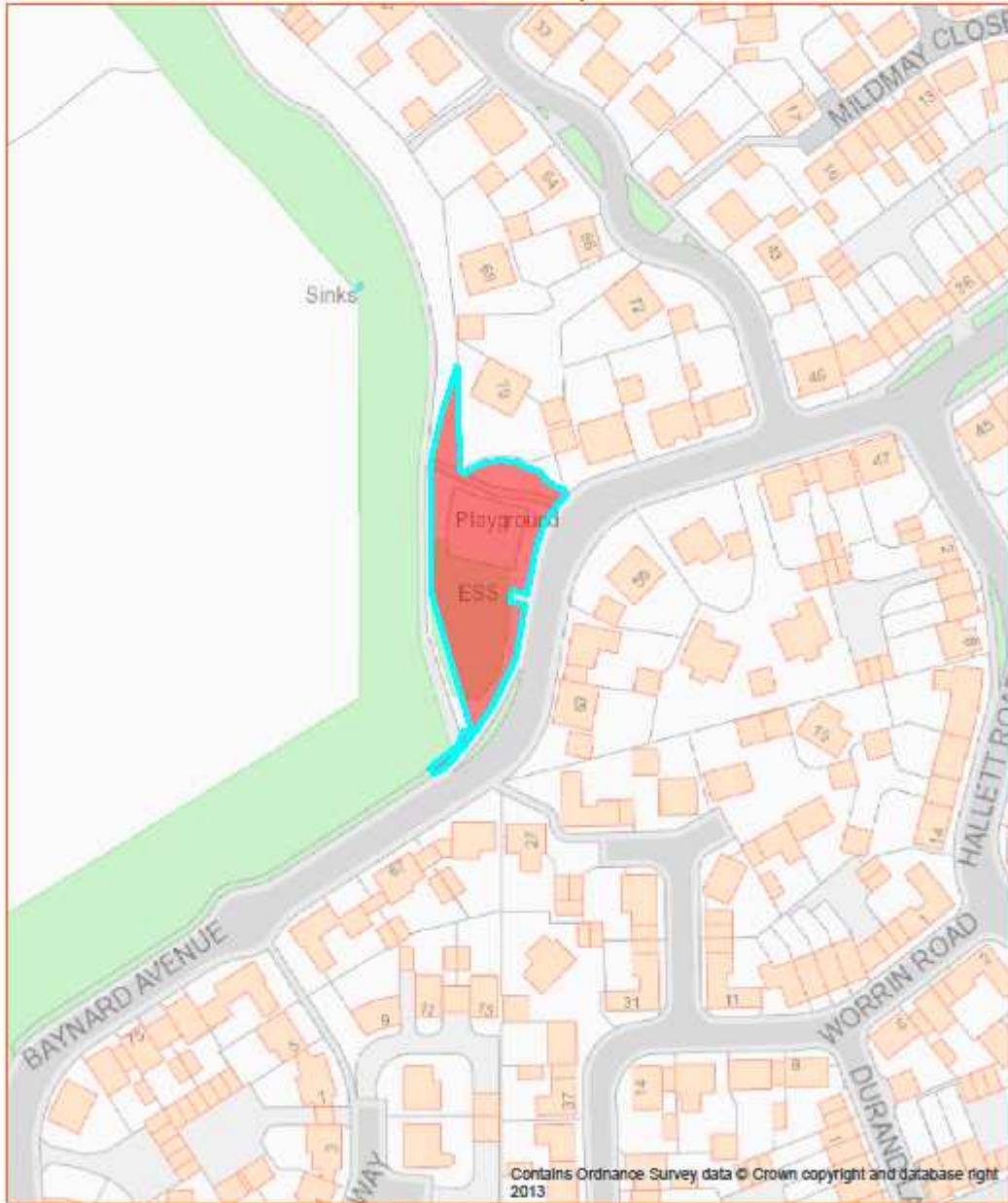
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Amenity Land	Open Space	Owned	1,502	4
<b>DESCRIPTION</b>				
Single area of open space				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance team				

## Asset No.6 Fritch Green, Little Dunmow



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Amenity Land	Open Space	Owned	1,238	3
<b>DESCRIPTION</b>				
Play area				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance team				

### Asset No.7 Willow Road, Great Dunmow



Date: 25/11/2013

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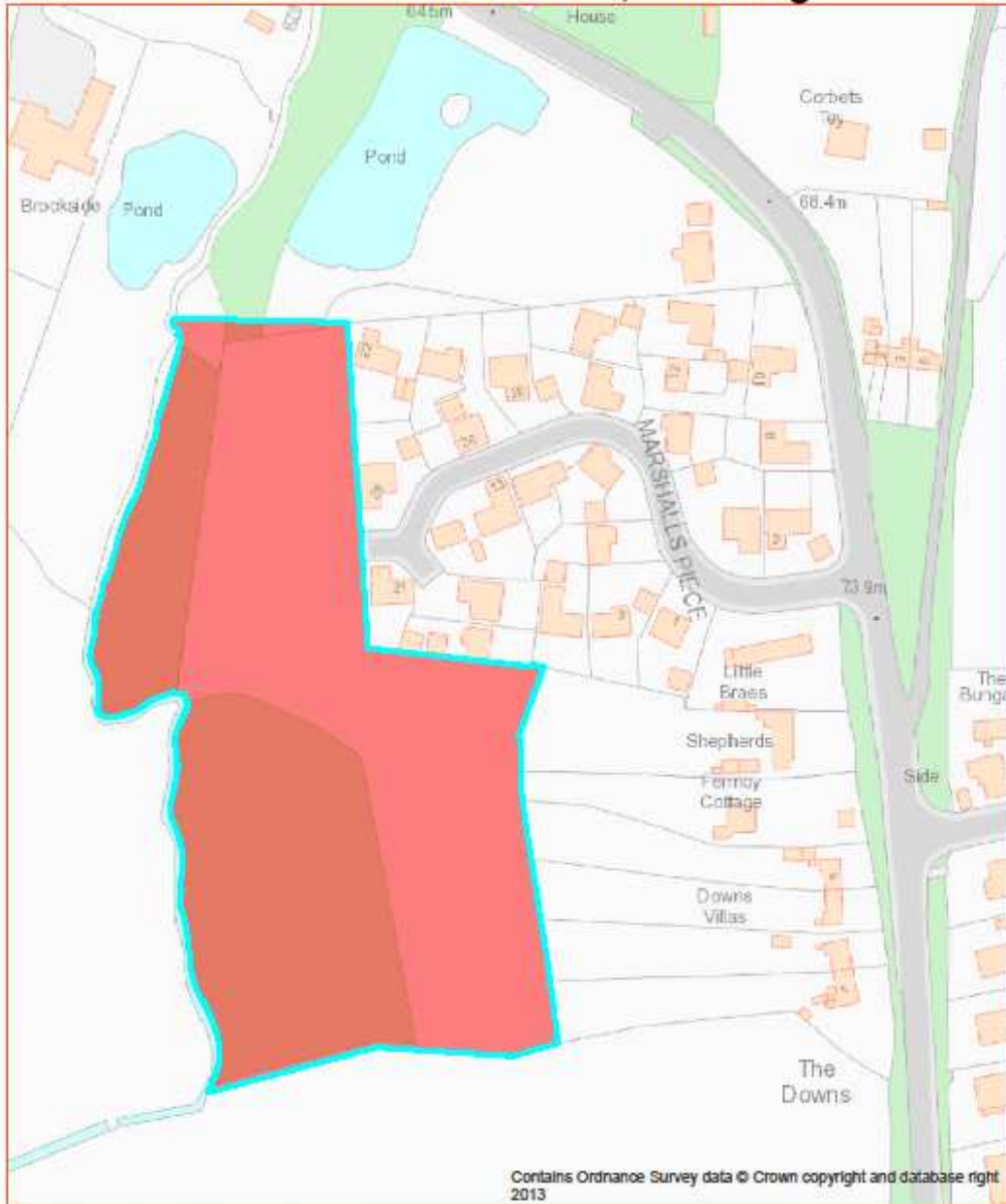


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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Amenity Land	Open Space	Owned	308	1
<b>DESCRIPTION</b>				
2 areas of open space land				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance team				



## Asset No.8 The Downs, Stebbing



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Amenity Land</b>	<b>Open Space</b>	<b>Leased in</b>	<b>16,200</b>	<b>41</b>
<b>DESCRIPTION</b>				
<b>Single area of open space land</b>				
<b>ADDITIONAL INFORMATION</b>				

