

Asset Management Plan

September 2005



(Executive version)

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1. SETTING THE SCENE

1.1 The Asset Management Plan

Asset management is an important business process for the Council to ensure that we manage and maintain our existing assets to help achieve both our critical corporate priorities but also the objectives of individual services in an efficient and effective way.

Kettering's Asset Management Plan, (AMP), is the key document that explains how the Council manages its property including community assets, (allotments, community centres, leisure facilities and museums), infrastructure assets, (council offices and the depot), and non-operational property, (investment and commercial property) and surplus land.

This is the fifth edition of the plan that has now developed into an effective management tool that structures the Council's asset planning in the short, medium and long term.

The AMP shows existing asset management arrangements and outcomes, and the actions that are planned to improve corporate asset use. It is integrated with the Council's key policy framework documents including the Community Plan and the Corporate Improvement Plan.

The AMP also provides the link between the strategic management of assets, (including investment property) and service needs (and available capital resources) addressed in the Capital Strategy and operational management (revenue management and acquisition/ disposal of the Council's non-housing fixed assets).

Together with the Council's Housing Strategy and HRA Business Plan it provides the complete picture of how the Council manages its assets.

Through the Corporate Property Officer and the Corporate Asset Management Team (CAMT) it also provides a forum for providing advice to the Strategic Management Team particularly on the future improvement of service delivery but also the maximisation of the returns from Council's investment portfolio. (Decisions about capital improvements to assets need to be based on information about an asset's

condition and clear and agreed criteria about value, suitability and sufficiency).

In the context of a Council value will not be just economic but will take into account the importance of assets to local people, the environment and quality of life. (In addition to physical assets the Council's knowledge, reputation, partnerships and political governance also help us to deliver our key commitments and add "value").

1.2 The Family of Property Related Plans

• The Capital Strategy

The Capital Strategy provides the strategic framework for the operational work of asset management including housing assets. It shows how the capital programme will contribute to the achievement of the Council's key commitments over the next three years.

The Capital Strategy sets out the criteria by which potential spending programmes and individual projects are evaluated and prioritised; the basis for targeting and obtaining capital investment from other resources; and a structure to ensure the most effective use and application of resources. The capital programme is largely funded through capital receipts from the disposal of assets, specific grants, credit approvals and from section 106 Agreements.

The Council's Capital Strategy was updated in 2005.

1.3 The Corporate Context

The Council's ambition is that "we will strive to make the Borough of Kettering number one in the eyes of the community, working in partnership with other service providers to develop a healthy prosperous and pleasant place to work, rest and play". In order to realise our ambitions and turn these accordingly into something solid that local people can see and experience, the Council made six key commitments to local people:

- Work to improve the quality of life;
- To protect and enhance the environment;
- Ensure effective economic regenerations and encourage a healthy and thriving local economy;

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- Work to ensure effective local involvement in decision making
- Maximise the equality of opportunity access to service and
- Ensure integrity and make the best use of resources that the Council has available.

1.4 Corporate Management

The Community Plan

The Community Plan maps out the vision for the future of the whole Borough, pulling together contributions from public, private and voluntary sector partner organisations and groups, of which the Council is just one. It has been produced by the Kettering Partnership (the Local Strategic Partnership for Kettering Borough) with the direct involvement of around 50 groups and organisations responding to community needs and views. Kettering is supported by Specialist Panels and four geographic Forums, one for the rural area, one for Kettering, one for the market towns of Rothwell, Desborough and Burton Latimer and one for Northamptonshire County Council. A copy of the structure of Kettering Partnership is attached at Appendix 1. The Council also supports a Tenant's Forum that considers matters of concern to the Council's tenants.

Appendix 2 links the Council's commitments and vision to its corporate priorities.

Other Statutory and Corporate Plans

The Council's Corporate Improvement Plan helps to explain how the Council is planning for the future and how it has performed in the past. It draws together the key actions from the various strategies and plans that the Council is required to have or has developed in partnership with other organisations, the voluntary and business sectors. Service plans set out what each of the Council's 10 service units plan to do and by when. The way in which these tie in with one another is shown below.



2. ORGANISATIONAL ARRANGEMENTS FOR CORPORATE ASSET MANAGEMENT

2.1 The Council's Management Structure

Kettering Borough Council employs around 500 staff across all services. The Council's Strategic Management Team (SMT) comprises of a Chief Executive and three Deputy Chief Executives with cross cutting portfolio responsibilities and a "one team" approach to management. There are ten service units, each managed by a service head. Along with the SMT they comprise the Corporate Management Team (CMT).

2.2 Corporate Property Officer

The Head of Democratic and Legal Services is the CPO and is responsible for the broad strategic management of the Council's assets in particular his remit is to ensure there is a strong and explicit link between corporate objectives and priorities and management of Council assets.

- He is also responsible for the development of the AMP (working with the CAMT - see below), consulting the portfolio holder with responsibility for asset management, the Monitoring and Audit Committee (a scrutiny committee) and submitting the AMP to the SMT, the Executive and ultimately Full Council for approval;
- He reports to the Monitoring & Audit Committee on the performance of the portfolio, including performance outcomes in relation to property performance indicators, (pPI's). This is done through the quarterly "Key Performance Information" booklet that also includes general fund indicators such as interest on investments, salaries and income, information from the Housing Revenue Account including capital receipts from Right to Buy Sales and variance analysis of the capital programme.
- He also works with SMT and CMT to identify implications for the Council's land and property assets in respect of corporate Improvement Plan, the Community Strategy, general corporate objectives and

service plans, and that there are strong links to the Capital Strategy;

- Finally, he undertakes and/or co-ordinates consultation with key stakeholders to monitor performance of the Council's land and property assets.

2.3 Management Arrangements

The Council's CAMT, is responsible for developing and monitoring the Capital Strategy and AMP at a strategic and operational level. It is chaired by a Deputy Chief Executive and includes all senior managers who have a property management role. The CAMT meets every 6-8 weeks to consider agenda items including asset management and service planning, property disposals and the progress of the capital programme. Its terms of reference (including those for the Corporate Property Officer and the Head of Finance & Corporate Development), are attached at Appendix 3.

The Council has clear arrangements for the day to day management of property. Where it affects their service, Heads of Service are responsible for:-

- Implementing the capital programme;
- Day to day management including responsive repairs and planned maintenance;
- Consultation with stakeholders.
- Reporting on asset performance.

The Head of Finance & Corporate Development (a member of CAMT) is responsible for maintaining the financial details of the Asset Register and reporting to the Council's SMT and members on the development of the capital programme and, on a regular basis, the progress and performance of the Council's capital programme (something that is also reviewed at every meeting of the CAMT).

As part of the budget setting process there is a need for proposed capital projects to be submitted to the CAMT for evaluation, before reporting to the Executive and Full Council for consideration and approval. Capital projects are evaluated on how they contribute to the achievement of the

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Council's commitments in the community plan and other identified corporate priorities, on value for money criteria or legal requirements. A copy of the assessment criteria for corporate prioritisation of capital projects is attached at Appendix 4.

3. PROPERTY MANAGEMENT

3.1 What We Own

Kettering Borough Council owns/occupies land and buildings throughout the Borough but mainly within Kettering, Desborough, Rothwell and Burton Latimer.

The portfolio comprises of a variety of properties including municipal offices, sports pavilions and pitches, bowls greens, play areas, leisure centres, cemeteries and chapels and industrial/retail investments.

As stated in 2.3 the day-to-day management of property is the responsibility of each Service head with professional support from the Property Services Manager and team who form a part of Democratic and Legal Services.

Service heads responsible for property are as follows:

- Head of Democratic & Legal Services
- Head of Community Services
- Head of Environmental Health
- Head of Environmental Care
- Head of Human Resources
- Head of Housing

Each service holds a non-housing portfolio of operational assets (Appendix 5).

3.2 Suitability and Sufficiency

Operational assets on the whole are necessary for the function of the activities controlled by each service but consideration needs to be given as to the “suitability” of these properties for the borough’s activity in future years. As such, over the next 12 months (from June 2005) where recent surveys have not been conducted, the Property Services Manager, in conjunction with the department heads (or the person nominated by them) will carry out suitability and sufficiency surveys using a standard form (Appendix - 6). This may identify not only property unsuitable for purpose but in a number of cases the properties that are surplus to requirements. Where a property has been identified as surplus we will determine if and how it should be sold.

The process for ascertaining the disposal criteria is shown in Appendix 7. Guidance relating to the method of disposal is identified in the “Contract Procedure Rules” and “Financial Regulations” both part of the Council’s Constitution.

When new/replacement property or land is deemed to be required, the criteria outlining the reasons to acquire or not are described in Appendix 8. The method of acquisition may vary e.g. :

- Freehold purchase
- Leasehold (long or short)
- PFI (Private Finance Initiative)
- Shared Occupation agreement/licence

Each case will be assessed on its own merit and the method of acquisition determined dependant upon various criteria.

Affordable Housing

There is a demand for affordable housing in the borough which is increasing due to an affordability crisis. In order to help meet this demand the Housing Strategy team is looking at the different options to increase the amount of affordable housing in the borough. As part of this ongoing process we are considering the possibility of utilising our own under utilised or derelict land holdings more effectively to help meet housing demand.

Feasibility studies have been carried out on a number of local authority owned garage sites to determine their redevelopment potential for affordable housing. Garages provide a regular source of revenue income for the Council however the annual income expenditure and longer term maintenance required for some of the sites is unsustainable. As such, we are considering other options for some of the sites which are requiring major works or are becoming a cash drain.

We have been working closely with RSL partners to develop initial proposals for some of these sites during 2005/06. These proposals are based on providing the land at nil cost to an RSL to provide for much needed affordable housing in the borough, however consideration will have to be given to the various options for the sites i.e. whether we dispose (sell, lease, free land) etc and weighing up of the advantages and disadvantages of each of the options. For each parcel of land identified the existing suitability and sufficiency will be considered.

The next stage of the process is to seek Member approval to dispose of some of the garage sites. Suitable alternative uses will

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also be considered along side corporate resources. We aim to do this during the Autumn 2005.

3.3 Investment Property

Property held by KBC, either freehold or leasehold, which is let to a third party and produces an income, is classed as an investment.

