



## Finance Sub-Committee 18 December 2017

### Asset Management Strategy Working Party (AMSWP)

#### Purpose of report

To provide an update on the work of the Asset Management Strategy Working Party and seek approval for terms of reference,

Appendix 1 – Asset Management Strategy Working Party Terms of Reference

Appendix 2 – Asset Management Strategy Working Party – Minutes of 20 November 2017 meeting

#### 1.0 Introduction

1.1 This report provides an update on the work of the Asset Management Strategy Working Party and seeks approval for the terms of reference that were considered and agreed at the inaugural meeting on the 20 November 2017.

#### 2.0 Background

2.1 At the Finance Sub Committee meeting on the 6 February 2017 it was agreed that:

“Councillors Steven North, Richard Lewis and David Brackenbury be appointed to a review panel to work with officers, including Planning Management, Housing Strategy and the new Head of Economic and Commercial Development, to review the Council’s remaining land assets and report back to the Finance Sub-Committee on any proposed action to be taken forward”

2.2 The inaugural meeting of the Asset Management Strategy Working Party was held on the 20 November and considered:

- Terms of Reference
- Assessment Methodology
- High level review of all assets
- Themes to form the basis of a work programme for 2018

2.3 The Terms of Reference are presented in Appendix 1 and the Minutes of the meeting, including an indicative work programme for 2018, are presented in Appendix 2.

#### 3.0 Equality and diversity implications

3.1 The review will consider all assets to make sure they comply with the Disability Discrimination Act where relevant.

#### 4.0 Legal Implications

4.1 The review will consider any legal implications relating to the Council’s assets. Any legal matters identified will be managed through the delivery of the work programme.

#### 5.0 Risk Management

A risk register will be produced and reviewed as part of the work programme.

## 6.0 Financial and Resource Implications

The financial and resource implications of each asset will be assessed and presented as part of the work programme.

## 7.0 Corporate Outcomes

This report contributes to the following corporate outcomes:

- **Good Quality of Life** – Ensuring that the Council’s assets are fit for purpose to support service delivery and improvements
- **Good value for money** – Reducing costs and improving the rate of return on assets
- **Effective Partnership working** – Utilise the Council’s assets where possible to support joint working with others to improve services and facilities across the district, reduce costs and generate income.

## 8.0 Recommendations

The Sub-Committee is recommended to:

- a) Consider and agree the Terms of Reference in Appendix 1
- b) Note the Minutes of the inaugural meeting including the indicative work programme 2018 in Appendix 2

*(Reason – To provide the basis for the asset management review through 2018)*

<b>Legal</b>	Power: Local Government Act 1972				
	Other considerations:				
<b>Person Originating Report:</b> Greg Macdonald – Head of Economic and Commercial Development ☎ 01832 ☉ <a href="mailto:gmacdonald@east-northamptonshire.gov.uk">gmacdonald@east-northamptonshire.gov.uk</a>					
<b>Date:</b> 18 December 2017					
<b>CFO</b>		<b>MO</b>		<b>CX</b>	



# Asset Management Strategy Working Party

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## Draft Terms of Reference

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### Purpose

1. On 6<sup>th</sup> February 2017, the Finance Sub-Committee agreed to appoint three councillors to work with officers to review the Council's remaining property assets and report back to the Finance Sub-Committee on any proposed action to be taken forward.

### Membership

2. The Working Party is appointed by the Finance Sub Committee and will comprise of:
  - Councillor Steven North
  - Councillor Richard Lewis
  - Councillor David Brackenbury
3. A chair and vice chair will be appointed at the first meeting
4. The Working Party will be supported by the Head of Economic and Commercial Development and the Facilities Manager with other offices being involved where relevant and as required.

### Role

5. The Working Party will meet as and when necessary to:
  - Steer and assist officers in the review of current assets;
  - Work with officers to agree a revised Asset Management Strategy and any other associated policies such as, for example, on car parking
  - Invite individuals or representatives of other organisations, consultants, contractors or advisers to attend a particular meeting, if an item of relevance is to be discussed or where particular specialist input is needed;
  - Make recommendations to the Finance Sub Committee, for example, for the approval of the revised Asset Management Strategy
6. The Working Party is not able to agree the acquisition or disposal of any assets

## **Meetings**

7. The business of the meeting shall be set out in an agenda and notified to members of the Working Party five working days in advance of the date of the meeting.
8. Items for inclusion on the agenda will be agreed with the Chair (or Vice-Chair in their absence) and should be submitted for consideration at least 7 days prior to the date of the meeting.
9. The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.
10. Frequency of the meetings will be agreed at the first meeting of the group and reviewed on a meeting by meeting basis thereafter.

## **Members' Responsibilities**

11. Councillors and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

## **Voting**

12. The Working Party will work towards securing mutual agreement on all aspects of the Asset Management Strategy, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chairman will have a second, or casting, vote.

## **Terms of Reference approval and variation**

13. This terms of reference will be considered and agreed at the first meeting and reviewed thereafter as required by Finance Sub Committee and approved by Policy and Resources Committee.