## Asset No.9 Council Offices, Saffron Walden



Date: 25/11/2013

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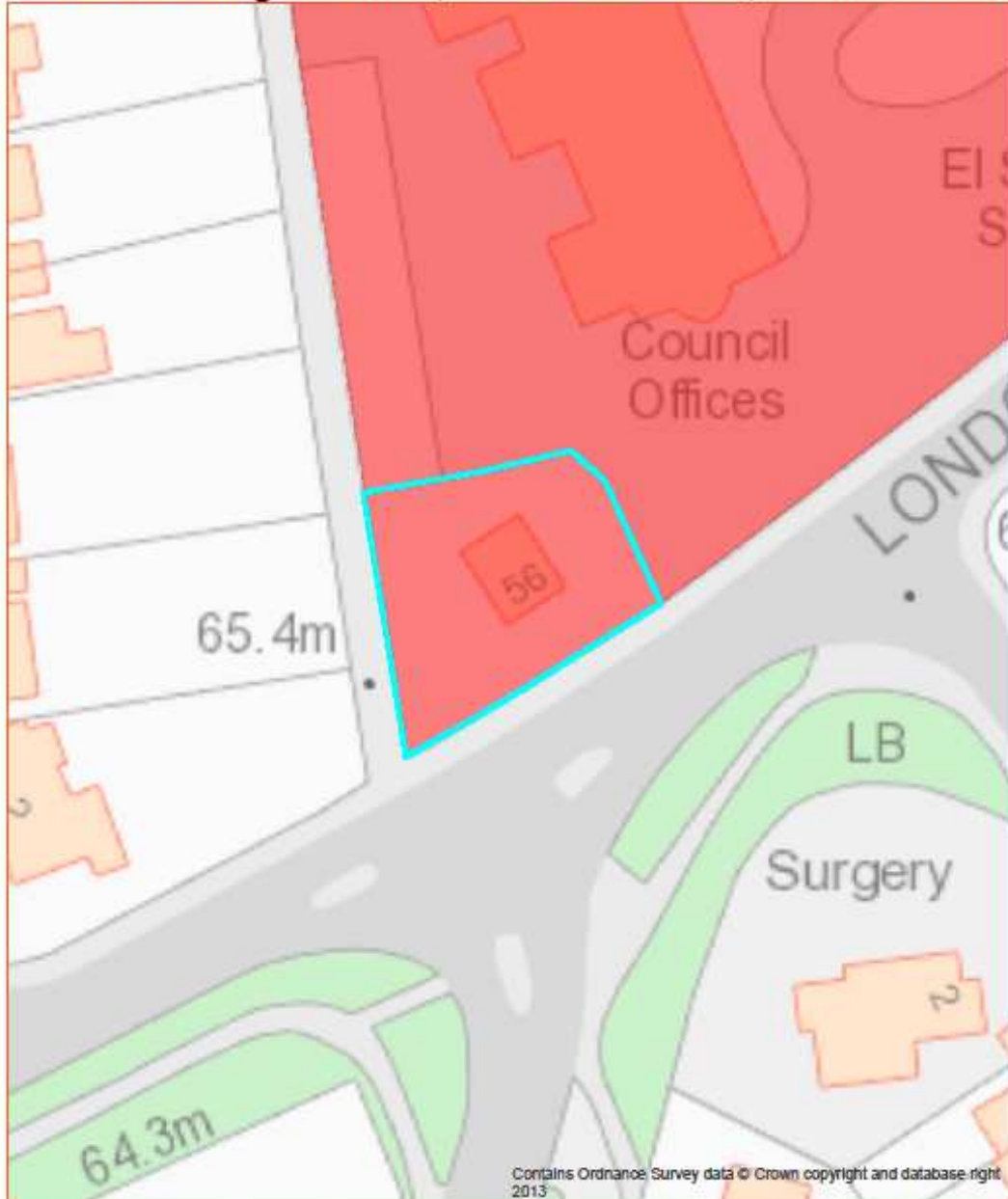
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Area Office	Delivery of Council Services	Owned	Building 3,116 Site 8,862	2,826
<b>DESCRIPTION</b>				
Main council office				
<b>ADDITIONAL INFORMATION</b>				
Stock condition survey used to highlight maintenance requirements				



## Asset No.10 Lodge House, Council Offices, Saffron Walden



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Area Office	Delivery of Council Services	Owned	Building 61 Site 459	73
<b>DESCRIPTION</b>				
House in council grounds				
<b>ADDITIONAL INFORMATION</b>				
Former caretaker's house. About to be modified into a DWP training facility				

### Asset No.11 Ground Floor, 7 Town Street, Thaxted



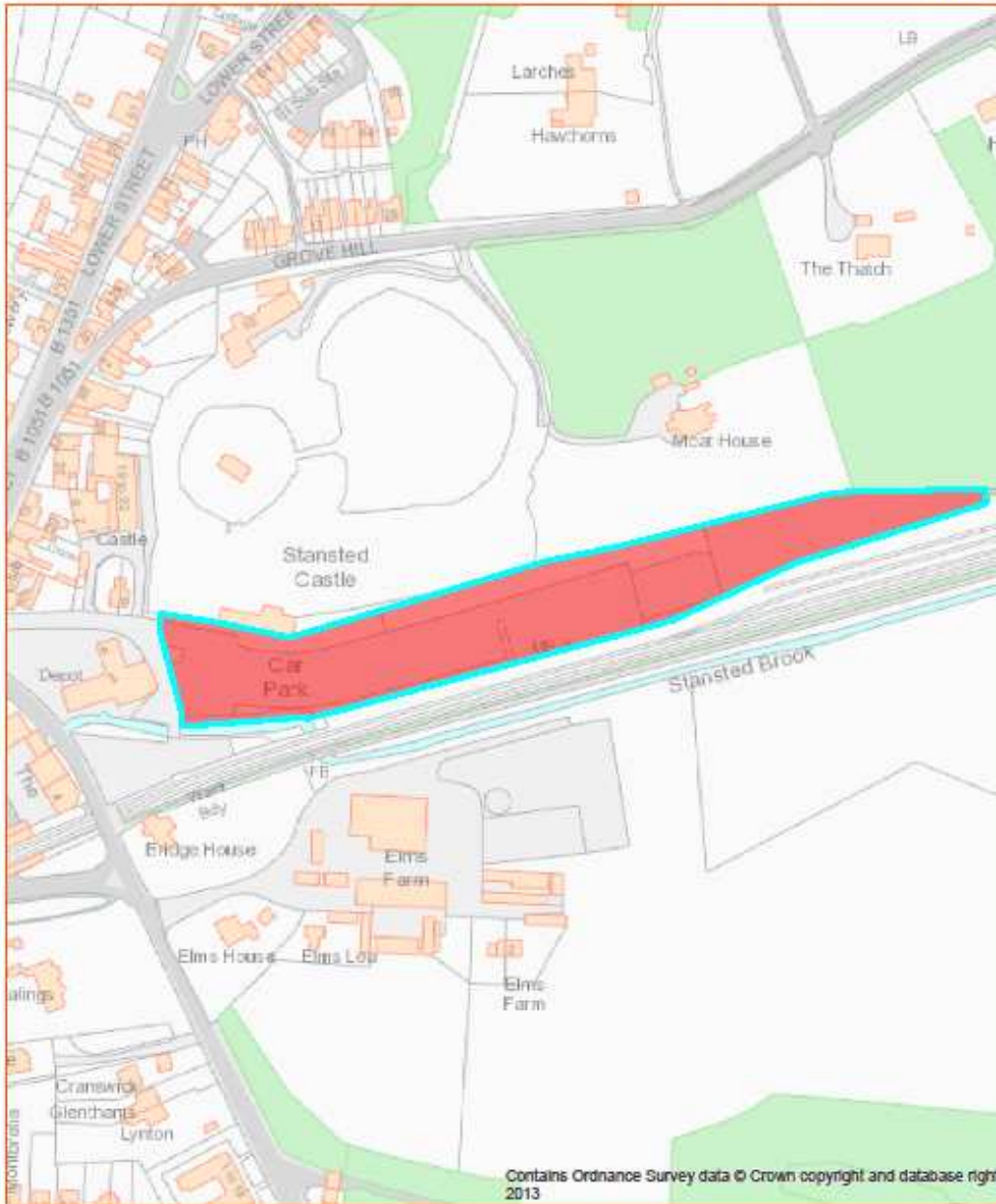
Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Area Office	Delivery of Council Services	Leased in	124	N/A
<b>DESCRIPTION</b>				
Customer Information Centre				
<b>ADDITIONAL INFORMATION</b>				
Subject to landlord agreement, from July 2014 will also be the Library				

# Asset No.12 Lower Street Car Park, Stansted Mountfitchet



Date: 25/11/2013

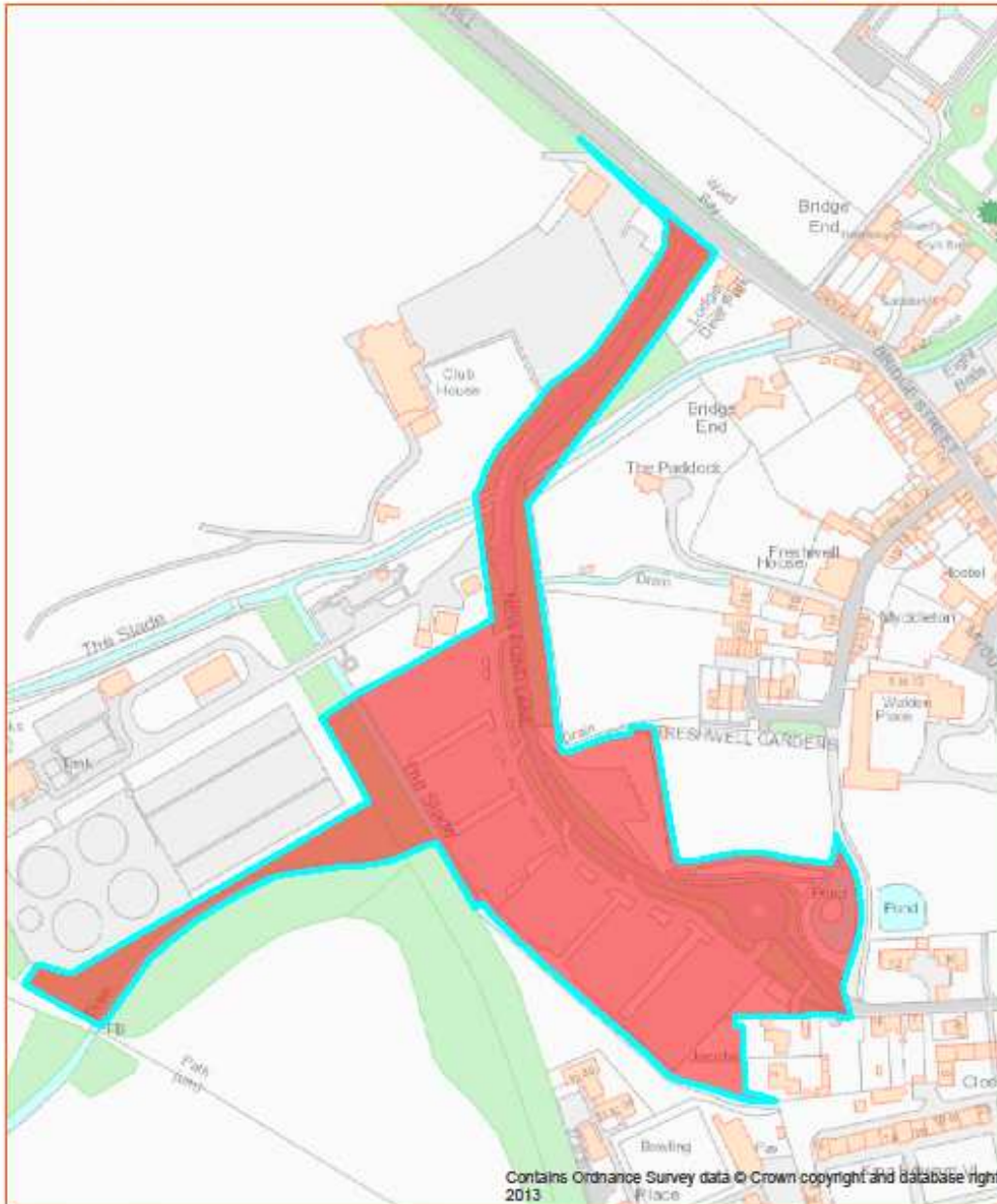
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>Owned</b>	<b>10,224</b>	<b>180</b>
<b>DESCRIPTION</b>				
<b>Car Park</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				