Industrial Investments include:

Grange Road, Geddington
Cunliffe Drive, Kettering
Pipewell Road, Desborough

Retail investments include:

Grange place, Kettering
Hampden Crescent, Kettering

In addition KBC own adjoining retail units on the High Street in Rothwell and a lock-up shop unit in Geddington with a residential flat above. KBC also owns a district office in Burton Latimer which houses a cash office, town council chamber and various small third party tenants. On a similar basis, the Council owns a property on Station Road, Desborough which as well as being used by the Council (including housing office on first floor) has 2 retail shops let to third parties and to the rear we have a tenant using an industrial unit for car repair purposes. The premises in Desborough are allocated for future redevelopment. KBC holds the freehold interest in a retail parade in Kettering town centre, re-let to a third party property investors. As well as receiving a "base-rent" the council receives a percentage of the "profit rent" from the rental income from the shops. KBC has no control over the management of these shops.

3.4 Current Leases

Investment property occupied by third party companies/tenants are currently being let on 3-year leases (some up to 9 years with 3 year rent reviews) with a right for the tenant only to give 3 months notice at any time to vacate the property. All tenants are protected under Part 2 of the Landlord and Tenant Act 1954, which gives them the right to renew their lease at the end of the current term unless the landlord (KBC) can show that the property is to be taken back under

specified conditions (such as redevelopment or KBC to take back and occupy themselves). Compensation will be payable to the tenants if they lose the right to stay in occupation.

3.5 Proposed New Leases

The reason for offering a 3-year lease term with a 3-month tenant only break clause was to assist new businesses during an uncertain period when they are unsure if their new venture would work. This provides a tenant friendly "easy in easy out" solution to occupying business premises.

This gives well-established businesses the ongoing right to give 3 months notice to vacate and to continue their right to renew on the same basis.

KBC are now offering new businesses 6-year leases with a right for the tenant to break giving 3 months notice within the first 3 years of the term but with no right to break in years 4 to 6. The lease will also be contracted outside of the protection given under Part 2 of the Landlord and Tenant Act 1954 so that the tenant has no contractual right to renew at the end of their existing lease.

Offering a 6-year lease will reduce the number of ongoing lease renewals, thus saving on legal costs but still allowing for a rent review at the end of year 3.

Another issue relating to the old style lease was that there was no provision to include a 'service charge'. This is particularly costly to the Council when considering industrial estates such as Cunliffe Drive, Pipewell Industrial Estate and Grange Road Industrial Estate where currently the landlord is responsible for all costs associated with the common areas (e.g. grounds and road maintenance, estates lighting, security, etc). All future leases will have a provision for the landlord to make a service charge apportioned on a pro rata basis. This might take a number of years before 100% of the costs can be recovered but as new tenants take occupation the landlord will have rights to make a charge for services associated with common areas.

3.6 Condition of Existing Property

The Condition Surveys for KBC assets (properties with buildings), where the Council has a repairing obligation were updated from the 2003 survey in June/July 2005. An example is shown in Appendix 11. Details and figures were then transposed from the survey into tabular form as shown within Appendix 12. From these surveys, property performance indicators are produced (Appendix 9). In addition to measuring the property performance which can be benchmarked against other authorities (through IPF Network) the schedules can be used as a starting point for budget purposes and for obtaining more accurate costings which may push down the overall cost (i.e. through the project tendering process).

Urgent repairs identified in the recent condition survey, will be dealt with on an individual basis once all the new information provided by the condition survey has been analysed.

3.7 Health and Safety

DDA – under Part III of the Disability Discrimination Act 1995, disabled people have important rights of access to everyday services that others take for granted.

Service providers are required to take reasonable steps to amend policies, practices and procedures that make it impossible or unreasonably difficult for disabled people to access services. Where the physical feature of a building makes it difficult for disabled people to access, service providers should take reasonable steps to remove or adapt the feature or provide the service by reasonable alternative means.

The Council has been progressing work in order to be compliant with the requirements of the Disability Discrimination Act 1995 (DDA) and Best Value Performance Indicator 156.

A total of 33 corporate/operational buildings have been identified as falling within the scope of the DDA, 30 of these also falling within the scope of BVPI 156. Following an initial survey of these buildings works were undertaken during 2000. During late 2002

and early 2003 these buildings were re-appraised in the light of greater understanding of both the Act and BVPI 156.

Since the inception of the programme 12 of the 33 properties, all of which are heavily used by customers, have now been upgraded. The authority has spent over £266,900 on adaption works. It is estimated that a further £100,000 will need to be spent in order to achieve all works that have been identified.

A five year programme has been put together and it is envisaged that the remainder of the programme will be completed by 2010. The budgets for this work will be formulated following future meeting of the CAMT

Asbestos - Kettering Borough Council employed consultants who carried out a sample TYPE2 survey to 300 domestic properties on behalf of the Housing department and various corporate buildings.

The purpose of the survey is to identify any asbestos containing materials within Council owned premises and provide a register for each of the service areas in order that we manage the material in the most efficient manner to meet the Control of Asbestos at Work Regulations 2002 that came into force in May 2004.

We have now developed a strategy to deal with asbestos management within the council. It is our intention to continue surveys of all remaining properties on an annual rolling programme and in time build on the information from this initial survey in order to compile a comprehensive data bank for the future.

Gas – Annual Gas Servicing

The Gas safety (Installation and Use) Regulations 1998 (GSIUR), places a duty on landlords (KBC) to carryout an annual gas safety service. In order to comply with the legal regulation, landlords / managing agents need to ensure that installations, appliances and where applicable, their fumes are checked for safety at intervals of not more than 12 months.

Kettering Borough Council is committed to carryout annual gas servicing to all of its domestic properties, this often requires

obtaining court approval to gain access to carry out the safety checks, this is to ensure the safety of the tenant and their neighbours. A comprehensive register and database is held for inspection as per the GSIU regulations.

Gas appliances and installations in the Council's corporately owned buildings have gas safety checks carried out at least annually. Managers responsible for the premises must hold a copy of a valid safety check. Where premises are subject to being leased out on a full repairing basis the occupier/tenant must be made aware of the necessity to maintain the appliances/installations and provide a copy of the gas safety check to the Council.

Radon is a naturally occurring radioactive gas produced by the radioactive decay of the element uranium. It usually enters a house or building through openings in the ground.

There is a level of radon gas in Northamptonshire, the levels of this and arrangement of tests can be obtained from the National Radiological Protection Board (NRPB).

Environmental Health does provide a service for some commercial properties whereby we place the detectors and then send them away for testing.

The majority of the Council's corporately owned buildings have been monitored for radon gas and where necessary remedial measures have been taken. The remainder of the properties will be monitored by the end of 2006.

Legionella

An approved Code of Practice and Guidance for Legionnaires Disease—"The Control of Legionella Bacteria in Water Systems (L8) was published in 2000.

To ensure that Kettering Borough Council keep within these guidelines, we carry out annual testing of all its remaining 8 properties requiring testing under this act.

The requirement for these tests will reduce over the next 4 years as new direct feed boilers are installed to all apartments within these sheltered blocks.

3.8 Instructing Third Party Surveyors

KBC currently has a preferred list of surveying firms that are used to perform the following tasks:-

- Rent reviews and lease renewals (where an independent surveyor is required)
- Business Rates appeals
- Schedule of dilapidations/dilapidations negotiations
- Valuation reports
- 'Right to Buy' valuations
- Schedules of condition

During the second half of 2005, KBC will re-evaluate the surveying companies presently used and will invite suitably qualified companies to tender for future work. This will not be based purely on lowest fees but also on reputation and best value. It is proposed to instigate this exercise every 3 years.

3.9 2005 Rating Appeal

'Rateable Values' (RV) for business premises (non-residential) are re-assessed on a 5-yearly basis. Rateable Value is based on the annual rental level as at the antecedent date (1st April 2003 for the 2005 re-valuation) with adjustments for rating purposes. The previous re-valuation was in 2000 and KBC employed surveyors to act on behalf of the Council in appealing against the proposed rateable values and negotiating a reduction. To date, they have achieved savings in the region of £134,000 over the 5 year period from 2000-5.

Rateable Values have been assessed by the Valuation Officer for the 2005 list and KBC is currently evaluating options for the 2005 appeal.

3.10 Building Insurance

Buildings insurance is reviewed each year, currently increased in line with inflation based on recommended values provided by insurers. All buildings (apart from housing) were valued for rebuilding purposes in 1998/1999 (housing 2005) and this has been used as the base sum insured and increased by the recommended inflationary level ever since.

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KBC last went out to tender for insurance in 2003. As a result, we entered into a 5-year long term agreement with Zurich Municipal which gave us a 10% discount on all sectors of cover except motor insurance (5%).

An exercise will be carried out by the Property Services Manager in the second half of 2005 to determine how closely the inflation base figure reflects the true rebuilding costs. This assessment may lead to a re-assessment of the sum insured.

3.11 Asset Register

All land and property assets of the Council, and all other assets having a value in excess of £5,000, are entered into the Council's Central Asset Register. This includes all the dwellings, garages, shops and offices on the Council's housing estates. The Asset Register is currently linked to the property terrier.

All of the Council's assets were externally valued in 2002/03. Since that time, a 5 year rolling programme has been implemented where 20% of assets are valued each year.

3.12 Data System

- In December 2003 the Council replaced its comprehensive spreadsheet asset register with a new software package. The new system has a property management module which identifies the use of all the operational assets, as well as the complete listing of assets on the register module. All figures on the former system as at 31st March 2003 were validated prior to data capture on the new system. The new register has a special search facility which improves performance, monitoring and information gathering. There are also specific reports to aid the decision making processes.

3.13 GIS and Unique Property Reference Numbers

The new software is jointly managed by the Finance and Property Services. This is to ensure that the software is sufficiently developed to include all relevant information from both a financial perspective (Balance Sheet and Capital Charges) and for the

property perspective (Rent Reviews, Condition Survey details, Repairs and Performance Indicators).

The software has a facility to batch update categories of assets, for example desktop revaluation exercises if a external revaluation has not been completed. The system also includes a key field which facilitates a link to other systems (GIS) via the Unique Property Reference Number (UPRN).

A Local Land and property gazetteer (LLPG) for the Borough that complies with the required national standard (BS7666) is being prepared to serve as the definitive land and property database for the authority.

