

# Asset Management Plan 2022-25

## 1. INTRODUCTION

Daventry Town Council manages and is responsible for a diverse portfolio of assets including offices, museum, gardens, allotment sites, public conveniences, cemeteries, play areas, street furniture, street lighting and monuments/street art.

The Asset Management Plan defines the framework within which the Council's land, property and operational assets will be managed. The AMP sets out a transparent co-ordinated approach to managing and supporting decisions concerning the use, retention, protection, disposal and acquisition of land and property to ensure they continue to meet the operational needs and priorities of the Council.

## 2. ROLE OF ASSETS

Town Council assets play a fundamental role in the delivery of Council services and priorities, as well as to shape and influence the quality of life for local people, businesses, and visitors.

Assets such as the parks and play areas provide health and wellbeing opportunities for development and learning through play, fitness and community activities, they are places where residents can connect and interact.

Subsequently, the type and form of assets that the Council will consider retaining, developing, or seek to acquire are:

- Operational Assets which are required to directly support Council services e.g. Council Offices, storage facilities, operational equipment
- Non-Operational Assets (Freehold or leasehold) which are commercial assets and generate a revenue income stream or present an in-house opportunity for the Council to support the delivery of quality services.
- Local Community Assets - those that meet the needs of the local community through the provision of facilities i.e. community buildings, parks, open spaces, outdoor leisure, or sports facilities etc.

Where assets do not comply with the above criteria consideration will be given to the asset either being better utilised or repurposed.

## 3. OBJECTIVES

The objectives of the Asset Management Plan are to:

- Ensure that assets are managed to meet statutory requirements, are fit for purpose and are in a good standard of condition in accordance with condition surveys
- Manage assets in a sustainable and cost-effective way
- Protect and optimise the value of the Council's assets whether operational or non-operational
- Provide a co-ordinated approach to asset management across the Council reflecting service needs
- Identify and develop opportunities for joint working with partners
- Meet the needs of the local community through the provision of facilities for recreation and social interaction
- To identify and protect local greenspaces in Daventry Town from development

These objectives contribute to the vitality of the town and promote civic pride.

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## 4. RESPONSIBILITIES - ASSET MANAGEMENT PLAN

The Chief Officer, supported by the Responsible Finance Officer and Operations Officer has the responsibility for the Council's property resources and assets including:

- Town Council offices/Museum
- Cemetery building and cemeteries
- Parks, gardens, open green spaces and amenity green space
- Street furniture
- Street lights
- Street art
- Christmas lights
- Hanging baskets
- Flag poles

The responsibilities are:

- Ensure that the Council's Asset Management Plan is reviewed and updated on a regular basis.
- Review the Council's assets and seek ways to ensure cost effective sustainability.
- Seek ways to enhance and/or get added community value from assets.

The Finance and Policy Committee will consider and make recommendations to Council on asset acquisitions, disposals and capital investment.

## 5. ASSET DATA

The Council maintains information on the various types of assets that it holds:

- Land in its various uses (freehold & leasehold)
- Property holdings (freehold & leasehold)
- Play areas (equipment)
- Civic regalia
- Operational equipment including hand tools, pa system, crowd barriers etc.
- Street furniture
- Street lights
- Street art
- Christmas lights
- Hanging baskets
- Flag poles

A central asset register is managed and maintained by the Responsible Finance Officer, recording where possible a record of equipment supplier's information and any warranties. Additionally, the Council has digital mapping software to store and manage land and building assets from a graphical perspective.

A copy of the Council's asset list is available on the website [Daventry Town Council](https://www.daventry.gov.uk)

## 6. PLANNED MAINTAINANCE PROGRAMME

As part of the Asset Management Plan, the Chief Officer will maintain a five-year planned maintenance programme for all properties, any acquisitions/disposals and carry out a review of operational needs and uses of its entire asset register.

## 7. ASSET REVIEW PROGRAMME

It is recognised that as the Town Council develops there will be changes in the type of services, service delivery and/or community requirements that may render assets either surplus to requirements or requiring investment to deliver a different service either directly by the Council or via partnering arrangements or otherwise.