# Asset No.13 Swan Meadow Car Park, Saffron Walden



Date: 25/11/2013

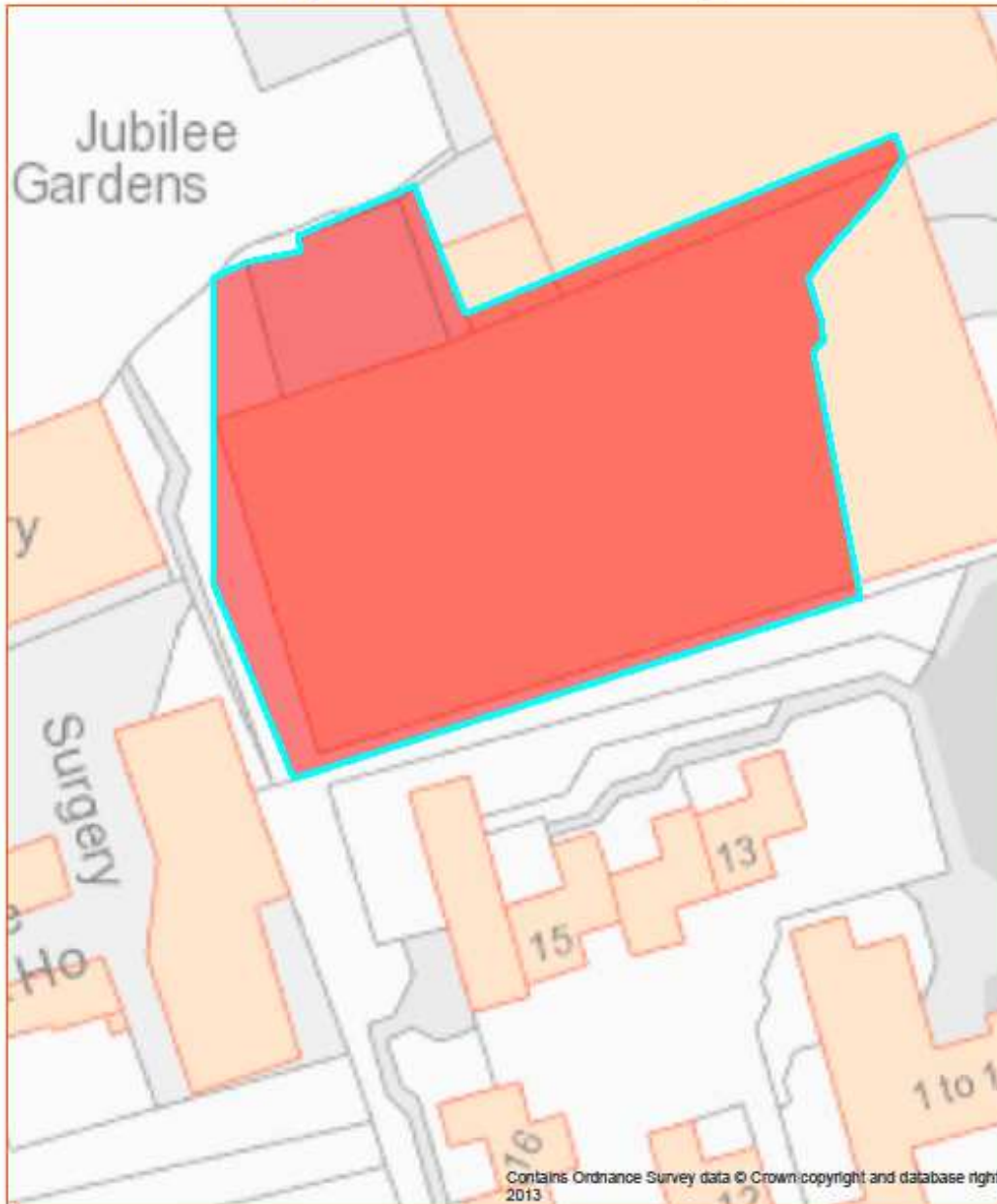
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>Owned</b>	<b>30,337</b>	<b>619</b>
<b>DESCRIPTION</b>				
<b>Car Park</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				

### Asset No.14 Fairycroft Road Car Park, Saffron Walden



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>Owned</b>	<b>5,000</b>	<b>1,210</b>
<b>DESCRIPTION</b>				
<b>Car Park</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				

## Asset No.15 Debden Road Car Parks, Saffron Walden



Date: 11/03/2014

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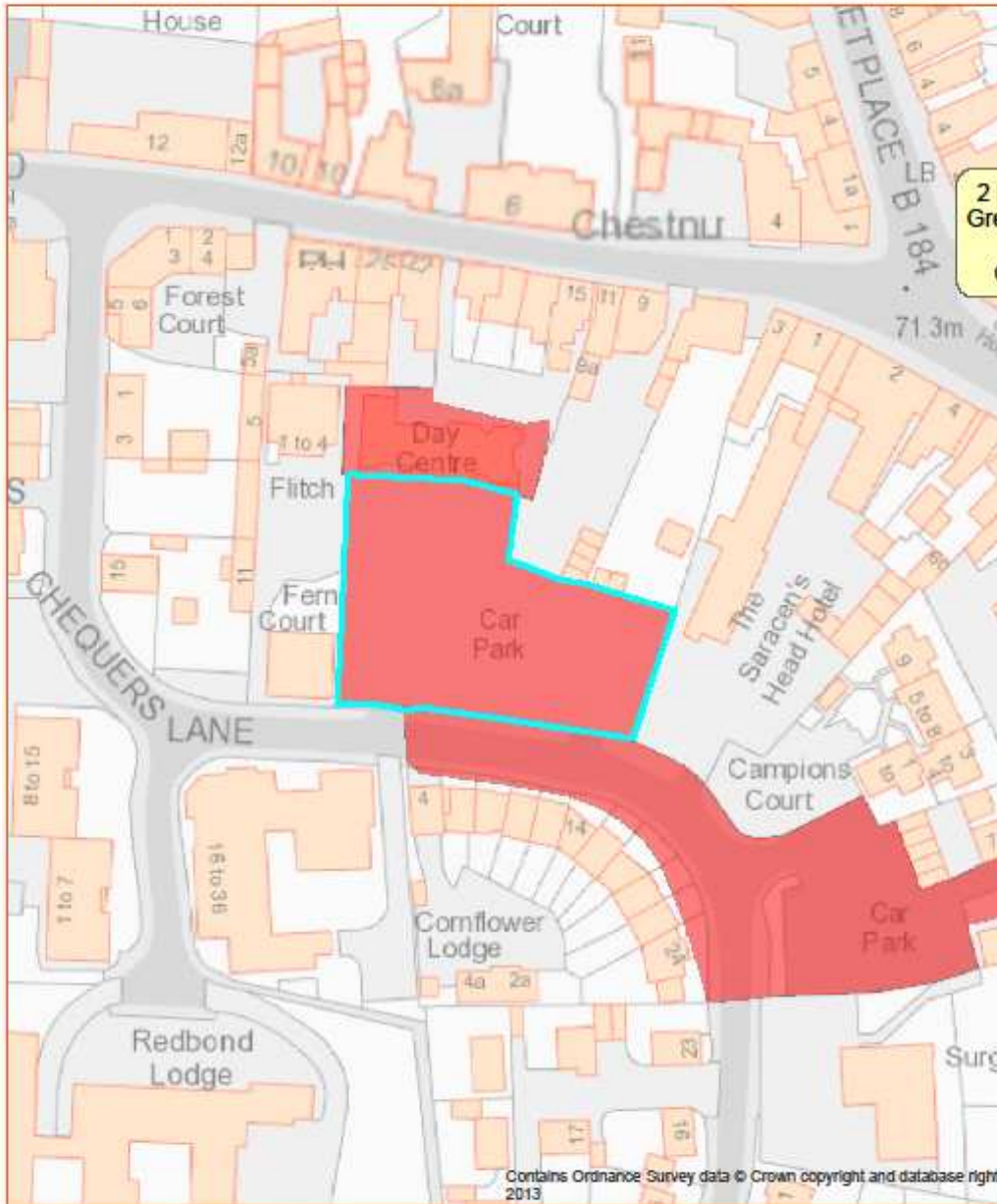
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>Owned</b>	<b>348 &amp; 93</b>	<b>17</b>
<b>DESCRIPTION</b>				
<b>Car Park</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				