4. PERFORMANCE MANAGEMENT MONITORING & INFORMATION

4.1 Reporting Processes and Benchmarking

Reporting processes for the performance of the property portfolio and the progress and performance of the capital programme are detailed in section 2. Property Performance Indicators are discussed at regular 1:1 meetings with the sponsoring DCE (Deputy Chief Executive).

To enable further comparison of the national P.I.'s this information is shared with other Authorities using the Institute of Public Finance web-site and also through the 'Property Managers Group for Local Authorities in Northamptonshire' and 'The Association of Chief Estates Surveyors & Property Managers in Local Government' (ACES). In fact the Northamptonshire group is currently working together to produce some local performance indicators that can be benchmarked locally to reflect local issues.

The Council also benchmarks performance against the national property Performance Indicators against national figures provided on the Institute of Public Finance Ltd AMP Network.

4.2 Performance Information

There are five national property performance indicators (pPIs) that the Council publishes in the Asset Management Plan to show how we are performing. Performance against these pPI's is detailed in Appendix 9.

The work programme for the CAMT includes the development of additional local PIs that will measure the extent to which the use of assets is contributing to community and corporate objectives.

For example, the Council's Community Plan includes commitments by Kettering Borough Council to use its assets to meet the aims set out in the plan. One of the five priorities of the Local Strategic Partnership is a one stop shop for the voluntary sector. The success of this is monitored by the number of voluntary sector groups offering surgeries from council buildings (LPI23). PLEASE NOTE these LPI's have been superceded.

Another example of where local performance indicators are used to monitor and develop a service is the Bereavement Service where there is a local PI that monitors the level of satisfaction expressed by users of the service (Local PI 76) which has average satisfaction levels of over 99%.

4.3 Equal Opportunities

The Council is committed to equality in employment and service delivery. It seeks to do this by improving access to services and monitoring service requests, take up or access and contra indications such as complaints and reports of harassment.

The Council will be working towards the development of a broad equalities strategy and is working towards the achievement of level 2, which seeks to promote equality in respect of race and ethnicity, gender and disability. We have generic equalities indicators and the socio-demographic profile is monitored to ensure that we are treating all people equitably and that we are reaching our target groups.

We are also conscious of the need to consider inequality that may result from geographical location, such as rural deprivation linked to lack of employment. To ensure that rural issues are considered when making policy decisions officers now use the Countryside Agency's checklist for "rural proofing".

5. CONSULTATION

5.1 General Approach

Our approach is to consult relevant stakeholders in developing our services. For example, all major capital projects undertaken by the Council's Housing section (who are responsible for the delivery of most of the Council's capital programme) follow a standard project management procedure that specifically requires formal resident consultation at briefing, design and completion stages. Tenant's representatives also attend monthly site meetings during the course of building works.

Some examples are set out below. These have been selected to show where consultation and continuing group involvement (and feedback) has been used to develop the service, partnership working and examples of one off community projects and how these develop in response to consultation responses.

Development of Home working and Desk sharing by staff in the Council Offices - The need to identify space in the Council's main office for the 'Next Steps' programme, has resulted in opportunities for staff in Community services unit to be set up to work from home, desk share and do more outreach work by working from other organisation's buildings. For example the community development worker for the new village of Mawsley is now working from the doctor's surgery in the village of Mawsley and the community safety officer will be dividing time between workstations in the council and police station. These new patterns of working have reduced the requirement for dedicated desks.

5.2 Case Study – Best Value Review of Culture and Leisure

The AMP includes a range of assets that are used for these services. Some are managed in-house and others by external partners. A member scrutiny group that led the review received evidence from a range of local and regional organisations as well as local community groups. It has recommended a preferred strategy for future procurement which will aim to reduce the future revenue support for these services. It builds on the Council's Sports Facilities Strategy.

An extract from the Action Plan included in the 10 year Sports Facilities Strategy is included in Appendix 10. This details how and where the funding is expected to come from, including from the Council's own Capital Strategy. Some details about specific projects are set out below.

5.3 Case Study 1 – Ise Skate Park

Sports facilities for young people are an important part of the Council's strategy for young people. However, the use of the skate park has been a source of noise complaints by some neighbouring residents. The Council continues to consult and work with park users and the local community to manage the park effectively for all. The next steps for the park is to develop a management group with interested parties to make the best use of this valuable asset for young people taking into account the needs of park users and local residents.

5.4 Case Study 2 – Desborough Leisure Centre

Desborough Leisure Centre is owned by the Borough Council but managed by Kettering Community Leisure Ltd, an arms length company. It is grant funded by the Borough Council. The start of a major housing development to the north of Desborough called the Grange has commenced. It is expected that it will include approximately 700 houses. One of the planning requirements for the development is the provision of a new leisure centre. This is likely to be provided within the next 5 years.

To ensure community involvement in the development contact was made with all known sports and other clubs in Desborough through direct mailing in July 2002. A liaison group met regularly from May 2002 to develop the proposals for the new leisure centre. The information gathered from this group was utilised by PMP Consultants who were commissioned to carry out a Leisure Needs Survey and to also, in a pending second phase, to provide an advisory service with regard to the architectural aspects of the new leisure centre. Desborough Town Council acting as the voice for the local community will be involved in this next phase of this project by assisting the Council to consult and to keep

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local people informed of progress with this important asset for Desborough.

5.5 Case Study 3 – Rothwell Swimming Pool

This swimming pool is owned by the County Council. Kettering Borough grant fund the pool in exchange for community use. In partnership with Montsaye School, County Council and junior schools in the Borough, funding has been identified for a new sports hall and refurbishment of the swimming pool. In 2004 an application for a grant for £1.5 million from the New Opportunities Fund was successful to modernise the pool and extend the sports hall. The Borough Council are contributing a capital sum of £255,000 to this project. The pool closed in January 2005, construction work is currently in progress. The pool is expected to reopen to the public early 2006. This is an exciting leisure development which will benefit local people by bringing a good physical activity programme to their doorstep in a modern facility. The programme of activities will be developed by a proposed management board of the new facility which will be demand led from the needs of the local community. The Borough Council will be represented on the management board.

5.6 Tenants and users of directly managed assets

All the family of property related plans have been the subject to external consultation at appropriate times in their preparation or annual review. The Council is moving towards a more inclusive approach involving all stakeholders in a more structured way through the Best Value review process or regular dialogue and consultation on their needs and experiences. Potential land disposal are the subject of consultations with neighbouring residents and landowners as well as generic stakeholders. (See the Disposal and Acquisition Criteria, Appendix 7 & 8).

5.7 Local community

Individual Heads of Service are responsible for consultation that focuses on individual assets and proposals. The Capital Strategy and the AMP have both been the subject of consultation with members. The Council's approach to asset management is included in the Corporate Improvement Plan namely

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that we will consider the use of our assets when looking at new ways of working, the way we deliver services and the location of these services.

The Council has developed an approach to consultation with the local community that ensures:

- the right priorities are set for the future;
- that the local community are fully engaged in the decision making processes and delivery of local services; and
- that customers are satisfied with the services that they are receiving and that future services meet customer needs and expectations.

The Council's approach to consultation is varied in order to ensure that a balanced viewpoint is attained. The main planks of our consultation strategy include:-

5.8 The Kettering People's Panel

This is a 1,000 strong panel of local people who represent the population of the Borough. The Panel's views are assessed via postal and doorstep questionnaires and is used to measure satisfaction with and perception of the Council's services, identify local concerns, areas for improvement and future priorities, and to test new ideas.

5.9 Joint Consultation Initiatives

The Council carries out various consultation initiatives in partnership with other organisations. We continue to work with the Kettering Partnership to deliver the actions identified in the Community Plan.

5.10 Area Forums

The Council uses area forums to engage with our partner organisations to set priorities. Geographical forums (the Rural, A6 Town and Kettering Town Forums) and neighbourhood meetings are held in local areas nine times a year.

5.11 Satisfaction Surveys

The Council uses satisfaction surveys to assess customer satisfaction with specific services that are provided.

6. PROGRAMME AND PLAN DEVELOPMENT AND IMPLEMENTATION

6.1 Links between corporate priorities and the AMP

The links between commitment and vision and corporate priorities are shown in Appendix 2. Specific property objectives are included in the Service Plans of the relevant section, for example the implementation of the Sports Facilities Strategy Action Plan (see appendix 10) is included in the Service Plan for the Community Services Section.

6.2 Drivers for change

One of the strategic aims of the CPO and the CAMT is to consider the asset management implications of the Council's key commitments including to provide better services, a better environment, quality of life and to support the economy.

There are 3 main factors driving the change agenda at the moment:-

- Next steps – service delivery;
- Next steps – Kettering Borough Council Assets; and
- The Growth Agenda – acquisition and disposal.

Next steps – service delivery

Having dramatically improved the Council's performance across the whole range of services, with more than 75% of the Council's Best Value Performance Indicators improving over the last year we are well into the second phase of our "Next Steps" programme. We are now looking at how we can improve customer service and deliver consistently excellent services. To do this we are concentrating on the business premises that we and our partners operate from both centrally at the Council offices but also in the A6 towns of Burton Latimer, Desborough and Rothwell.

Next steps – Kettering Borough Council Assets

We have managed the existing space in the Council main offices well. For example we have introduced hot-desking/ home working for the Community Services section to accommodate the introduction of a response

centre (operating as part of the Customer Services Centre operation). However, space in the Council offices remains at a premium. Some services operate from terrapin accommodation in the car park and the accommodation is fully utilised, fragmented and every day requirements for a modern office, including IT, are complex and difficult to deliver.

In accordance with the basic principles that any cost effective property solution (including in close co-operation with partners) is to be considered, the Council issued a Prior Information Notice in June 2005. This has informed the European market of the Council's intention to work with potential public and private sector partners to devise a scheme to maximise Asset usage in Kettering town centre. The potential scheme will include new office accommodation on a business park, a new customer service centre in the town centre and proposals that boost jobs and the economy.

The Growth Agenda – acquisition and disposal.

The Borough is facing major growth in population and jobs over the next 15 – 25 years. The Council's aim is to ensure that the objectives of the Government's Sustainable Communities Plan are achieved by bringing the right level of infrastructure to the Borough as growth takes place. Detailed spatial and infrastructure plans are being drawn up in conjunction with the North Northants Joint Planning Unit and the local delivery vehicle, North Northants Together to support growth.

