



# EAST NORTHAMPTONSHIRE COUNCIL

## *Asset Management Panel*

**Minutes of a meeting held on Monday 12 September 2005 at 4.30pm in the Members' Room CHG2, East Northamptonshire House**

### **Present:**

Councillors	Andy Mercer, Sarah Peacock, John Richardson and Barry Sauntson
Mark Lovell	Executive Director (EDML)
Barbara Jenkinson	Head of Amenities and Administration (HAA)
Colin Ray	Head of Regeneration (HR)
Richard Hankins	Amenities Manager (AM)

### **ACTION**

#### **1 APOLOGIES**

1.1 Councillor Roger Glithero sent his apologies.

#### **2 DECLARATIONS OF INTEREST**

2.1 Councillors Andy Mercer and Sarah Peacock left the meeting having declared personal and prejudicial interests in Item 5 'Thrapston Regeneration Project', because Councillor Mercer was a member of the Fire Authority and Councillor Peacock was a Board Member of Spire Homes.

#### **3 MINUTES OF PREVIOUS MEETING**

3.1 The minutes of the meeting held on 19 May 2005 were agreed.

#### **4 COUNCIL OWNED LAND ADJACENT TO KINGSMEAD INDUSTRIAL ESTATE, KINGS CLIFFE**

4.1 The Panel was informed of the successful bid which had been submitted to 'Invest Northamptonshire' to undertake a feasibility study under the ODPM funded 'Fit for Market' programme to ascertain the potential for development on land adjacent to the Kingsmead Industrial Estate, Kings Cliffe.

4.2 A brief was now being prepared and a consultant would be appointed to undertake the study. If it was decided to proceed, further funding, possibly from external sources would be required to develop the site for small industrial units as an extension of the existing Kingsmead Industrial Estate. The purpose of the review was to establish if there was a demand for such units and whether there was scope for the Council to make an appropriate rate of return on its capital investment.

## 5 THRAPSTON REGENERATION PROJECT

- 5.1 A progress report on the Thrapston Regeneration Project was submitted with a map of Thrapston town centre indicating which areas were being considered as part of the Project.
- 5.2 Members were informed of the detailed discussions being undertaken with land owners including the County Council and proposals for land in the ownership of this Council and the scheme generally.
- 5.3 After considering the report **it was agreed** that a valuation of the land owned by this Council be undertaken; that further discussions be held with developers over this land and that further legal advice be sought on a partnership arrangement to proceed with the Project.

CR

## 6 ASSET MANAGEMENT

### (a) Draft Revised Terms of Reference and Amended Schematic Layout

- 6.1 The Panel considered the draft revised Term of Reference and Amended Schematic Layout for the Panel and subject to the removal of the word 'Corporate' from the revised Terms of Reference, **it was agreed to recommend to the Resources Committee** that the revised Terms of Reference (which are attached and form part of this minute) and Schematic Layout be approved and adopted.

BJ

### (b) Corporate Property Officer - Appointment

- 6.2 An essential criteria of the Asset Management Plan was the identification of a Corporate Property Officer (CPO), this role was previously undertaken by the Director of Community Services. **It was agreed to recommend to the Resources Committee** that Mark Lovell, Executive Director, be appointed as the Council's Corporate Property Officer.

BJ

### (c) Draft Asset Management Action Plan for 2005/06

- 6.3 The draft Asset Management Action Plan for 2005/06 was submitted for consideration and **it was agreed** that, subject to the 'Capital Programme' being re-named 'Capital Programme for the Maintenance of Council Owned Land and Buildings' at items 17 and 22, the draft Action Plan for 2005/06 be approved and adopted.

BJ

## 7 LAND ADJACENT TO 37 THORPE STREET, RAUNDS

- 7.1 It was reported that the previous owner of 37 Thorpe Street, Raunds, had rented part of the land owned by the Council adjacent to this property from 1978 under a licence agreement for use as a garage.
- 7.2 The property was sold in 2000 but no licence was granted to the new owner who had recently contacted the Council inquiring if the licence arrangements were still applicable and whether he had to pay rent. On checking the Council's legal records, it appeared that no rent had been collected since 2000 when the property last changed ownership.
- 7.3 **It was agreed** that the: -

BJ/NP

**ACTION**

(i) Council enters into a new licence agreement with the present owner of 37 Thorpe Street, Raunds, to lease the land owned by the Council adjacent to the property at commercial ground rent for a period of 12 months only subject to a 6 month notice to quit;

(ii) Land adjacent to 37 Thorpe Street, Raunds, be considered as part of the review of Category C (non-operational) land.