The Council will undertake a review of the Council's land and buildings holdings every five years. At that time, all operational properties will have a full maintenance and condition survey carried out, subject to lease conditions and access. These condition surveys will help determine the future planned maintenance (budgetary) needs of the building and liabilities to the Council.

In addition to the regular condition surveys various specialist surveys will be commissioned from time to time to identify or monitor specific problems, e.g. structural, water hygiene, asbestos, subsidence, etc.

Valuations of the property (building) will also be carried out every 5 years (Appendix A Property Review template and Land holdings Review template)

## 8. SURPLUS LAND & BUILDINGS

The Chief Officer should identify any excess land or buildings and potential for alternative use including future commercial income opportunities.

The Property review or Land holdings review templates are to be completed to inform Council of potential uses.

## 9. DISPOSAL POLICY

When an asset has been identified as surplus to requirements to meet its aims and objectives, it shall be investigated as to whether it can be used in an alternative way. This may involve liaising with the local planning authority to establish whether it can be used for housing etc.

Each asset will be evaluated on a case-by-case basis through the Finance & Policy Committee. For Property and Land the applicable review template will be completed and submitted to Town Council for final decision.

In accordance with the Council's financial regulations:

*14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Finance & Policy Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1000.*

*and,*

*14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).*

The approval to purchase, acquire by other means, lease, sell or disposal of land and property is a matter reserved for Full Council only.

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If Full Council decides that the asset should be disposed of on the open market, then a professional estate agent will be appointed to facilitate the disposal of the asset. The Council will have due consideration of the state of the market to ensure best value return.

## 10. ACQUISITION POLICY

The Town Council will monitor the availability of any assets that may be required to meet the Council requirements as details in section 2 of the AMP.

The acquisition of property and land could include but not limited to:

- Community building
- Theatre/cinema
- Swimming pool
- Allotments
- Land for additional play areas
- Creation of parks
- Providing better footpath or cycle path connections etc.

Where a land asset/amenity space is to be adopted by Daventry Town Council then a commuted sum covering the anticipated maintenance and management costs for a minimum of 15 years will be expected.

Where an asset has a benefit for the general Daventry Town community or a substantial part of it and no-one else has a duty to maintain the asset then the Council will consider, under acceptable terms to adopt the asset.

Any possible acquisitions will be recommended via the Finance and Policy Committee to Council and be supported by a proportionate business case. The acquisition of land and property is a reserved matter for Full Council. In accordance with the Councils financial regulations:

*14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).*

The Council will consider assets that may be devolved from West Northamptonshire Council that are within the Daventry Town area.

The Council will also seek to identify and formally register Assets of Community Value subject to the approval of Full Council. This will provide a mechanism for the Town Council and Community Groups to acquire assets that are of community value if they are to be sold – providing the community notice and opportunity to raise funding.

## 11. INVESTMENT

The Council will consider land and property acquisitions where there is a benefit to the community or to the Council in generating an income in support of service costs and / or in accordance with the AMP.

Where there is a robust economic and a prudent sustainable payback period/ income stream, investment into land and/or property proposals will be considered by the Finance and Policy Committee. The Committee will make recommendations to Full Council to consider.

## 12. PARTNERSHIPS

The Council will consider entering partnerships or similar formal arrangement where appropriate with external providers providing that the arrangement/s supports the Council in meeting its objectives to provide sustainable, cost-effective services/facilities to its community. Such agreements will require the approval of Full Council, setting out clear Governance arrangements and accountabilities. The Council recognises that it will still retain obligations under partnering agreements.

## 13. ENERGY AND SUSTAINABILITY

The Town Council has declared a climate emergency and has committed to making the Council's activities net zero carbon by 2030. The Town Council recognises its responsibilities for the use of energy, transport, water, and other natural resources with the aim of reducing consumption and minimising the impact on the environment. The Council will implement energy saving measures where possible. The Council also recognises its responsibilities to the Energy Performance of Buildings Directives.