The Council has itself prepared a town centre masterplan to support and guide growth here. It is prepared here, and in other parts of the Borough to use its existing land-holdings to:-

- Support the town centre Master Plan
- Support the creation of jobs and bring in new employment
- Support the development of housing which best meets the sustainable communities plan objectives (i.e. in existing urban areas and of high eco-standards).
- Help assemble sites to be used for either of the above
- Develop, re-locate or enhance community facilities and services

- Regenerate rundown areas and re-mediate contaminated sites.

Similarly where resources are available, either internally or through grant assistance it will seek to acquire sites for those purposes with the aim of eventual disposal at the end of the project.

For example, earlier this year the Council acquired a dilapidated factory (and petrol station) in Desborough known as the Lawrences site. Funded by central Government from the "Fit for Market Fund" a design brief is currently being refined in accordance with the Desborough town centre masterplan that was approved in January 2004. It will incorporate a mix of affordable housing, commercial and community use.

Transit Site – KBC applied to the ODPM for a "Gypsy Site Refurbishment Grant 2005/6" (GSRG) in February 2005 with the intention of using the grant to construct a Transit Traveller Site on part of the former Desborough Airfield and close to the Pastures Gypsy Caravan Site. £8 million of grant money was available nationally. KBC applied for a grant of £750k which was awarded in full in July 2005.

Planning permission was granted on 23rd February 2005 and included change of use, construction of access and facilities for 14 caravans.

An 11 year lease is to be taken by the Council from third party land owners at a peppercorn rent.

Completion of the facility is planned for summer/autumn 2006.

6.3 Programme development

In 2003/04 the Council's Executive committee approved the suspension of a 5 year Disposal programme that had commenced in 2000, because circumstances had changed and the disposal of Revenue generating properties such as Pipewell industrial estate was now considered to be contrary to the Medium Term Financial Strategy.

However disposal and acquisition criteria have continued to be developed and disposals have been considered on a case by case basis in accordance with this criteria.

A review of the Disposal Programme is ongoing. With the co-operation of service Heads and on completion of the suitability and sufficiency survey, those properties that are deemed to be no longer required to be held by the council or those where an alternative option needs to be considered, will be put forward for approval to form part of a new disposal programme. A similar process will be undertaken by the Property Services Manager in relation to the non-operational properties together with a survey of land currently held that needs to be reassessed, including small parcels of land adjoining residential properties.

The final Disposal programme will be approved by Council with the budget early in 2006. Copies of the Disposal and Acquisition Criteria are included in Appendix 7 & 8.

Day to day management of assets has traditionally been managed by the Heads of the service that most uses the asset. For example the Civic Offices are maintained by the Facilities Manager (part of the Human Resources section), pavilions/ sports pitches and play equipment are maintained by the Community Services section. Each section has operated and managed this through separate budgets and (if necessary) separate bids for funds to be allocated through the capital programme. With the operation of the new management systems and the corporate "one team" approach we can, through the CAMT, review budgets (and capital bids) corporately to ensure resources are focussed where they are most needed.

Appendix 4 includes the methodology used for the assessment of option appraisal and corporate prioritisation of projects. All internal bids for capital funds are made on a standard form for project scheme justification and assessment that requires output and outcome targets, continuous assessment and an assessment of the revenue costs.

6.4 External funding for the Capital Programme

The Council, in partnership with other organisations, needs to consider all options for maximising capital funding, (and the

resulting revenue expenditure requirements), from a variety of sources. Over the last 2 years over £4.5 million in discretionary funding has been secured from external funding including central government departments, the lottery, the children's funds etc.

6.5 Shared Use and Co-location and New Initiatives

Outlined below are recent projects that have been developed in partnership with other organisations. They show the innovative use of assets to achieve improvements in service for local people:-

The Council operates local housing offices at Judith Road and Barnes Close. These are shared with a number of agencies including Registered Social Landlords, Northamptonshire Police and Accommodation Concern. We will seek further opportunities for extending the shared use of housing offices

The Business Exchange - a derelict School building that now provides a business start up service, business training and workspace for small enterprises.

Community Enterprise - is developing co-operatives, credit unions and local exchange trading schemes. One example is the use of under-utilised allotments for a community agricultural scheme (an organic allotment). This was funded through SRB and is adjacent to one of the most deprived wards in the Borough. The organic produce provided links with Healthy Living Centre Services funded through the New Opportunities Fund and delivered through the shared use of a community church building.

The Zone - A youth project and a survey undertaken by Kettering Borough Student Council, highlighted the demand from young people for advice and somewhere to go for informal recreation. This has resulted in the refurbishment of a building that was originally a school for the co-location of a comprehensive range of services for young people in partnership with the County Council and the voluntary sector.

Community Centres - A new community centre has now been opened on the Highfield estate by using Housing Corporation funding, SRB funding and contribution from housing associations to bring back into use empty Council flats. This area has limited facilities especially for pre-school services such as nurseries and playgroups and for older young people who have expressed the need for informal drop in/advice facilities. Community consultation also revealed the need for general community facilities. Other community centres at the Ise Lodge, Barton and the Crescent are managed in different ways within the Borough, for example owned and run by the Council or by the local Residents' Association.

Kettering Community Leisure Ltd - Some of the Council's assets are managed by Kettering Community Leisure Limited, set up as an arms length company to manage some leisure services. (See 6.3 above). Conditions in the contracts and service level agreements require regular monitoring of these assets with the leaseholders. The Council and KCLL commission a condition survey every 5 years to inform a five year revenue and capital programme.

CCTV – The Northern Area Hub (also receiving pictures from Corby) is located in Kettering for transmission to the new single police control centre in Northampton with nearly 70 cameras operated by Kettering Borough.

Customer Service Centre – The Customer Service Centre opened 5 years ago as part of the Next Steps programme to improve Customer Access to the Council. The centre deals with an average of 200 customers a day who wish to interact with us through face to face. The centre has been highly successful and is seen as an example of best practice nationally.

The centre has evolved and developed by introducing partner organisations such as the County Council, the fire service, the CAB, Welfare Rights, and Accommodation Concern to work both jointly delivering a service with KBC and partners operating surgeries out of the Customer Service Centre.

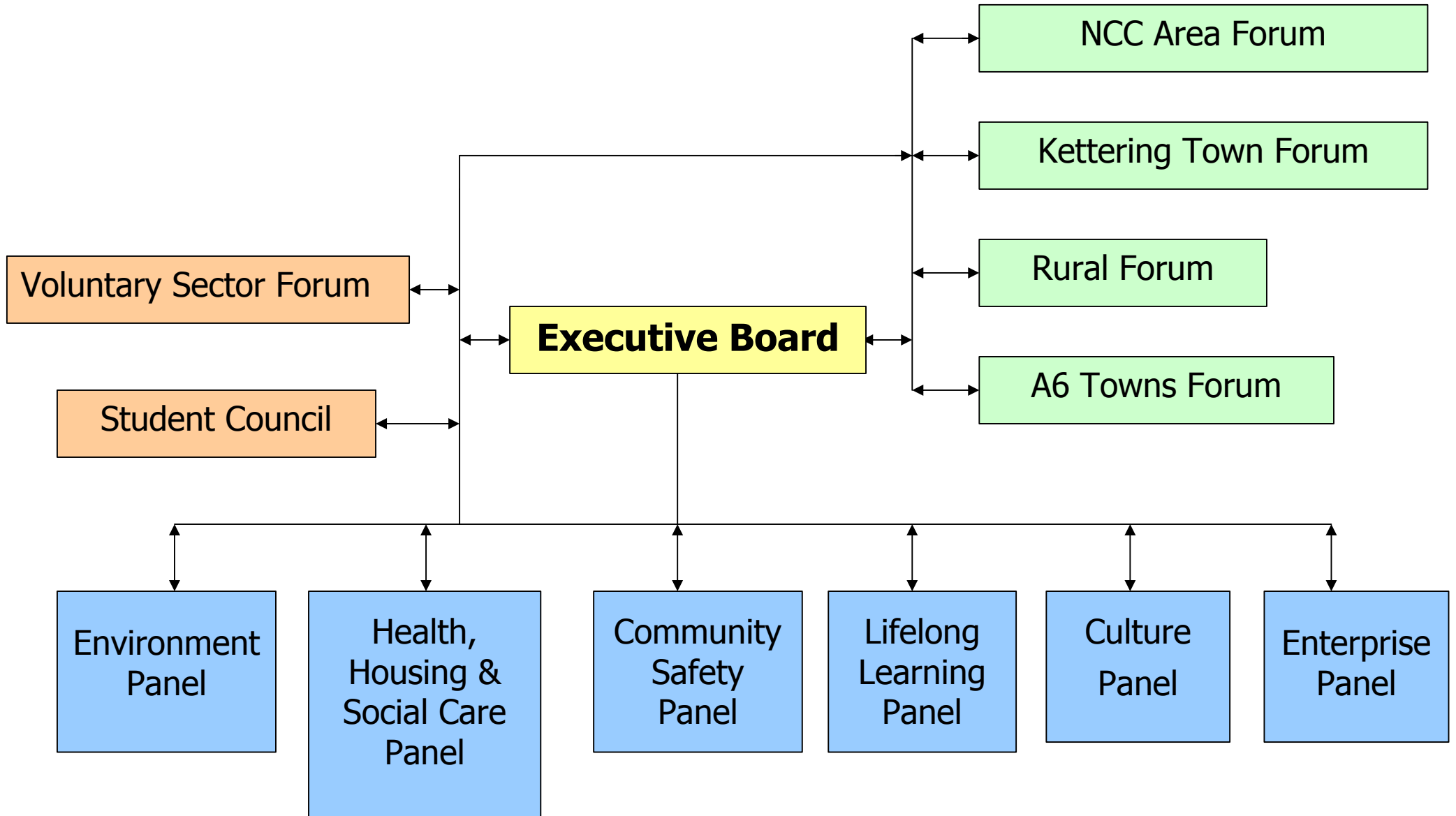
Rothwell and Desborough Response Centre – Joint venture with NCC in relation

DRAFT

to sharing space within the libraries in Rothwell and Desborough. Both will include an area/office for the Police.

An area for the Response Centre within Rothwell library has been identified and the Property Services Manager will be negotiating terms of occupation with NCC during August/September 2005. Further investigations are taking place to identify a specific area for the Response Centre within Desborough Library.