**8 POSITION STATEMENT**

The Panel received an update on the following asset transactions:-

- |     |  |           |
|-----|--|-----------|
| 8.1 | <b>Rushden Mind</b> – The External Funding Manager had discussed plans with Rushden Mind who indicated that they were now looking for funds to renovate nearby property. Awaiting confirmation that they had secured adequate funding.   | <b>CR</b> |
| 8.2 | <b>1 Hall Avenue, Rushden</b> – Property transferred to East Northamptonshire Council on 6 July 2005 and was now on the market for sale.   | <b>BJ</b> |
| 8.3 | <b>Land formerly known as 88 Wellingborough Road, Rushden</b> – The Legal Officer had indicated that the sale should be completed by the end of September 2005.  | <b>NP</b> |
| 8.4 | <b>St John Ambulance, Thrapston</b> – St John had indicated that they would move from their existing premises to a new site suggested by the Council.  | <b>CR</b> |
| 8.5 | <b>St John Ambulance Garage, Rushden</b> – St John had now vacated the site, quotations had been received and the garage would be demolished in October 2005.  | <b>CR</b> |
| 8.6 | <b>Rushden Depot</b> – The Head of Environmental Services was currently considering options for relocating the Rushden Recycling Centre to an alternative location. Whilst the potential for a new permanent shared facility was being explored and until that facility became available, <b>it was agreed</b> to extend use the depot for a further 12 months to 31 July 2007.  | <b>BJ</b> |
| 8.7 | <b>Various Housing Transfer Issues</b> - The Panel noted that whilst undertaking work to register all Council owned land with the Land Registry, the following 3 sites in the ownership of the Council had not been transferred to East Northamptonshire Housing (now Spire Homes) at the time of the housing transfer: - <ul style="list-style-type: none"> <li>• Garage Block at Blinco Road, Rushden</li> <li>• Garage Block at New Road, Oundle</li> <li>• Filter bed and land, Southwick</li> </ul> <p>Discussions were now being held with Spire Homes about their transfer.</p> | <b>NP</b> |
| 8.8 | <b>Land at North Street, Rushden</b> – The Contaminated Land Officer submitted a progress report on the remediation work being undertaken on the adjoining land.   | <b>NP</b> |
| 8.9 | <b>Ashton Road, Oundle</b> – EMDA were proposing to sign an agreement by the end of August, however, this had not occurred but would be completed soon.  | <b>CR</b> |

**ACTION**

**9**      **DATES OF NEXT MEETINGS**

9.1      The following dates for future meetings were **agreed**: -

**MB**

Thursday 17 November 2005 at 4.30 pm  
Thursday 19 January 2006 at 4.30 pm  
Thursday 16 March 2006 at 4.30 pm

# **ASSET MANAGEMENT PANEL**

## **Terms of Reference**

### ***Strategic***

- To develop/produce/update the Asset Management Plan within the required time scale.
- To exercise overall responsibility for the strategic management of all Council's land and property assets and make recommendations to the Resources Committee as appropriate.
- To appraise and challenge the effective and efficient use, appropriateness and ownership of all capital assets.
- To develop Authority wide priorities linked to the Council's priority themes and core values as detailed in the Performance Plan.
- To co-ordinate the disposal and acquisition of any capital assets and ensure their compliance with the Council's priority themes and core values.
- To provide support to any service reviews and performance improvement which have significant capital asset involvement.
- To develop links with stakeholders, customers, shared use and co-location partners to improve facilities/working relationships (via consultation and other appropriate means).

### ***Data Management***

- To ensure that records held contain basic, core and intermediate data on all the Authority's property.
- To ensure that land and buildings records held by the Authority's are correct.
- To review and develop, as appropriate, a computerised asset database.
- To implement the data capture of records within a computerised database in a managed programme.
- To review and develop, as appropriate, performance management statistics and reports, including disaster recovery position and backup of records.

### ***Performance Managing, Monitoring and Information***

- To report to the Resources Committee of the Council on the work of the Asset Management Panel.
- To produce an annual Asset Management Position statement for consideration by the Performance Committee (to be presented to Committee on an annual basis) to include the Property Performance Indicators.
- To produce reports on the progress and performance of the capital programme for the Asset Management Panel and Committee as appropriate.

- To provide feedback and/or reports comprising information gathered through consultation and other means for continuous improvement, as appropriate.

***Programme and Planned Development and Implementation***

- To produce a rolling 3-year capital programme to be reviewed on an annual basis (linked to the Capital Strategy and Business/Performance Plans for East Northamptonshire Council).
- To carry out reviews of property within the specified categories of assets set out in the Asset Management Plan in accordance with an agreed programme.
- To co-ordinate the disposal and/or acquisition of any capital assets and ensure their compliance with the Council's priority themes and core values.

**Revision 1– July 2003**

**Revision 2 - September 2005**