## Asset No.16 Chequers Lane Car Park, Great Dunmow



Date: 11/03/2014

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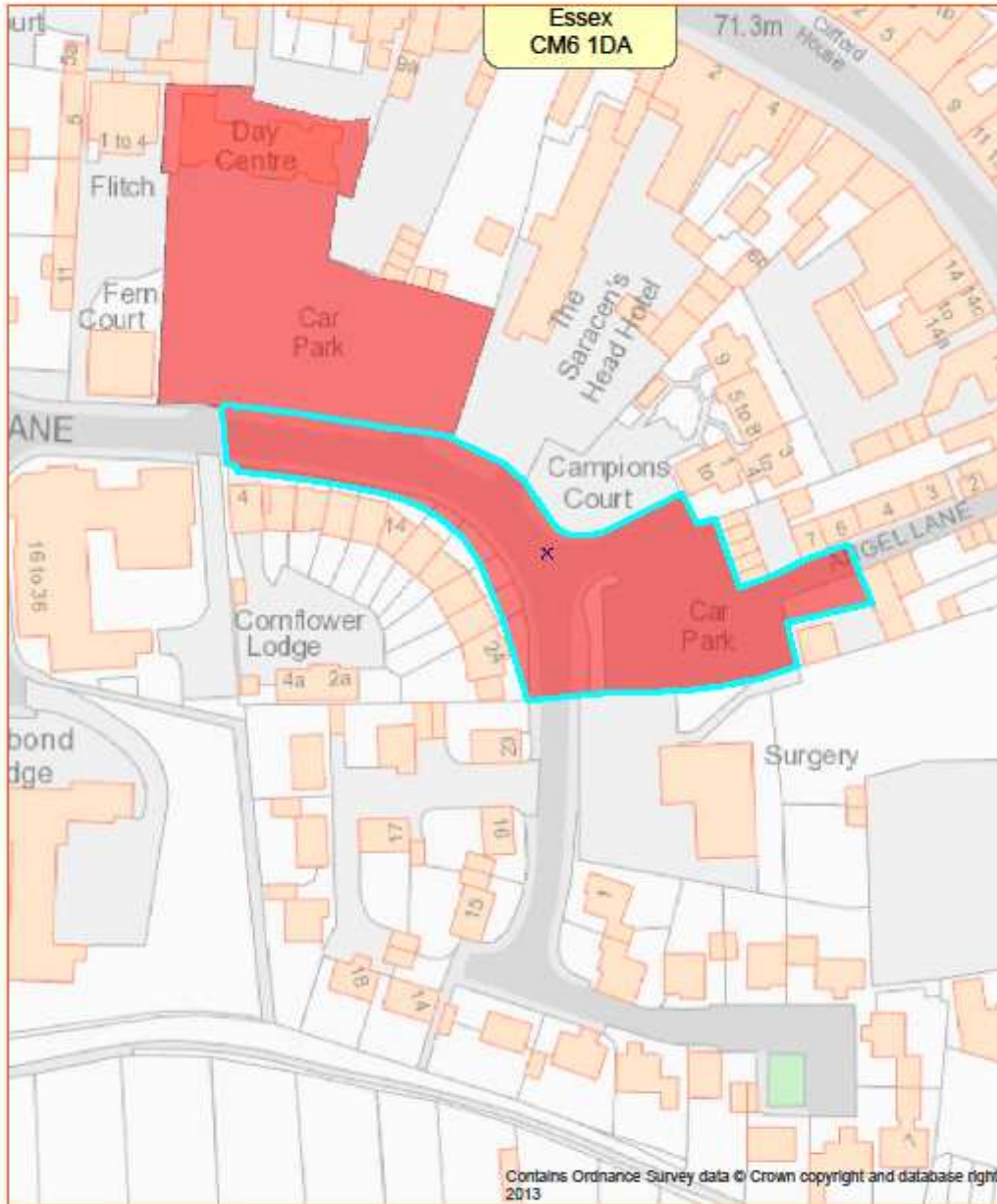
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>Owned</b>	<b>1,927</b>	<b>141</b>
<b>DESCRIPTION</b>				
<b>Car Park</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				



## Asset No.17 Angel Lane Car Park, Great Dunmow



Date: 24/01/2014

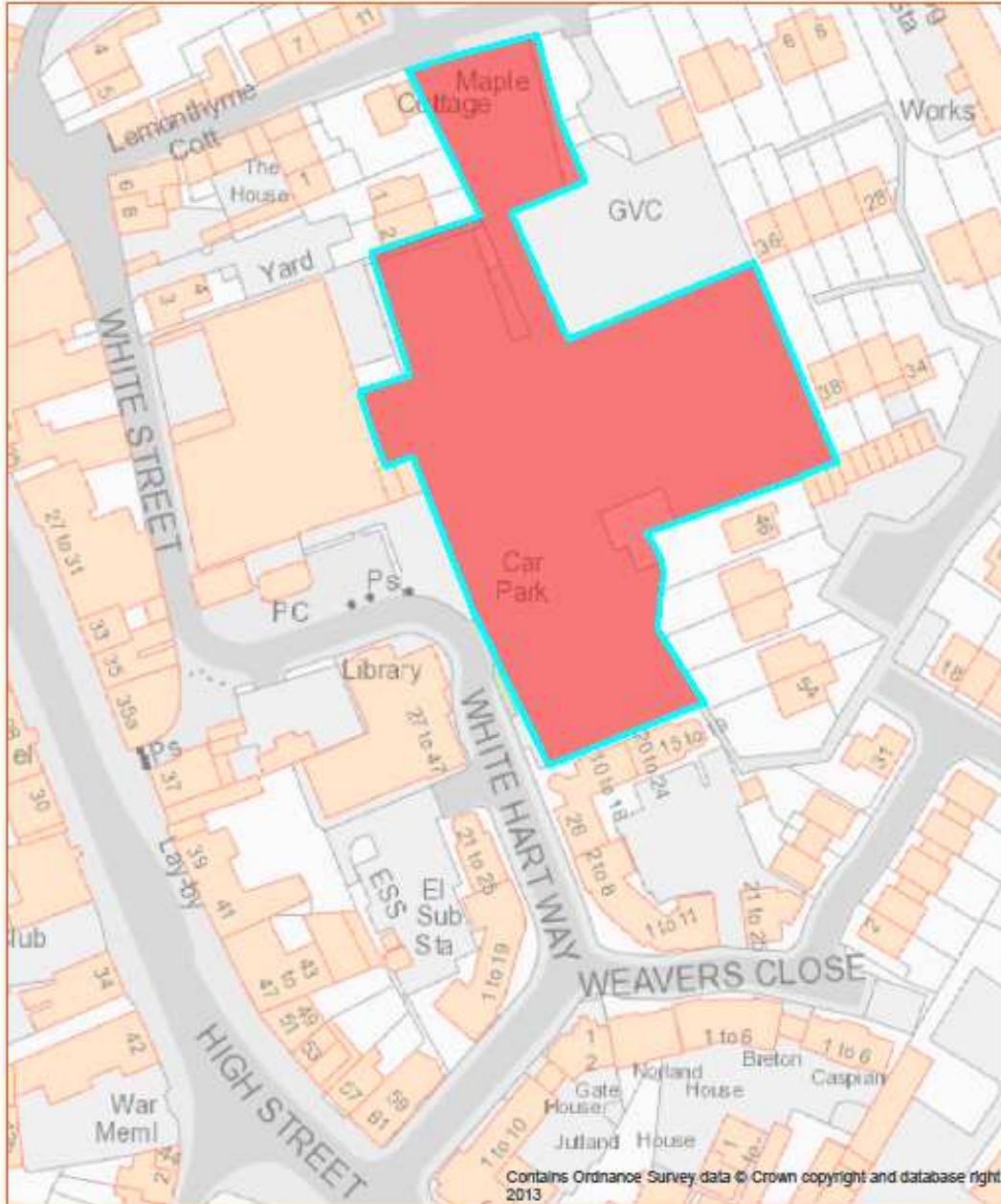
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>Owned</b>	<b>1,144</b>	<b>114</b>
<b>DESCRIPTION</b>				
<b>Car Park</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				

## Asset No.18 White Street Car Park, Great Dunmow



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>Owned</b>	<b>5,075</b>	<b>502</b>
<b>DESCRIPTION</b>				
<b>Car Park</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				



# Asset No.19 Rose and Crown Car Park, Saffron Walden



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Car Park	Car Park Provision	Management Agreement not owned by UDC	896	N/A
<b>DESCRIPTION</b>				
Car Park				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance team				

## Asset No.20 The Common Car Park, Saffron Walden



Date: 11/03/2014

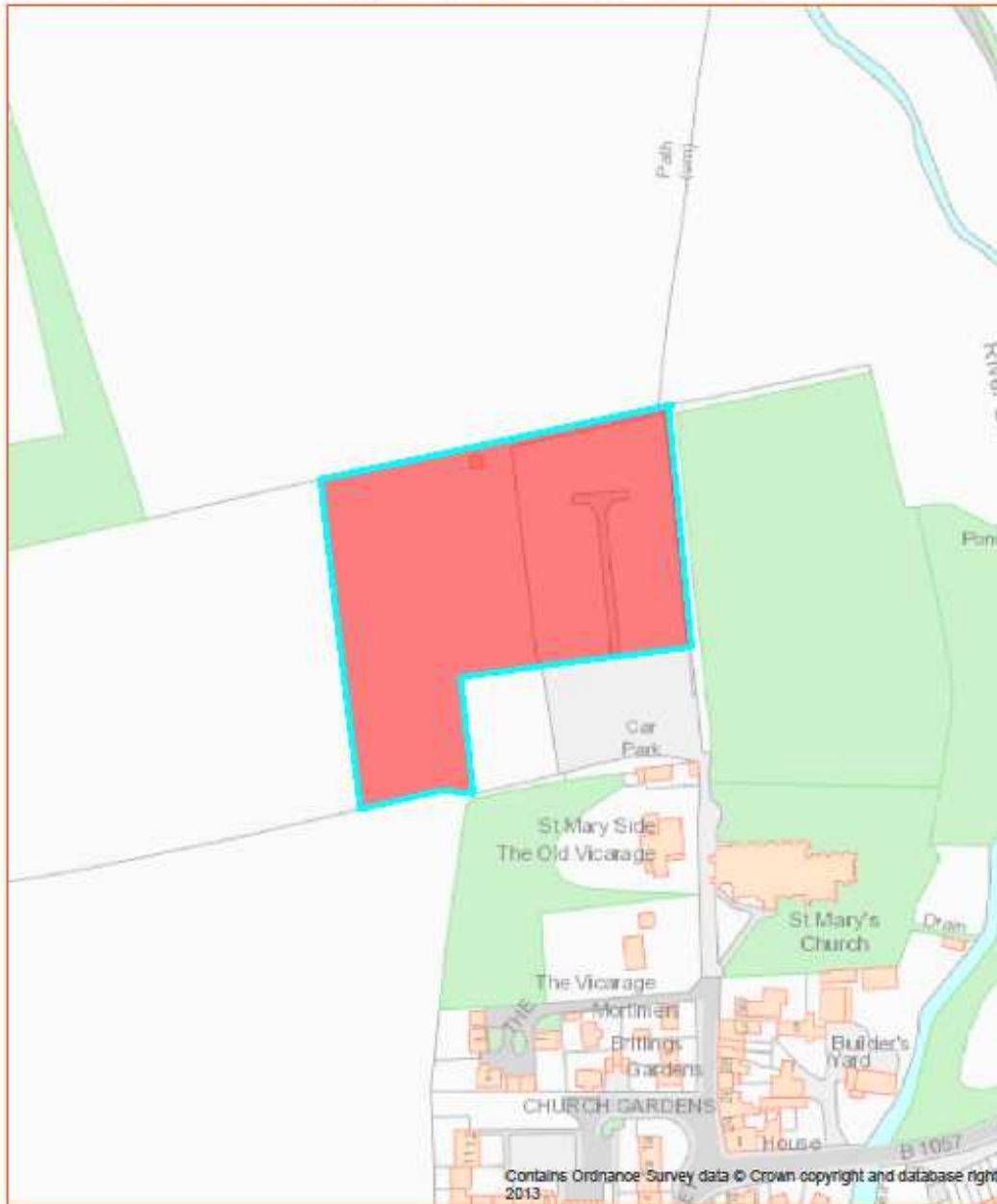
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Car Park	Car Park Provision	Owned	2,799	438
<b>DESCRIPTION</b>				
Car Park				
<b>ADDITIONAL INFORMATION</b>				
The rest of the Common is owned by the Town Council				