'Kettering Partnership' Structure



" Working with and on behalf of local people "

Vision (in Community plan)	6 Key Kettering Borough Council Commitments					
<i>Developed by the Kettering Area Forum's specialist panels</i>	Reduce poverty and improve quality of life	Protect and enhance the Environment	Encourage a Healthy & thriving economy	Enable democratic participation	Enhance equality of opportunity	Act with integrity and make best use of resources
C o r p o r a t e p r i o r i t i e s						
Health and well being for all	1A. Improve processing of benefits 1B. Enhance the quality of life of those most affected by crime and anti-social behaviour	2A. Improve recycling and minimise waste. 2B. Improve the quality of local environment 1C. Modernise service provision etc.	3A. Manage sustainable development 2B. Improving the quality of the local environment	4A. Neighbourhood engagement and democratic participation 1C. Modernise service provision/Partnership building	1C. Modernise service provision ... 5A. Promoting access and good customer service	1C Modernise service provision... 6B. Improving corporate capacity to manage change and improve performance
Care for our environment	2A Improve recycling and minimise waste 2B Improving the quality of the local environment 3A. Manage sustainable development	2B. Improve the quality of the local environment	2A. Improve recycling and minimise waste 2B. Improving the quality of the local environment 3A. Managing sustainable development	4A. Neighbourhood engagement and democratic participation	2A. Improve recycling and minimise waste 2B. Improving the quality of the local environment 5A. Promoting access and good customer service	3A. Managing sustainable development 6B. Improving corporate capacity to manage change and improve performance
Learning for life	1C. Modernise service provision/Partnership building	4A. Neighbourhood engagement and democratic participation 2A. Improve recycling and minimise waste.	3A. Managing sustainable development 4A Neighbourhood engagement and democratic participation 6C Secure and achieve value for money savings	4A. Neighbourhood engagement and democratic participation	4A Neighbourhood engagement ... 5A. Promoting access and good customer service 6C Secure and achieve value for money savings	4A Neighbourhood engagement ... 6B. Improving corporate capacity to manage change and improve performance
Jobs in a strong local economy	1A. Improve processing of benefits 3A. Manage sustainable development	2B. Improve the quality of the local environment	3A. Managing sustainable development 6C Secure and achieve value for money savings	4A. Neighbourhood engagement and democratic participation	3A managing sustainable development 5A. Promoting access and good customer service	3A. Managing sustainable development 6B. Improving corporate capacity ...
A safe place to live and work	1B. Improve quality of life of those most affected by crime and anti-social behaviour 1C. Work in partnership with other service providers.	2B. Improve the quality of the local environment	3A. Managing sustainable development 1B. Improve quality of life of those most affected by crime and anti-social behaviour	4A. Neighbourhood engagement and democratic participation	1B Enhance the quality of life.. 5A. Promoting access and good customer service	1B. Quality of life of those affected by crime... 6B. Improving corporate capacity to manage change and improve performance
Leisure and culture for all	1C. Modernise service provision/Partnership building	2B. Improve the quality of the local environment 1C. Modernise service provision/Partnership building	3A. Managing sustainable development 1C. Modernise service provision/Partnership building	1C. Modernise service provision/Partnership building 4A. Neighbourhood engagement...	1C Modernise service provision/Partnership building... 5A. Promoting access and good customer service	1C. Modernise service provision for all sections of the community, working in partnership with other service providers.

MISSION: The strategic management of the Councils Assets**TERMS OF REFERENCE****Lead officer: Corporate Property Officer**

1. Manage the process of developing an annual AMP, consult the Monitoring & Audit Committee and to submit the AMP to the Executive for approval.
2. Report to the Council's SMT, the Executive and the Monitoring & Audit Committee on a regular basis on the performance of the Council's portfolio (including progress against the Disposal Programme and maintenance programmes).
3. To make recommendations about the strategic management of the Council's assets to SMT
4. Review the Budget & Policy Framework, Corporate Objectives and BV plans to identify implications to the Council's land and property assets.
5. Develop consultation processes with stake-holders to monitor the performance of the Council's land and property assets.

Lead Officer: Head of Finance and Strategic Development

6. Manage the process of developing an annual Capital Strategy, consult the Monitoring & Audit Committee and to submit the Capital Strategy to the Executive for approval.
7. Develop an explicit methodology for corporate prioritisation between capital projects.
8. Report to the Council's SMT, the Executive and the Monitoring & Audit Committee on a regular basis on the performance of the Council's capital projects.
9. Monitor and develop the capital programme.

Membership

1. Deputy Chief Executive
2. Head of Democratic & Legal Services (Corporate Property Officer)
3. Head of Finance & Corporate Development
4. Head of Community Services
5. Property Services Manager
6. Head of Environmental Care
7. Head of Housing

Or their representative

CAPITAL PROJECT ASSESSMENT CRITERIA

Appendix 4

CRITERIA FOR EVALUATING COMPETING PRIORITIES

Full project appraisals will be completed for all potential capital projects. The assessment will be as follows:-

Step 1

The project or scheme must meet one or more of the Council's Key Commitments

Meeting this threshold allows each scheme to progress to the prioritisation stage.

Step 2

Assessment against the following statements will be made to prioritise each competing bid:-
The scheme.....

- (i) is required to meet statutory, legislative or health and safety requirements.
- (ii) maximises external funding opportunities, bringing further resources into the Borough.
- (iii) is deliverable and realistic.
- (iv) generates on-going revenue savings for the Council.
- (v) is sustainable in terms of environmental impact.
- (vi) protects assets or reduces the potential for claims against the Council.
- (vii) makes a significant contribution to achieving the aims and objectives of the key public sector partners in the Borough, i.e. The County Council, PCT, Police or Fire Services.
- (viii) leads to a direct improvement in service outcomes for customers.
- (ix) helps to deliver the national agenda on E-Government.
- (x) has been identified as a result of stakeholder consultation.

Points will be awarded for meeting the criteria as follows:-

"0" points - for a scheme that does not meet the statement.

"1" point - for a scheme that meets the statement partially and/or part or section of the community.

"2" points - for a scheme that meets the statement fully and/or for the whole community.

The maximum points score for each scheme or project is therefore 20.

The assessment will be carried out by the officers of the "Capital Asset Management Team" (CAMT) and makes recommendations to Members of the Executive for consideration. The decision on how far down the list of projects the Council can go, will be dependant on the budget decisions taken by the Council at the same time.

PROPERTY ASSETS

Appendix - 5

Community Services			
Asset No.	Description	Address	Location
	Operational Assets		
0058/002	AMENITY AREA	STAMFORD ROAD	KETTERING
118	AMENITY AREA	GLADSTONE STREET	DESBOROUGH
221	AMENITY AREA	DALKEITH PLACE	KETTERING
0364/001	AMENITY AREA	MILL ROAD	KETTERING
0055/001	AMENITY LAND	SLADE VALLEY	ROTHWELL
0082/001/002	JUBILEE GARDENS	ST MARY'S ROAD	KETTERING
0224/006	GARDEN	BOWLING GREEN ROAD	KETTERING
0419/004	ATHLETICS TRACK	THURSTON DRIVE	KETTERING
	ALL WEATHER PITCH	THURSTON DRIVE	KETTERING
0023/002	COMMUNITY CENTRE	PONDER STREET	ROTHWELL
0097/001	COMMUNITY CENTRE	PIONEER AVENUE	BURTON LATIMER
0391/001	COMMUNITY CENTRE	LABURNUM CRESCENT	KETTERING
5	CORNMARKET HALL	LONDON ROAD	KETTERING
272	HALL	MELTON STREET	KETTERING
0009/004	PAVILION	ROCKINGHAM ROAD	KETTERING
0024/001	PAVILION	DUNKIRK AVENUE	DESBOROUGH
0040/002	PAVILION	NORTH PARK DRIVE	KETTERING
0067/002	PAVILION	WEEKLEY GLEBE ROAD	KETTERING
0145/004	PAVILION	CHURCHILL WAY	BURTON LATIMER
0339/001	PAVILION	GRANTOWN CLOSE	KETTERING
0387/001	PAVILION	NORTHAMPTON ROAD	KETTERING
0419/001	PAVILION	THURSTON DRIVE	KETTERING
0419/002	PAVILION	THURSTON DRIVE	KETTERING
0181/002	LEISURE CENTRE	BROADLANDS	DESBOROUGH
0382/001	LEISURE CENTRE	THURSTON DRIVE	KETTERING
0014/001	MUSEUM - MANOR HOUSE	SHEEP ST	KETTERING
385	ALFRED EAST ART GALLERY	SHEEP STREET	KETTERING
6	SWIMMING POOL	LONDON ROAD	KETTERING
15	TOURIST INFORMATION CENTRE	SHEEP STREET	KETTERING
0328/002	VILLAGE HALL	GATE LANE	BROUGHTON
0009/002	BANDSTAND	ROCKINGHAM ROAD	KETTERING
0024/005	BOWLING GREEN	DUNKIRK AVENUE	DESBOROUGH
0094/003	BOWLING GREEN	SQUIRES HILL	ROTHWELL
0145/005	BOWLING GREEN	CHURCHILL WAY	BURTON LATIMER
0009/006	BOWLING GREENS	PARK ROAD	KETTERING
0339/002	BOWLING GREENS	GRANTOWN CLOSE	KETTERING
0387/002	BOWLING GREENS	NORTHAMPTON ROAD	KETTERING
0024/003	BOWLS PAVILION	DUNKIRK AVENUE	DESBOROUGH
0094/002	BOWLS PAVILION	SQUIRES HILL	ROTHWELL
	CAR PARK & PLAY AREA	BRAYBROOKE ROAD	DESBOROUGH
0130/002	LAND	COPELANDS ROAD	DESBOROUGH
0130/003	LAND	COPELANDS ROAD	DESBOROUGH
	LAND	LANGLEY WAY	KETTERING
213	LAND	HAVELOCK STREET	DESBOROUGH
215	LAND	HAVELOCK STREET	DESBOROUGH
0164/001	LAND	LANGLEY WAY	KETTERING
0189/002	LANDSCAPED AREA	CHURCH STREET	BURTON LATIMER
0387/004	LANDSCAPED AREA	THURSTON DRIVE	KETTERING
0143/001	LANDSCAPED AREA	HIGH STREET	BURTON LATIMER
0071/002	PROTECTED OPEN SPACE	WHITEFORD DRIVE	KETTEING
0426/001	PUBLIC OPEN SPACE	BROOKSDALE CLOSE	KETTERING
0048/001	PUBLIC OPEN SPACE	CLEVELAND AVENUE	KETTERING
0066/001	PUBLIC OPEN SPACE	LEGION CRESCENT	KETTERING
0149/001	PUBLIC OPEN SPACE	WALSINGHAM AVENUE	KETTERING
0169/001	PUBLIC OPEN SPACE	NORTHFIELD AVENUE	KETTERING
0051/001	PUBLIC OPEN SPACE	PODMORE WAY	BROUGHTON
427	COMMUNITY AND OPEN SPACE LAND	BRAMBLESIDE	KETTERING