**Asset Management Strategy Working Party**  
**Draft Minutes of meeting held on Monday 20<sup>th</sup>**  
**November 2017 at 3pm in the Members Room**

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**Present**

<b>Councillors</b>	<b>Richard Lewis</b> <b>David Brackenbury</b> <b>Steven North</b>	<b>CllrRL</b> <b>CllrDB</b> <b>CllrSN</b>
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**Also in attendance**

<b>Head of Economic and Commercial Development</b>	Greg Macdonald	GM
<b>Head of Customer and Community Services</b>	Julia Smith	JS
<b>Facilities Manager</b>	Matthew Lineham	ML

		<b><u>ACTION</u></b>
	<b>Apologies and introductions</b> Apologies were received from Sharn Matthews and Paul Bland. <i>CllrDB left the meeting at 3.15pm.</i>	
<b>1.</b>	<b>Overview</b>	
1.1	GM opened the meeting and gave an overview of the purpose of the Working Party. The main aim of the first meeting was to briefly review each site by applying the assessment methodology as detailed in the briefing note. It was agreed to add two further points to the list: J – Community interest / value K – Political position	
<b>2</b>	<b>Terms of Reference</b>	
2.1	<b>Appointment of Chair/Vice Chair.</b> Councillor Steven North was appointed Chairman of the Working Party. Councillor Richard Lewis was appointed Vice Chairman of the Working Party.	
2.2	<b>Frequency of Meetings.</b> Meeting will be held on an as and when basis to reflect the requirements of the work programme – see appendix A.	
2.3	<b>Officers required.</b> The appropriate officers will be invited to each meeting as and when required.	
2.4	<b>Draft Terms of Reference</b>	

	The wording for the draft ToR was considered and agreed. GM to take this to the next FSC.	<b>GM</b>
<b>3</b>	<b>Declarations of Interest</b>	
3.1	CllrRL declared an interest in land rear of car park and youth club, Station Road Rushden (ENC Ref: 0084/0)	
<b>4</b>	<b>Overview of current assets and work programme and direction or travel discussion.</b>	
4.1	CllrRL noted that it would be useful to have some visual images of each site; ML to locate these for future reference.	<b>ML</b>
4.2	<p>It was agreed that the following information needs to be ascertained and clarified for all ransom strips of land:</p> <ul style="list-style-type: none"> <li>• Who owns the land that the strip is against</li> <li>• Identify the current village boundary and where this will sit after part 2 of the Local Plan is adopted</li> </ul> <p>An overview of the wider car park strategy and NNDR cost was also requested.</p>	<b>ML</b>
4.2	<ul style="list-style-type: none"> <li>• No. 58 – Stanwick Road, Higham Ferrers: need to ascertain which Parish this is located in.</li> <li>• No. 123 – Station Road, Kings Cliffe: discuss the opportunity for a nature trail with the Parish Council.</li> <li>• No 120 – Wood Lane, Kings Cliffe: need to speak to Natural England regarding possible SSSI site.</li> <li>• No 109 – New Road, Oundle: What is located behind the garage and why did we retain only one? CC to check historic FSC minutes for information</li> <li>• No 24 – Rushden Centre: It was agreed that the tenants have until Christmas 2017 to sign the lease.</li> <li>• No 31 – Duck Street, Rushden: clarification must be sought to ascertain if the toilets <i>and</i> land were both transferred to the Town Council.</li> <li>• No. 29 – Station Road, Rushden: there are short term opportunities for this site, namely a short term lease agreement with the Town Council to use the land for a community garden scheme.</li> <li>• No 4 – St. Marys Avenue, Rushden: this is still a potential site for development, though some parts of the site cannot be developed upon. Need to speak to planning policy. This could possibly be brought back to a future meeting as part of a package of sites to make it more attractive.</li> <li>• No 54 – Ditchford Lane, Rushden: this is currently off the table. Small parcels of land have been sold, and some other options being considered mean the map for this site needs updating to reflect the changes. JS to check the management agreement</li> </ul>	<b>ML</b> <b>GM</b> <b>ML</b> <b>CC</b> <b>GM</b> <b>ML</b> <b>GM</b> <b>GM</b> <b>JS</b>

	for this site and bring back to the next meeting of this WP.	
4.3	<p>No.87 - Twywell Hills and Dales. The Woodland Trust currently manages the bottom area of the site, and Rockingham Forest Trust together with The Wildlife Trust manages the rest of the site.</p> <p>The Land Trust was commissioned to advise ENC on this site moving forward and made a number of recommendations. They have stated it will cost approximately £45k per year plus capital to successfully manage the site. JS presented a number of possible options and also advised that as we are working with Natural England to resolve the situation regarding overgrown areas of the site, we will not be fined for being in breach of SSSI regulations. JS to take a report to FSC detailing what measures need to be taken to get on top of the overgrown scrub at the site.</p>	JS
<b>5</b>	<b>Any other business</b>	
5.1	There was no other business.	
<b>6</b>	<b>Dates of future meetings/work programme</b>	
6.1	Frequency of meetings will depend on the content and timing of the workplan to facilitate the delivery of the Asset Management Strategy	
	The meeting concluded at 4.10pm	



**Asset Management Strategy Working Party**  
**Draft proposed work plan**

<b>January 2018</b>	Asset Management Strategy Asset Management Plan	
<b>March 2018</b>	Car Parking Strategy - update Site Development Strategy - update Ransom Strips – update	<i>standing item</i> <i>standing item</i> <i>standing item</i>
<b>May 2018</b>	Car Parking Strategy - update Site Development Strategy - update Ransom Strips – update	
<b>July 2018</b>	Car Parking Strategy - update Site Development Strategy - update Ransom Strips – update	
<b>September 2018</b>	Annual Asset Management Plan Review	