# Asset No.21 Cemetery Land, Church End, Great Dunmow



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Cemetery Land</b>	<b>Cemetery Provision</b>	<b>Leased Out</b>	<b>10,810</b>	<b>40</b>
<b>DESCRIPTION</b>				
<b>North of Church Street, Church End, Great Dunmow</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Leased to Great Dunmow Town Council</b>				



# Asset No.22 Day Centre, Chequers Lane, Great Dunmow



Date: 25/11/2013

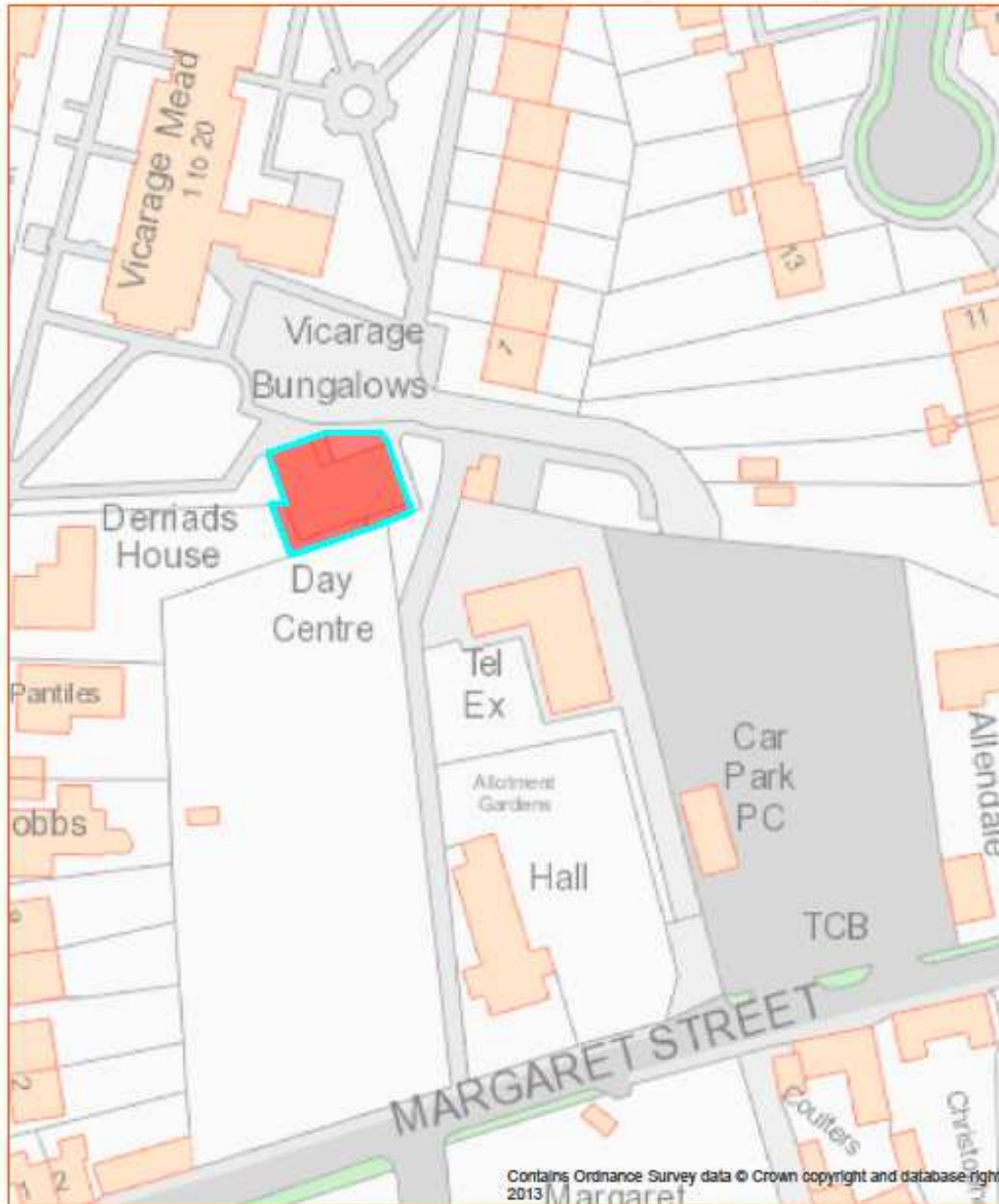
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Day Centre	Community Facility	Owned	Building 245 Site 525	349
<b>DESCRIPTION</b>				
Day Centre				
<b>ADDITIONAL INFORMATION</b>				

## Asset No.23 Day Centre, Vicarage Mead, Thaxted



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Day Centre	Community Facility	Owned	Building 102 Site 222	184
<b>DESCRIPTION</b>				
Day Centre				
<b>ADDITIONAL INFORMATION</b>				



# Asset No.24 Land at De Vigier Avenue, Saffron Walden



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Miscellaneous	Open Space	Owned	5,300	13
DESCRIPTION				
Overgron area beside Ashdon Road Commercial Centre				
ADDITIONAL INFORMATION				

## Asset No.25 Day Centre, Takeley



Date: 25/11/2013

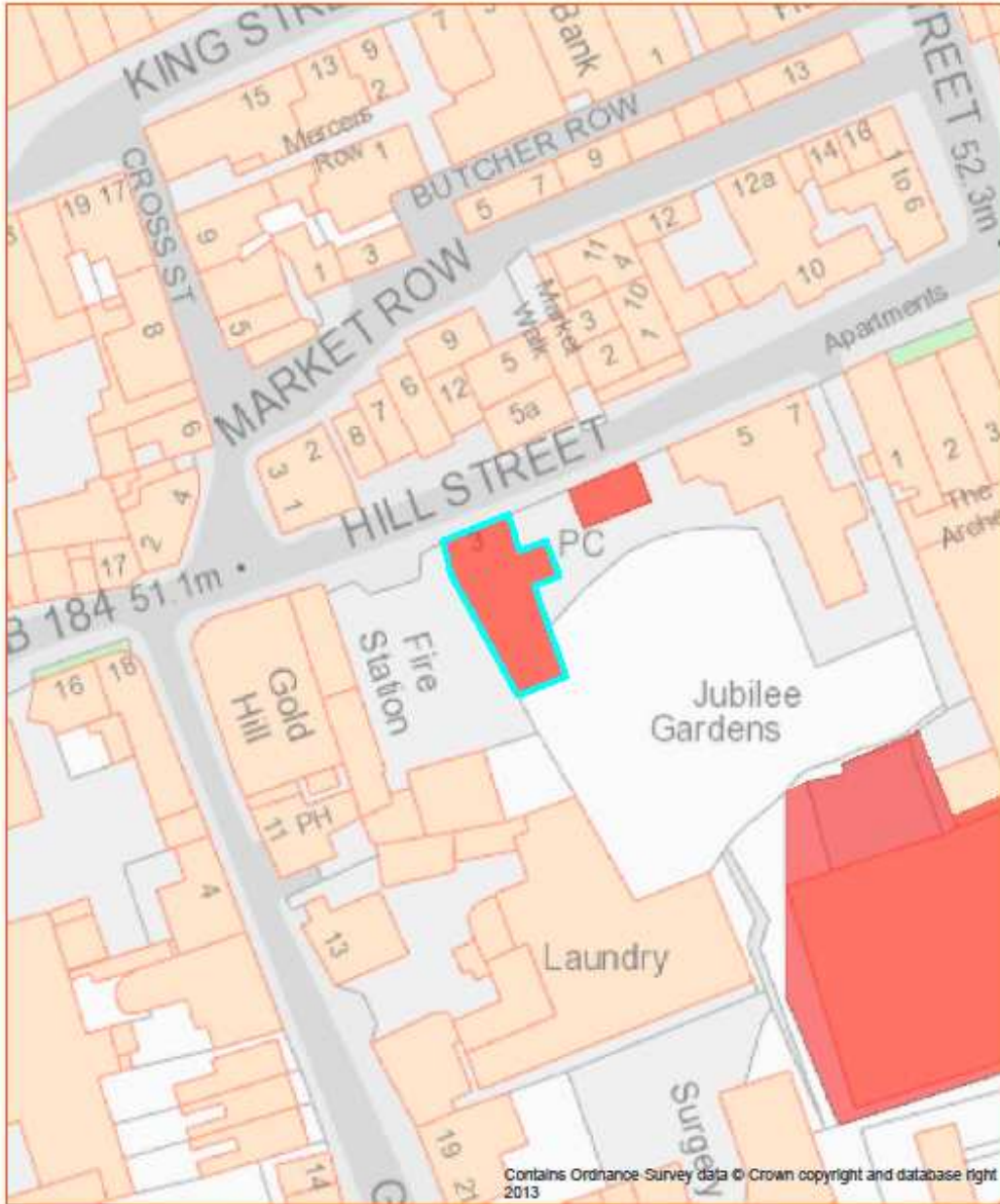
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Day Centre	Community Facility	Owned	126	157
DESCRIPTION				
Day Centre				
ADDITIONAL INFORMATION				

## Asset No.26 Garden Rooms, Saffron Walden



Date: 11/03/2014

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1:750



PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Day Centre	Community Facility	Owned	Building 275 Site 664	241
<b>DESCRIPTION</b>				
Day Centre				
<b>ADDITIONAL INFORMATION</b>				
Formerly known as Saffron Walden Day Centre				



## Asset No.27 Community Hall, Flich Green



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Community Hall</b>	<b>Community Facility</b>	<b>Owned</b>	<b>2,886</b>	<b>782</b>
<b>DESCRIPTION</b>				
<b>Community Centre</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Possibility of transfer to Parish Council</b>				

## Asset No.28 Museum, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Museum	Heritage Asset	Leased in	2,710	437
<b>DESCRIPTION</b>				
Museum and Grounds including School Room				
<b>ADDITIONAL INFORMATION</b>				
Review being undertaken of the School Room as part of the new store build project				

## Asset No.29 Curator's House, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Community Facility	Curator's House	Leased In	238	52
<b>DESCRIPTION</b>				
40 Castle Street				
<b>ADDITIONAL INFORMATION</b>				
Will be rented on the open market from April 2014 to supplement Museum budget				