0073/001	NATURE CONSERVATION SITE	NORTHFIELD AVENUE	KETTERING
0106/001	PLANTED AREA	LONDON ROAD	KETTERING
415	PLAY AREA	THE SQUARE	THORPE MALSOR
	PLAY AREA SITE	ISE VALLEY	KETTERING
0116/002	PLAY AREA SITE	CHURCH ROAD	PYTCHLEY
	PLAY AREA SITE	MEADOW ROAD	KETTERING
0174/002	PLAY AREA SITE	GREENING ROAD	ROTHWELL
0207/002	PLAY AREA SITE	POLWELL LANE	BARTON SEAGRAVE
0231/002	PLAY AREA SITE	MAIN STREET	ASHLEY
0311/002	PLAY AREA SITE	BEAULY COURT	KETTERING
0313/002	PLAY AREA SITE	HIGHFIELD ROAD	KETTERING
0326/002	PLAY AREA SITE	HIGH STREET	BROUGHTON
0416/002	PLAY AREA SITE	RUSHTON RD	DESBOROUGH
0049/002	PLAY AREA SITE ONLY	GRAFTON STREET	KETTERING
	PLAYING FIELD	HIGHFIELD ROAD	KETTERING
0315/001	PLAYING FIELDS	CARLTON ROAD	WILBARSTON
0328/001	PLAYING FIELDS	GATE LANE	BROUGHTON
	PLAYING FIELDS	CHURCH ROAD	PYTCHLEY
0363/002	PLAYING FIELDS	MIDDLE LANE	STOKE ALBANY
0067/001	PLAYING FIELDS	WEEKLEY GLEBE ROAD	KETTERING
0313/001	PLAYING FIELDS	HIGHFIELD ROAD	KETTERING
0181/001	PLAYING FIELDS	BROADLANDS	DESBOROUGH
	RECREATION GROUND	POLWELL LANE	BARTON SEAGRAVE
	RECREATION GROUND	MAIN STREET	ASHLEY
	RECREATION GROUND	HIGH STREET	BROUGHTON
	RECREATION GROUND	MIDDLE LANE	STOKE ALBANY
0416/001	RECREATION GROUND	RUSHTON ROAD	DESBOROUGH
0023/003	RECREATION GROUND/OPEN SPACE	COLUMBUS CRESCENT / WELL LANE PARK	ROTHWELL
0024/004	RECREATION GROUND	DUNKIRK AVENUE	DESBOROUGH
0040/001	RECREATION GROUND	BATH ROAD	KETTERING
0049/001	RECREATION GROUND	GRAFTON STREET	KETTERING
0094/001	RECREATION GROUND	SQUIRES HILL	ROTHWELL
0097/003	RECREATION GROUND	PIONEER AVENUE	BURTON LATIMER
0100/001	PART RECREATION GROUND	DEEBLE ROAD	KETTERING
0166/001	RECREATION GROUND	MEADOWS ROAD	KETTERING
0174/001	RECREATION GROUND	GREENING ROAD	ROTHWELL
0282/001	RECREATION GROUND	PENNINE WAY	KETTERING
0350/001	POCKET PARK	GATE LANE	BROUGHTON
0145/002	PARK	CHURCHILL WAY	BURTON LATIMER
0009/005	PARK LAND	ROCKINGHAM ROAD	KETTERING
0296/001	DOG KENNEL SPINNEY	REYNOLDS CLOSE	BURTON LATIMER
0044/003	SHELTERS	MILL ROAD	KETTERING
0014/003	GARDENS	SHEEP STREET	KETTERING
0040/003	SPORTS PITCHES	NORTH PARK DRIVE	KETTERING
0391/002	SPORTS PITCHES	LABURNUM CRESCENT	KETTERING
0097/004	TENNIS COURTS	REGENT ROAD	BURTON LATIMER
0181/003	TENNIS COURTS	BROADLANDS	DESBOROUGH
0339/003	TENNIS COURTS	GRANTOWN CLOSE	KETTERING
0387/003	TENNIS COURTS	NORTHAMPTON ROAD	KETTERING
0431/001	CRICKET FIELD	THURSTON DRIVE	KETTERING

	Non Operational Assets		
0010/001	ALLOTMENTS	NORTHFIELD AVENUE	KETTERING
20	ALLOTMENTS	HIGHAM ROAD	BURTON LATIMER
32	ALLOTMENTS	SHOTWELL MILL LANE	ROTHWELL
0071/001	ALLOTMENTS	WHITEFORD DRIVE	KETTERING
93	ALLOTMENTS	KETTERING ROAD	ROTHWELL
98	ALLOTMENTS	MARGARET ROAD	KETTERING
108	ALLOTMENTS	WINDMILL AVENUE	KETTERING
0130/001	ALLOTMENTS	COPELANDS ROAD	DESBOROUGH
261	ALLOTMENTS	SCOTT ROAD	KETTERING
368	ALLOTMENTS	MIDDLE LANE	STOKE ALBANY
	AGRICULTURAL LAND	OFF LOWER STEEPING	DESBOROUGH
0364/002	ELECTRICITY SUBSTATION SITE	MILL ROAD	KETTERING
0399/002	ELECTRICITY SUBSTATION SITE	MARKET STREET	KETTERING
0416/003	ELECTRICITY SUBSTATION SITE	RUSHTON ROAD	DESBOROUGH
0399/001	FORMER AMBULANCE STATION	10 MARKET STREET	KETTERING
13	FOUNTAIN	BOWLING GREEN ROAD	KETTERING
158	GARDEN PLOTS	DESBOROUGH ROAD	RUSHTON
0232/001	SMALL GARDEN AREA	DUKE STREET	BURTON LATIMER
0349/001	GARDENS	PIONEER AVENUE	BURTON LATIMER
0336/001	GRAZING LAND	DEEBLE ROAD	KETTERING
0010/002	GROUND RENT	NORTHFIELD AVENUE	KETTERING
0254/003	GROUND RENT	UNION STREET	KETTERING
0315/002	GROUND RENT	CARLTON ROAD	WILBARSTON
390	GROUND RENT	SIR JOHN BROWN COURT	KETTERING
0343/001	LAND	DEEBLE ROAD	KETTERING
0421/001	LAND	ST ANNS ROAD	KETTERING
0345/001	LAND	END OF GLASTONBURY CLOSE	KETTERING
	LAND AWAITING DEVELOPMENT	FURNACE LANE	KETTERING
0337/001	WOODLAND	DEEBLE ROAD	KETTERING
0400/001	OPEN SPACE	BRACKEN CLOSE	KETTERING
96	LAND OVER CULVERT	LINDEN AVENUE	KETTERING
	LANDSCAPED AREA	HAZELWOOD LANE	KETTERING
	LEASED LAND - LEISURE CENTRE	THURSTON DRIVE	KETTERING
0145/001	SITE OF BOWLS PAVILLION	CHURCHILL WAY	BURTON LATIMER
194	VACANT SITE	CAREY STREET	KETTERING
352	AMENITY LAND	ST JOHNS ROAD	KETTERING

Environmental Care			
Asset No.	Description	Address	Location
Operational Assets			
0004/001	CAR PARK	LONDON ROAD	KETTERING
0224/005	CAR PARK	LONDON ROAD	KETTERING
0103/001	CAR PARK	WADCROFT	KETTERING
0355/001	CAR PARK	SCHOOL LANE	KETTERING
403	CAR PARK	SHEEP STREET	KETTERING
	CAR PARK	CHURCH STREET	BURTON LATIMER
	CAR PARK	MANSEFIELD CLOSE	DESBOROUGH
277	CAR PARK	NEW STREET	DESBOROUGH
178	CAR PARK	COMMERCIAL ROAD	KETTERING
	CAR PARK	CHURCHILL WAY	BURTON LATIMER
195	CAR PARK	QUEEN STREET	KETTERING
0196/001	CAR PARK	MARKET HILL	ROTHWELL
402	TRADERS' STORE & TOILET	SHEEP STREET	KETTERING
0361/001	DEPOT	ROBINSON WAY	KETTERING

Environmental Health			
Asset No.	Description	Address	Location
Operational Assets			
0266/002	PUBLIC CONVENIENCES	BUCKWELL CLOSE	DESBOROUGH
401	PUBLIC CONVENIENCES	SHEEP STREET	KETTERING
309	PUBLIC CONVENIENCES	CHURCHILL WAY	BURTON LATIMER
414	PUBLIC CONVENIENCES	SQUIRES HILL	ROTHWELL
004/002	RE-CYCLING CENTRE	LONDON ROAD CAR PARK	KETTERING
0027/005	RE-CYCLING CENTRE	GREEN LANE	ASHLEY
0103/002	RE-CYCLING CENTRE	COMERCIAL ROAD	KETTERING
0111/031	RE-CYCLING CENTRE	STAMFORD ROAD	KETTERING
0144/002	RE-CYCLING CENTRE	CHURCHLL WAY	BURTON LATIMER
0241/003	RE-CYCLING CENTRE	MANSEFIELD CLOSE	DESBOROUGH
0315/004	RE-CYCLING CENTRE	CARLTON ROAD	WILBARSTON
325	CEMETERY	GATE LANE	BROUGHTON
	CEMETERY EXTENSION	KETTERING ROAD	ROTHWELL
0017/001	CHAPEL	RUSHTON ROAD	DESBOROUGH
0019/002	CHAPEL	LODDINGTON ROAD	ROTHWELL
0001/001	CHAPEL & STORE	LONDON ROAD	KETTERING
0090/002	CHAPEL OF REMEMBRANCE	ROTHWELL ROAD	KETTERING
0090/001	CREMATORIUM	ROTHWELL ROAD	KETTERING
0090/003	OFFICES - EAST LODGE	ROTHWELL ROAD	KETTERING
0007/002	CEMETERY	CHURCH LANE	BURTON LATIMER
0022/003	CEMETERY	CHURCH LANE	BURTON LATIMER
0022/002	STORE	CHURCH LANE	BURTON LATIMER
0007/001	STORE	CHURCH LANE	BURTON LATIMER
0079/001	WAR MEMORIAL	HIGH STREET	DESBOROUGH
	WAR MEMORIAL	BOWLING GREEN ROAD	KETTERING

