

DORCHESTER TOWN COUNCIL

ASSET MANAGEMENT PLAN

Introduction

Asset management is the systematic preparation of an overall plan to optimise the use of assets in terms of service benefits and financial return in order to meet corporate objectives.

One of the principal aims of the Asset Management Plan (AMP) should be to ensure the resources tied up in land and buildings is kept to a minimum and that expenditure is used effectively and efficiently to provide value for money. The land and buildings that the Town Council holds support the services it provides.

The Council can expect the following from the Asset Management Plan:

- A co-ordinated approach to asset management across the authority, which will take both corporate and operational objectives in to account.
- Clear and explicit corporate responsibilities for strategic asset management.
- Asset management decisions which are planned in a co-ordinated manner and are consistent with the corporate needs of the Council.

Officer Responsibilities For Asset Management

The Town Council's Corporate Property Officer is the Town Clerk. He contributes to the corporate management of the Council and has the responsibility for the Council's property resources and assets including the portfolio of:

- Administrative offices
- Operational buildings and other property/land

The terms of reference for this aspect of the Town Clerk's role are as follows:

- To address the role and contribution of the Council's property portfolio as a corporate resource supporting the delivery of corporate objectives.
- To plan ahead for corporate use and provision of the Council's property assets.
- To be responsible for putting the necessary asset management plan in place.
- To be responsible for ensuring that the Council's Asset Management Plan is maintained and updated.
- Ensure that the Asset Management Plan is properly implemented.

The Political Reporting Structure

The Policy Committee takes all decisions or makes recommendations on resources and priorities, acquisitions, disposals and capital investment and monitors performance of the property portfolio.

The Policy Committee's role in relation to property management is to:

- Propose all policies, strategies and plans to Council
- Focus on forming partnerships with other local, private, voluntary, and community sector organisations to address local needs

The Property Management & Maintenance Panel is responsible for implementing and assessing the policy framework

The Council approves and adopts the policy framework and the budget.

Property Related Requirements

As part of the Asset Management Plan, the Council should devise a five-year Capital programme, this should include a planned maintenance programme for all properties, any acquisitions/disposals and a review of operational needs and uses of its entire property portfolio.

The Asset Management Plan will also include details of all property assets owned. (Appendix 1)

Surplus Land

The Town Clerk should review any excess land for alternative use once every four years. Any decisions put forward to the Policy Committee should fit in to the corporate objectives of the Town Council.

Policy On Disposal

When an asset has been identified as surplus to requirements, 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 Property Management & Maintenance Panel.

A recommendation will be made to the Policy Committee via the Property Management & Maintenance Panel.

If the Policy Committee 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. A market valuation of the asset will also take place through the Valuation Office Agency.

Policy on Acquisition

The Town Clerk will monitor the availability of any assets that may be required to aid the Council's business or for increased service provision.

Any possible acquisitions will be recommended via the Property Management & Maintenance Panel.

Appendix 1 Property Assets owned / leased by Dorchester Town Council

Please see below a list of the land and properties that are owned or leased by Dorchester Town Council. Also included are maps indicating these locations.

Operational Buildings

- Council Offices, 19 North Square
- Municipal Buildings
- Weymouth Avenue Pavilion
- Sandringham Sports Centre
- Borough Gardens House
- Borough Gardens Kiosk
- Borough Gardens Facility Building
- Louds Mill Depot

Amenity Land

- Fordington Green
- The Walks
- Salisbury Field
- Borough Gardens2
- Rampart Walk
- Maumbury Rings
- Garland Crescent
- Lubbecke Way
- Riverside Nature Reserve

Allotments

- Hawthorn Road
- Herrington Road
- Louds Mill
- St Georges Road
- Frome Terrace
- Allington Avenue

Play Areas

- Kensington Walk
- Syward Close
- Sandringham Sports Centre
- Mellstock Avenue
- Kings Road
- Salisbury Field
- Borough Gardens
- Poundbury Cross
- Elizabeth Place
- Holmead Walk

- Woodlands Crescent
- Maiden Castle Road
- Kings Park
- Edward Road

Sports Places

- Sandringham Sports Centre
- Weymouth Avenue Recreation Ground
- Kings Road Playing Field
- Thomas Hardy Mini-Pitches

Other

- Sawmills
- St George's Road Grazing Area