## Asset No.30 Castle Grounds and Ruin, Saffron Walden



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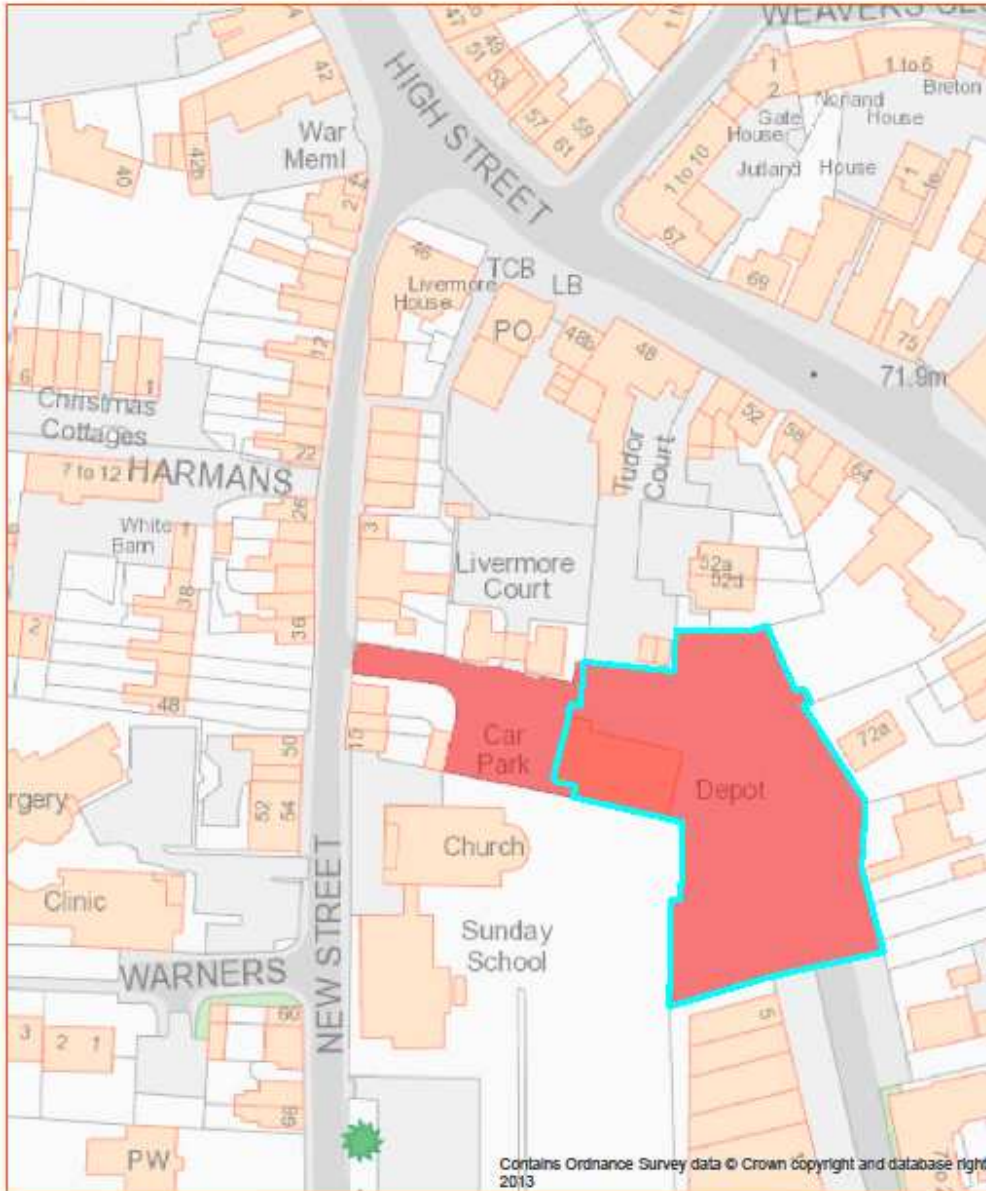
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Community Facility	Heritage and Tourism Asset	Owned	6,543	78
<b>DESCRIPTION</b>				
Castle and grounds				
<b>ADDITIONAL INFORMATION</b>				



### Asset No.31 Depot, New Street, Great Dunmow



Date: 26/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Depot	Delivery of council services	Owned	Workshop 377 Site 2,404	208
<b>DESCRIPTION</b>				
Depot				
<b>ADDITIONAL INFORMATION</b>				
Alternative site for depot being explored along with future use of this site				

## Asset No.32 Depot, Shire Hill, Saffron Walden



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Depot</b>	<b>Delivery of council services</b>	<b>Owned</b>	<b>3,927</b>	<b>274</b>
<b>DESCRIPTION</b>				
<b>Depot</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>New workshop now complete. New Museum store build in progress (completes July 2014)</b>				

## Asset No.33 Catons Lane Car Park, Saffron Walden



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Car Park	Car Parking Provision	Not owned by UDC Informal arrangement	1,243	N/A
<b>DESCRIPTION</b>				
Car Park				
<b>ADDITIONAL INFORMATION</b>				



## Asset No.34 Turpins Bowls Hall, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Leisure	Leisure Provision	Owned	1,913	310
<b>DESCRIPTION</b>				
<b>Bowls Hall</b>				
<b>ADDITIONAL INFORMATION</b>				



## Asset No.35 Skateboard Park, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Leisure	Leisure Provision	Leased Out	1,496	51
<b>DESCRIPTION</b>				
Skate park				
<b>ADDITIONAL INFORMATION</b>				

## Asset No.36 Ransom Strip, Harris Yard, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Miscellaneous	Ransom Strip	Owned	7	0
<b>DESCRIPTION</b>				
<b>Ransom Strip</b>				
<b>ADDITIONAL INFORMATION</b>				

# Asset No.37 Ransom Strip, Harris Yard, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Miscellaneous	Ransom Strip	Owned	37	0
<b>DESCRIPTION</b>				
<b>Ransom Strip</b>				
<b>ADDITIONAL INFORMATION</b>				



## Asset No.38 Claypits Plantation, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Miscellaneous	Community Facility	Leased In	11,182	N/A
<b>DESCRIPTION</b>				
Nature Conservation and BMX track				
<b>ADDITIONAL INFORMATION</b>				
Leased from Audley End Estate				



### Asset No.39 Public Toilets, Hill Street, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Public Toilets	Community Facility	Owned	Building 44 Site 57	126
<b>DESCRIPTION</b>				
Public toilets				
<b>ADDITIONAL INFORMATION</b>				

# Asset No.40 Crafton Green Car Park, Stansted Mountfitchet



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Car Park	Car Parking Provision	Management Agreement	3,927	N/A
<b>DESCRIPTION</b>				
Car Park				
<b>ADDITIONAL INFORMATION</b>				
Agreement with Stansted Mountfitchet Parish Council				

## Asset No.41 Causeway End Road, Felsted



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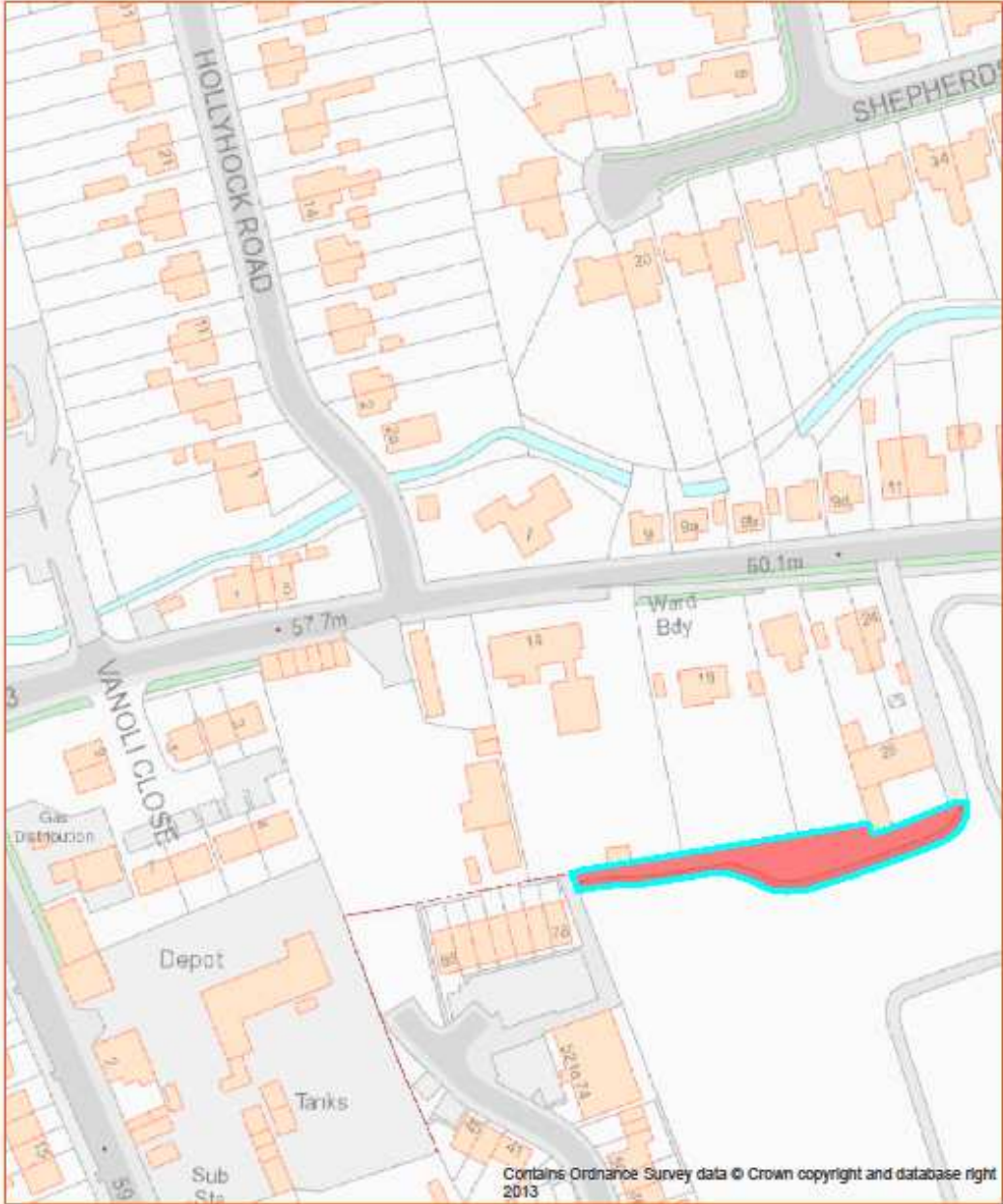


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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Amenity Land	Open Space	Owned	991	2
<b>DESCRIPTION</b>				
Open Space				
<b>ADDITIONAL INFORMATION</b>				