Asset No.	Description	Address	Location
	Operational Assets		
	COMMUNITY CENTRE	FORMER CO-OP STORE	HERTFORD ROAD
	HOSTEL	102/104 LONDON ROAD	KETTERING
	HOSTEL	20 CARRINGTON STREET	KETTERING
	HOSTEL	HILLBURY HOUSE	KETTERING
	HOUSING AREA OFFICE	37 JUDITH ROAD	KETTERING
	HOUSING AREA OFFICE	BARNES CLOSE	KETTERING
	PASTURES GIPSY CARAVAN SITE	STOKE ROAD	DESBOROUGH
	GARAGE	ST CRISPINS CLOSE	BURTON LATIMER
	GARAGE	LATIMER CLOSE	BURTON LATIMER
	GARAGE	ST ANDREWS CLOSE	BROUGHTON
	GARAGE	LONDON ROAD	KETTERING
	GARAGE	SAXON CLOSE	DESBOROUGH
	GARAGE & STORE	LONDON ROAD	KETTERING
	GARAGE PREMISES	HAVELOCK STREET	DESBOROUGH
	GARAGES	VALLEY WALK	KETTERING
	GARAGES	MAIN STREET	ASHLEY
	GARAGES	HARBOROUGH ROAD	STOKE ALBANY
	GARAGES	CAMBRIDGE STREET	ROTHWELL
	GARAGES	ASHLEY ROAD	WESTON-BY-WELLAND
	GARAGES	STATION ROAD	BURTON LATIMER
	GARAGES	CARTER AVENUE	BROUGHTON
	GARAGES	CHURCH CLOSE	BRAYBROOKE
	GARAGES	ORCHARD CRESCENT	KETTERING
	GARAGES	LABURNUM CRESCENT	KETTERING
	GARAGES	QUEENS ROAD	WILBARSTON
	GARAGES	CHASE VIEW ROAD	GEDDINGTON
	GARAGES	THE WOODLANDS	GEDDINGTON
	GARAGES	WEEKLEY GLEBE ROAD	KETTERING
	GARAGES	ALMOND ROAD	KETTERING
	GARAGES	SCOTT ROAD	KETTERING
	GARAGES	WEEKLEY GLEBE ROAD	KETTERING
	GARAGES	BYRON ROAD	KETTERING
	GARAGES	PEVREL PLACE	DESBOROUGH
	GARAGES	GRANGE PLACE (SOUTH)	KETTERING
	GARAGES	GRANGE PLACE (NORTH)	KETTERING
	GARAGES	CHURCH ROAD	PYCHLEY
	GARAGES	THE SQUARE	THORPE MALSOR
	GARAGES	TOP DYSONS	CRANFORD
	GARAGES	MOORFIELD ROAD	ROTHWELL
	GARAGES	SUSSEX ROAD	KETTERING
	GARAGES	NORTHUMBERLAND ROAD	KETTERING
	GARAGES	NORTHUMBERLAND ROAD	KETTERING
	GARAGES	DESBOROUGH ROAD	BRAYBROOKE
	GARAGES	HARRINGTON ROAD	LODDINGTON
	GARAGES	HILLCREST AVENUE	BURTON LATIMER
	GARAGES	PEASELAND	DESBOROUGH
	GARAGES	HODGE WAY	KETTERING
	GARAGES	WILLOW CLOSE	DESBOROUGH
	GARAGES	CASTLE WAY	KETTERING
	GARAGES	LEESON CRESCENT	BARTON SEAGRAVE
	GARAGES	GRANGE ROAD	KETTERING
	GARAGES	ALBERT STREET	KETTERING
	GARAGES	ALEXANDRA STREET	KETTERING
	GARAGES	GLOUCESTER CLOSE	KETTERING
	GARAGES	GLOUCESTER CLOSE	KETTERING
	GARAGES	ALBERT STREET	KETTERING
	GARAGES	GLENDON ROAD	ROTHWELL
	GARAGES	SAXON CLOSE	DESBOROUGH
	GARAGES	MANSEFIELD CLOSE	DESBOROUGH
	GARAGES	COBDEN STREET	KETTERING
	GARAGES	COBDEN STREET	KETTERING
	GARAGES	BUCCLEUCH STREET	KETTERING
	GARAGES	WHITEFORD DRIVE	KETTERING
	GARAGES	WHITEFORD DRIVE	KETTERING
	GARAGES	HAWSON CLOSE	KETTERING
	GARAGES	HAWSON CLOSE	KETTERING
	GARAGES	BARNES CLOSE	KETTERING
	GARAGES	BARNES CLOSE	KETTERING

	GARAGES	FISHTON CLOSE	KETTERING
	GARAGES	FISHTON CLOSE	KETTERING
	GARAGES	ROUGHTON CLOSE	KETTERING
	GARAGES	ROUGHTON CLOSE	KETTERING
	GARAGES	BARRON CLOSE	KETTERING
	GARAGES	BARRON CLOSE	KETTERING
	GARAGES	BAFFIN CLOSE	ROTHWELL
	Non Operational Assets		
	ELECTRICITY SUB STATION	WINDMILL AVENUE	KETTERING
0056/009	ELECTRICITY SUBSTATION SITE	PIONEER AVENUE	BURTON LATIMER
0075/022	ELECTRICITY SUBSTATION SITE	LINDEN AVENUE	KETTERING
0081/013	ELECTRICITY SUBSTATION SITE	WOOD STREET	GEDDINGTON
0087/007	ELECTRICITY SUBSTATION SITE	49 CROSS STREET	KETTERING
0092/011	ELECTRICITY SUBSTATION SITE	MEADOW ROAD	ROTHWELL
0111/028	ELECTRICITY SUBSTATION SITE	JUDITH ROAD	KETTERING
0111/029	ELECTRICITY SUBSTATION SITE	JEAN ROAD	KETTERING
0113/003	ELECTRICITY SUBSTATION SITE	NORTHAMPTON ROAD	BROUGHTON
0147/012	ELECTRICITY SUBSTATION SITE	MOORFIELD ROAD	ROTHWELL
0147/013	ELECTRICITY SUBSTATION SITE	MANOR ROAD	ROTHWELL
0150/019	ELECTRICITY SUBSTATION SITE	NORTHUMBERLAND CLOSE	KETTERING
0203/004	ELECTRICITY SUBSTATION SITE	CHURCH STREET	BROUGHTON
0209/003	ELECTRICITY SUBSTATION SITE	LONDON ROAD	KETTERING
0255/007	ELECTRICITY SUBSTATION SITE	GRANGE ROAD	KETTERING
0292/021	ELECTRICITY SUBSTATION SITE	BARRON CLOSE	KETTERING
0292/022	ELECTRICITY SUBSTATION SITE	HAWSON CLOSE	KETTERING
0292/025	ELECTRICITY SUBSTATION SITE	FISHTON CLOSE	KETTERING
409	ELECTRICITY SUBSTATION SITE	ALMOND ROAD	KETTERING
	GAS GOVERNOR SITE	STAMFORD ROAD	KETTERING
	GARDEN	NORTHFIELD AVENUE	KETTERING
	GARDEN	BAKEHOUSE LANE	BURTON LATIMER
	GARDEN	ALBION ROAD	KETTERING
	GARDEN AREA TO SIDE	LONDON ROAD	KETTERING
	LAND	HIGH STREET	CRANFORD
	LAND	NUNNERY AVENUE	ROTHWELL
	LAND	THE WOODLANDS	GEDDINGTON
	LAND	WOODLAND DRIVE	BURTON LATIMER
	LAND	COBDEN STREET	KETTERING
	LAND	BAFFIN CLOSE	ROTHWELL
	AMENITY LAND	WALES STREET	ROTHWELL
	BUILDING PLOT	EDINBURGH CLOSE	ROTHWELL
	BUILDING PLOT	REDWOOD CLOSE	DESBOROUGH
	LAND TO REAR	WINDMILL AVENUE	KETTERING
	PLOTS	SPINNEY ROAD	BURTON LATIMER
	SITE OF PUBLIC HOUSE	HIGHFIELD CRESCENT	KETTERING
	LAND - RIGHT OF WAY	ST CRISPINS CLOSE	BURTON LATIMER
	LANDSCAPED AREA	MILL ROAD	KETTERING

Human Resources			
Asset No.	Description	Address	Location
Operational Assets			
0224/001	MUNICIPAL OFFICES	BOWLING GREEN ROAD	KETTERING
0224/002	CANTEEN & STORE	LONDON ROAD	KETTERING
0224/003	GARAGE & STORE	LONDON ROAD	KETTERING
0224/004	STORE	BOWLING GREEN ROAD	KETTERING
Non Operational Asset			
0224/007	ELECTRICITY SUBSTATION SITE	BOWLING GREEN ROAD	KETTERING
3	KETTERING BOROUGH TRAINING	40 LONDON ROAD	KETTERING