## 14. HEALTH & SAFETY

Steps are taken continually to ensure that properties comply with legislative and regulatory requirements. On-going programmes of compliance testing to measure and control risk are in place to address key issues relating to:

- Gas installation testing – tested annually
- Electrical installation testing – tested on a 5-year rolling programme
- Legionella testing – tested annually
- Asbestos management – ongoing management; and
- Fire risk assessments and general health and safety audits – ongoing management.

Additionally, the Council has a schedule of safety inspections for public access land and equipment, this includes but not limited to:

- Opens spaces, gardens, and Parks – full monthly inspection
- Play equipment – visual weekly with full monthly inspection
- Memorial Testing – weekly inspection

All records are held by the Operations Officer.

## 15. REPLACEMENT OF MACHINERY AND OTHER ASSETS

The Responsible Finance Officer will maintain a replacement plan and programme for operational equipment, play equipment and other assets used during service delivery. The potential cost of replacements to be included in the annual budget process.

Regular inspections and records will be maintained by the Council in accordance with statutory legislation.

## 16. MONITORING THE PLAN

This is a living document that will be constantly reviewed and updated via regular meetings of key staff and by the Finance and Policy committee via regular updates and reports.

The year prior to the end of this plan, the Council will undertake a full review and preparation of a new Asset Plan for a 5-year period.

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## APPENDIX A

### Asset Review - Property Template

<b>Property</b>	(Insert Name)		
Description & purpose of property?			
Current use of property or vacant?			
Floor area - m2 (attach floor plan where available)?			
Address			
Postcode			
Covenants/ restrictions on use of asset?			
Listed building / structure?			
Estimated market value?	£		
WTC Freehold or Leasehold?			
If Leasehold – Freeholders details?			
Asset leased or licenced by WTC?	YES/NO		
If yes – Tenant / licensees details, annual rental income, and summary of lease e.g. Full repairing & insuring			
<b>Financial Information</b>	2020/21	2019/20	2018/19
Last 3 years revenue cost of property (not service)	£	£	£
Rates Payable	£	£	£
Last 3 Years rental / income (if applicable)	£	£	£
Net annual Cost	£	£	£
Average annual planned maintenance cost/s – 5-year period			
Future financial liabilities?			
Service Value?			
Alternative Service Delivery option?			
Est. cost of Alternative option	£		
Community Value/ benefit and usage?			
Income generation opportunity?			
Other comments / opportunity?			
Carbon mitigation measures in place / recommendations?			
<b>Recommendation</b>			

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## APPENDIX B

### Asset Review - Land holdings Review Template

<b>Land Assessment</b>	(Insert Name)		
Description & purpose of land?			
Current use of land or vacant?			
Land area - acre/ hectare (attach plan where available)?			
Address			
Postcode			
Quality of facility (including any deficiencies of equipment e.g. play equipment / fencing etc.)?			
Assessment - quality of offer to the community?			
Covenants/ restrictions on use of asset?			
Listed building/s and/or structures?			
Green space protected or designated?			
Estimated market value?	£		
WTC Freehold or Leasehold?			
If Leasehold – Freeholders details?			
Assets leased or licenced by WNC?	YES/NO		
If yes Tenant details, annual rental income, and summary of lease e.g. Full repairing & insuring			
<b>Financial Information</b>	<b>2020/21</b>	<b>2019/20</b>	<b>2018/19</b>
Last 3 years revenue cost (not service)	£	£	£
Rates	£	£	£
Last 3 Years rental / income (if applicable)			
<b>Net annual Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>
Average annual planned maintenance cost/s (5-year period)	£	£	£
Future financial liabilities?			
Service Value?			
Alternative Service Delivery option?			
Est. cost of Alternative option	£		
Community value/ benefit and usage?			
Income generation opportunity?			
Other comments/ opportunity?			
Carbon mitigation measures in place/ recommendations?			
<b>Recommendation</b>			