# Asset No.42 Land Adjacent Cemetery, Saffron Walden



Date: 25/11/2013

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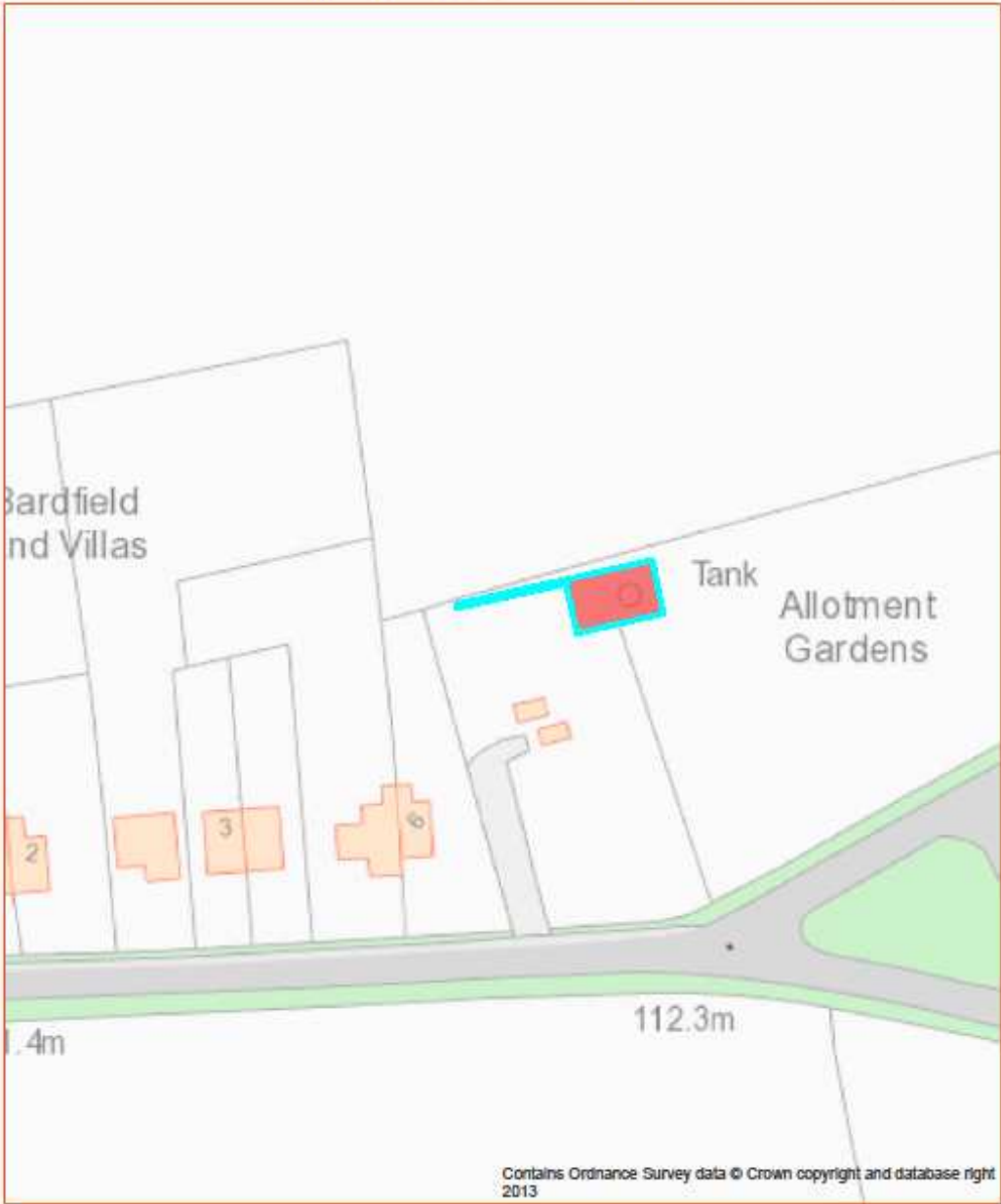
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Amenity Land	Open Space	Owned	681	2
<b>DESCRIPTION</b>				
Open Space				
<b>ADDITIONAL INFORMATION</b>				



# Asset No.43 Sewage Works, Bardfield End Villas, Thaxted



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Sewage Works	Provision of community facility	Owned	110	0
<b>DESCRIPTION</b>				
Sewage Works				
<b>ADDITIONAL INFORMATION</b>				

## Asset No.44 Greenways, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Open Space	Open Space	Owned	3,262	8
<b>DESCRIPTION</b>				
Grassed open space				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance				

# Asset No.45 Verge at Lower Street Car Park, Stansted



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Miscellaneous	Verge	Owned	148	N/A
<b>DESCRIPTION</b>				
Verge				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance				



## Asset No.46 Allotments, Magdalen Green, Thaxted



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Allotments	Allotment Provision	Owned	1,796	See note on page 64
<b>DESCRIPTION</b>				
Allotment				
<b>ADDITIONAL INFORMATION</b>				



# Asset No.47 Allotments, Birdbush Ave Nth, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Allotments	Allotment Provision	Owned	662	See note on page 64
<b>DESCRIPTION</b>				
Allotment				
<b>ADDITIONAL INFORMATION</b>				

## Asset No.48 Allotments, Birdbush Ave Sth, Saffron Walden



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Allotments	Allotment Provision	Owned	1,160	See note on page 64
<b>DESCRIPTION</b>				
Allotment				
<b>ADDITIONAL INFORMATION</b>				

## Asset No.49 Allotments, Laws Close, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Allotments	Allotment Provision	Owned	1,212	See note on page 64
<b>DESCRIPTION</b>				
Allotment				
<b>ADDITIONAL INFORMATION</b>				



# Asset No.50 Allotments, Peaslands Road, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Allotments	Allotment Provision	Owned	3,661	See note on page 64
<b>DESCRIPTION</b>				
<b>Allotment</b>				
<b>ADDITIONAL INFORMATION</b>				



## Asset No.51 Allotments, Petlands, Little Walden



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Allotments	Allotment Provision	Owned	883	See note on page 64
<b>DESCRIPTION</b>				
Allotment				
<b>ADDITIONAL INFORMATION</b>				

# Asset No.52 Allotments, Rowntree Way, Saffron Walden



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Allotments	Allotment Provision	Owned	624	35
<b>DESCRIPTION</b>				
<b>Allotment</b>				
<b>ADDITIONAL INFORMATION</b>				
Balance sheet value is for all allotments not just this one				

## Asset No.53 The Guildhall, Thaxted



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Guildhall</b>	<b>Community Facility</b>	<b>Leased In</b>	<b>95</b>	<b>23</b>
<b>DESCRIPTION</b>				
<b>Guildhall</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Leased from Essex County Council</b>				



## Asset No.54, Land North of Gaces Acre, Newport



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Miscellaneous	Community Asset	Leased Out	2,289	N/A
<b>DESCRIPTION</b>				
Leased to trustees of Newport Free Grammar School				
<b>ADDITIONAL INFORMATION</b>				



# Asset No.55 Buffer Strip, Hornbeams, Priors Green



Date: 25/11/2013

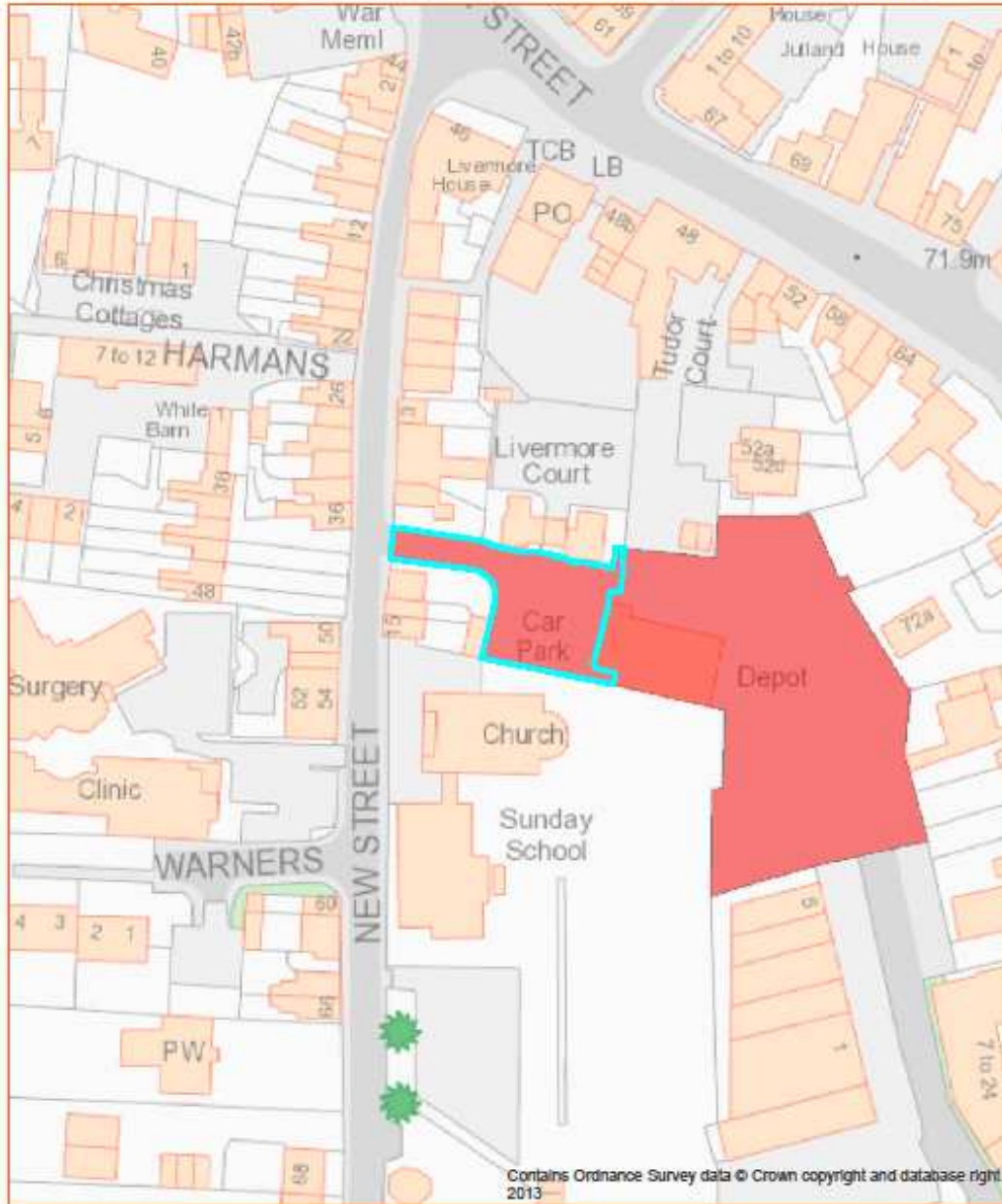
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Amenity Land</b>	<b>Open Space</b>	<b>Owned</b>	<b>2,471</b>	<b>6</b>
<b>DESCRIPTION</b>				
<b>Allotment</b>				
<b>ADDITIONAL INFORMATION</b>				

## Asset No.56 Car Park, New Street, Great Dunmow



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Date: 26/11/2013

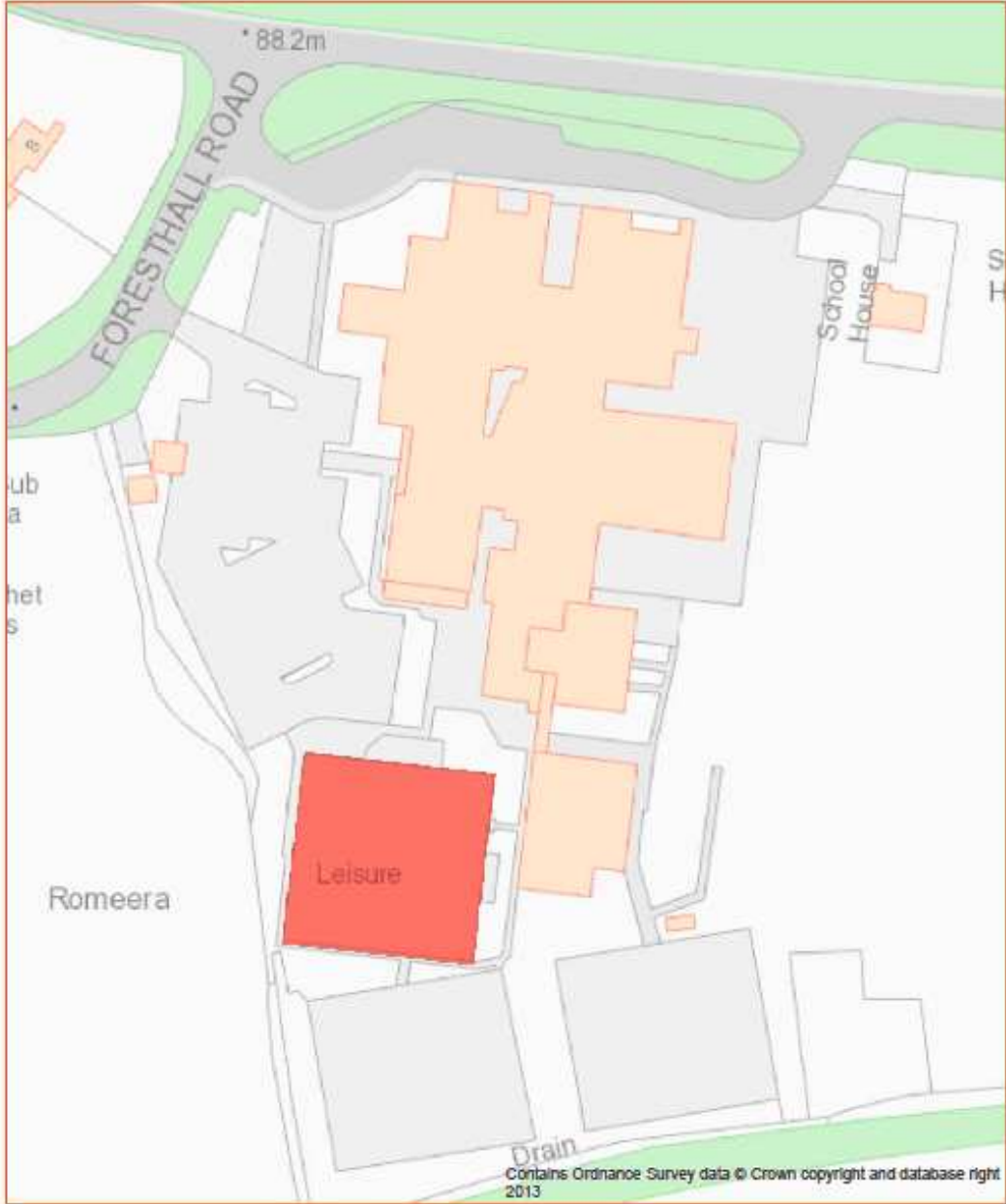
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>Owned</b>	<b>542</b>	<b>22</b>
<b>DESCRIPTION</b>				
<b>Allotment</b>				
<b>ADDITIONAL INFORMATION</b>				

# Asset No.57 Leisure Centre, Stansted Mountfitchet



Date: 27/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Leisure Facility	Leisure Provision in the District	Owned	1,185	1,547
<b>DESCRIPTION</b>				
Leisure Centre				
<b>ADDITIONAL INFORMATION</b>				



## Asset No.58 Leisure Centre, Great Dunmow



Date: 27/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
<b>Leisure Facility</b>	<b>Leisure Provision in the District</b>	<b>Owned</b>	<b>2,395</b>	<b>4,152</b>
<b>DESCRIPTION</b>				
<b>Leisure Centre</b>				
<b>ADDITIONAL INFORMATION</b>				

## Asset No.59 Land at Thaxted Road, Saffron Walden



Date: 27/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Miscellaneous	Former road sweepings site	Owned	2,553	56
<b>DESCRIPTION</b>				
<b>Derelict Land</b>				
<b>ADDITIONAL INFORMATION</b>				

## Asset No.60 Allotments, Radwinter Road, Saffron Walden



Date: 27/11/2013

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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Allotments	Allotment Provision	Owned	3,047	See note on page 64
<b>DESCRIPTION</b>				
Allotment				
<b>ADDITIONAL INFORMATION</b>				



## Asset No. 61 Leisure Centre, Saffron Walden



Date: 24/01/2014

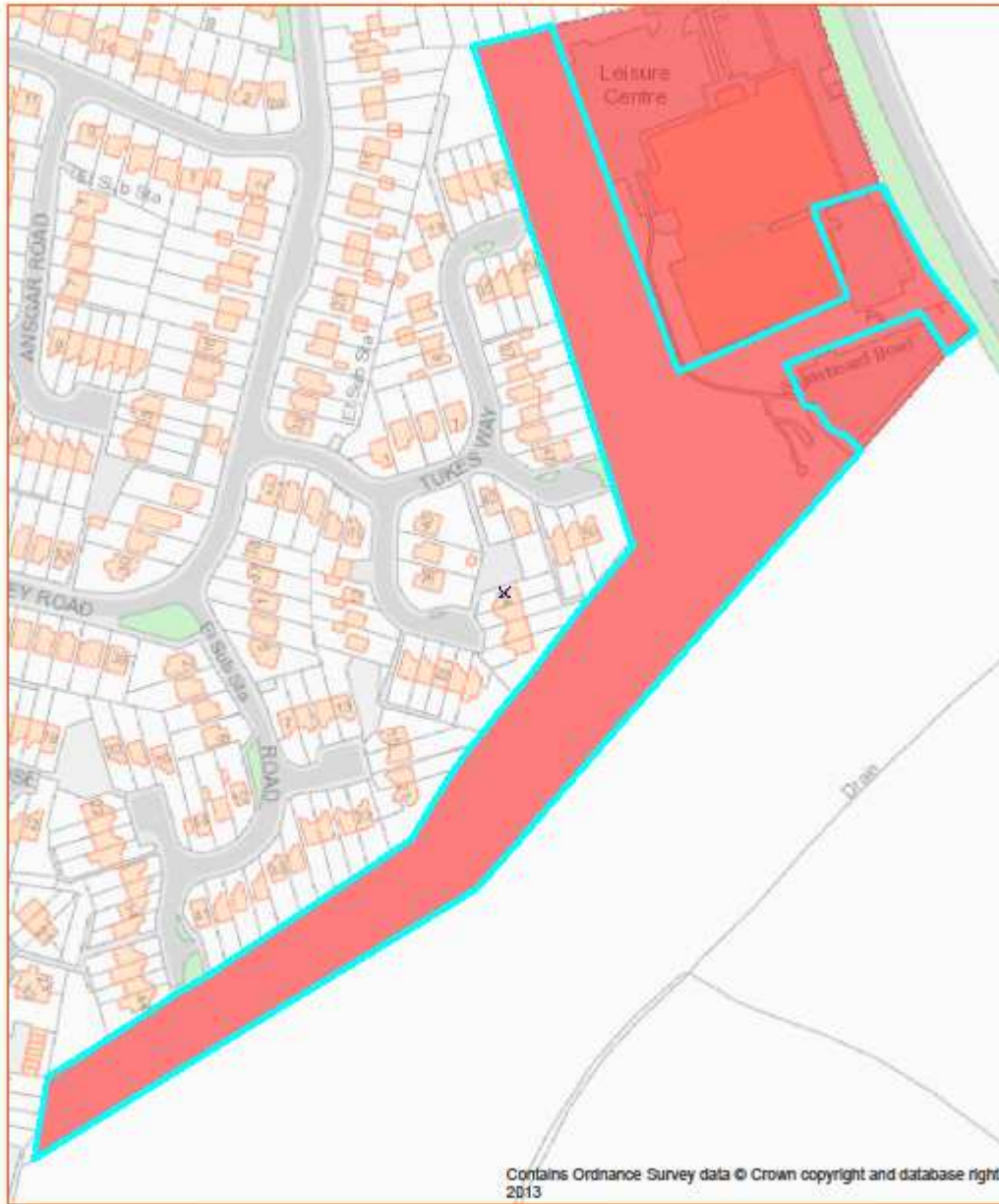
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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Leisure Facility	Leisure Centre	Owned and leased out to Leisure Connection	11,495	4,579
<b>DESCRIPTION</b>				
Lord Butler Leisure Centre				
<b>ADDITIONAL INFORMATION</b>				

# Asset No. 62 Land at Peaslands Road, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	UDC OWNED OR LEASED	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2013 £'000
Open Space	Open Space	Owned	35,678	51
<b>DESCRIPTION</b>				
Land to the west of Lord Butler Leisure Centre				
<b>ADDITIONAL INFORMATION</b>				
Maintained on lease by Saffron Walden Town Council				