Democratic & Legal			
Asset No.	Description	Address	Location
Operational Assets			
265	DISTRICT OFFICE (LEASED IN)	MARKET HILL	ROTHWELL
Non Operational Assets			
253	BUS SHELTER	DESBOROUGH ROAD	ROTHWELL
429	CENTRE FOR THE UNEMPLOYED	6 STATION ROAD	KETTERING
0104/004	ELECTRICITY CABLE WAYLEAVE - OLD BRICKYARD	LONDON ROAD	KETTERING
0016/004	ELECTRICITY SUBSTATION SITE	ORION WAY	KETTERING
21	ELECTRICITY SUBSTATION SITE	PYTCHLEY LODGE ROAD	KETTERING
0186/004	ELECTRICITY SUBSTATION SITE	CUNLIFFE DRIVE	KETTERING
0361/002	ELECTRICITY SUBSTATION SITE	ROBINSON CLOSE	KETTERING
407	ELECTRICITY SUBSTATION SITE	GARRARD WAY	KETTERING
408	ELECTRICITY SUBSTATION SITE	LINNELL WAY	KETTERING
	GROUND RENT	FULLER STREET	KETTERING
2	MARKET SQUARE	SHEEP STREET	KETTERING
109	MARKET STORE	MARKET PLACE	KETTERING
2	MARKET STORE	MARKET PLACE	KETTERING
194	LAND	CAREY STREET/ TOLLER STREET/ KNIBB STREET	KETTERING
0103/005	KETTERING SHOPMOBILITY	WADCROFT	KETTERING
Non Op. Land			
	AGRICULTURAL LAND	EDINBURGH CLOSE	ROTHWELL
	AGRICULTURAL LAND	KETTERING ROAD	ROTHWELL
	INDUSTRIAL DEVELOPMENT LAND - NORTHFIELD PARK	NORTHFIELD AVENUE	KETTERING
	INDUSTRIAL LAND - PLOT 3	ORION WAY	KETTERING
0302/001	RETAIL INVESTMENT LAND (LET)	GOLD STREET	KETTERING
	LAND	CUNLIFFE DRIVE	KETTERING
	LAND	CUNLIFFE DRIVE	KETTERING
	LAND	CUNLIFFE DRIVE	KETTERING
155	LAND	KETTERING ROAD	ROTHWELL
365	LAND	ROBINSON CLOSE	KETTERING
372	LAND	EBENEZER PLACE	KETTERING
0104/002	LAND - OLD BRICKYARD	LONDON ROAD	KETTERING
394	LAND TAKEN FOR A14 SCHEME	KETTERING ROAD	ROTHWELL
	DEVELOPMENT LAND	LAWRENCES SITE	DESBOROUGH
	INVESTMENT LAND	NEWLANDS CENTRE	KETTERING
138	RETAIL INVESTMENT PROPERTY LAND	GOLD STREET/LOWER STREET	KETTERING
	PART OF A14	KETTERING ROAD	ROTHWELL
0104/005	ROAD - PART OF OLD BRICKYARD	LONDON ROAD	KETTERING
0104/005	ROADWAYS WITHIN SITE - OLD BRICKYARD	LONDON ROAD	KETTERING
107	RUGBY FOOTBALL GROUND	WAVERLEY ROAD	KETTERING
0105/001	SCOUT CENTRE - PART OF OLD BRICKYARD	LONDON ROAD	KETTERING
0105/002	SCOUT CENTRE (SEA SCOUTS) - PART OF OLD BRICKYARD	LONDON ROAD	KETTERING
0067/003	SCOUT HUT	WEEKLY GLEBE ROAD	KETTERING
0327/001	LAND HOUSING SCOUT HUT	GRANTOWN CLOSE	KETTERING
297	WORKSHOP & YARD	CHURCHILL WAY	BURTON LATIMER
0016/003	RANSOM STRIP	ORION WAY	KETTERING
0104/004	WAYLEAVE - PART OF OLD BRICKYARD	LONDON ROAD	KETTERING

	Non Op. Investment		
	Industrial		
46	INDUSTRIAL UNITS	GRANGE ROAD	GEDDINGTON
211	INDUSTRIAL UNITS	CUNLIFFE DRIVE	KETTERING
34	INDUSTRIAL UNITS & OFFICE UNIT	PIPEWELL ROAD	DESBOROUGH
83	FORMER FIRE STATION	HAVELOCK STREET	DESBOROUGH
	FINANCE LEASES	CUNLIFFE DRIVE	KETTERING
	Retail		
112	LOCK-UP SHOP	1 3 & 5 GRANGE PLACE	KETTERING
316	LOCK-UP SHOP UNIT	2 GRANGE PLACE	KETTERING
306	LOCK-UP SHOP UNIT	4 GRANGE PLACE	KETTERING
304	LOCK-UP SHOP UNIT	6 GRANGE PLACE	KETTERING
324	LOCK-UP SHOP UNIT	7 GRANGE PLACE	KETTERING
117	LOCK-UP SHOP UNIT	8 GRANGE PLACE	KETTERING
323	LOCK-UP SHOP UNIT	9 GRANGE PLACE	KETTERING
137	LOCK-UP SHOP UNIT	10 GRANGE PLACE	KETTERING
285	LOCK-UP SHOP UNIT	6 HAMPDEN CRESCENT	KETTERING
276	LOCK-UP SHOP UNIT	8 HAMPDEN CRESCENT	KETTERING
271	LOCK-UP SHOP UNIT	19 HAMPDEN CRESCENT	KETTERING
270	LOCK-UP SHOP UNIT	21 HAMPDEN CRESCENT	KETTERING
0095/002	LOCK-UP SHOP UNIT	18 HIGH STREET	ROTHWELL
0095/003	LOCK-UP SHOP UNIT	20 HIGH STREET	ROTHWELL
0281/002	LOCK-UP SHOP UNIT	12 QUEEN STREET	GEDDINGTON
	Offices / Retail		
142	DISTRICT OFFICE	90 HIGH STREET	BURTON LATIMER
74	DISTRICT OFFICE & SMALL COMMER	47 STATION ROAD	DESBOROUGH

Please note that the above list is not exhaustive and does not include houses, some small low value parcels of land, verges (including narrow landscaped strips), car parks associated with housing and footpaths.

**KETTERING BOROUGH COUNCIL
ASSET MANAGEMENT
SUITABILITY & SUFFICIENCY SURVEY**

Appendix 6

Please refer to the associated guidance when completing this form

Property Name:	« <i>Property_Name</i> »	Service Area:	« <i>Service</i> »
		Prop Ref:	« <i>Property_Code</i> »
Property Address:	« <i>Street</i> » « <i>Locality</i> » « <i>Postal_Town</i> » « <i>Postcode</i> »	Electoral Div:	« <i>Electoral_Division</i> »
		Current use:	« <i>Property_Use</i> » « <i>Property_Type</i> »

Rating system A = Suitable B = Not completely suitable – can be improved C = Not completely suitable – cannot be improved D = Unsuitable N/A = Question not applicable to this property	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Survey completed by:</td><td></td></tr> <tr><td>Position:</td><td></td></tr> <tr><td>Contact telephone no</td><td></td></tr> <tr><td>Date completed:</td><td></td></tr> </table>	Survey completed by:		Position:		Contact telephone no		Date completed:	
Survey completed by:									
Position:									
Contact telephone no									
Date completed:									

Section A - Location		A	B	C	D	N/A	YES	NO
A1	Is the property in the right location?							
A2	Is the property conveniently located to a good public transport network?							
A3	Is the public on-site parking adequate?							
A4	Is the staff on-site parking adequate?							
A5	Is the off-site parking adequate?							
A6	Could the service delivery be improved if it was effected from a multi-agency building?							

Any comments on **Location** issues?

Section B - Accessibility		A	B	C	D	N/A	YES	NO
B1	Is the property easily accessible for people with special needs?							
B2	Does the internal layout of the property permit ease of movement?							
B3	Is the external signage to the property adequate?							
B4	Is the internal signage to the property adequate?							
B5	Has a full DDA audit been carried out on this property?							

Any comments on **Accessibility** issues?

Section C - Environment		A	B	C	D	N/A
C1	Does the heating system for the property enable you to consistently maintain a suitable temperature?					
C2	Does the heating system meet your requirement?					
C3	Is the level and system of ventilation acceptable?					
C4	Is the current system of heating energy efficient?					
C5	Do the means of lighting achieve satisfactory levels?					
C6	Are the means of controlling the lighting arrangements satisfactory?					
C7	Are working areas suitably protected from excessive sunlight?					
C8	Are the acoustics within the property suitable?					
C9	Is the internal decoration to a suitable level for the current use?					
C10	Do the floor finishes meet the requirement for the current use?					

Any comments on **Environment** issues?

Section D – Health, Safety and Security		A	B	C	D	N/A	YES	NO	
D1	Does the property provide a safe and secure environment for its occupants?								
D2	Is the property equipped with suitable means of reducing the impact of crime?								
D3	Are there suitable means for dealing with the initial outbreak of a fire?								
D4	Have risk assessments been carried out and measures taken to minimise risks to the occupants?								
D5	Is the presence or any evidence of Asbestos known to you?								
D6	Is the presence of Radon gas known to you?								
Any comments on Health, Safety and Security issues?									
Section E – Space, utilisation and sufficiency		A	B	C	D	N/A			
E1	Is the layout of the space suitable for the purpose of service delivery?								
E2	Is the property the right size?								
E3	Is the property the right shape?								
E4	Is the storage space adequate?								
E5	Are there adequate welfare facilities for staff?								
E6	Are the toilet facilities suitable?								
E7	Are the reception facilities suitable for the purpose?								
E8	Are the interview facilities suitable for the purpose?								
E9	Overall how well are premises utilized?								
E10	How many staff require workstations at this property?					F TE			
Any comments on Space, utilization and sufficiency issues?									
Section F – Fixtures & Fittings		A	B	C	D	N/A			
F1	Is the IT infrastructure adequate?								
F2	Is there an adequate supply and distribution of power points?								
F3	Has adequate provision been made for services?								
F4	Is the property suitable for persons with special needs?								
Any comments on Fixtures & Fittings issues?									
Section G – Image & Ambience		A	B	C	D	N/A			
G1	Is the age of the building appropriate?								
G2	Is the type of construction appropriate?								
G3	Does the access to the property convey the necessary degree of openness?								
G4	Does the property look 'shabby'?								
G5	Is the external planting suitable?								
G6	Are the external and internal planting areas adequately maintained?								
G7	Are public reception areas comfortable and inviting?								
G8	Is the cleaning regime suitable for the purpose?								
Any comments on Image & Ambience issues?									
Section H – Future service demands for this property (please continue on new blank sheet if necessary)									

Appendix 7

DISPOSAL CRITERIA

	Reasons for Retention	Reasons for Disposal
1	Property still required for service provision and is best provided in the property under review.	Property no longer provides best accommodation for specific service provision and cannot be economically and effectively be used for alternative purposes
2	Retention of property in operational use represents the Best Value for the Council that may be achieved for that property.	Best Value may be achieved by disposal of the property or entering into shared ownership with other service providers.
3	The holding earns a average/ better than average revenue return through lease-out. Such return assessed on market conditions at any given time.	Below average investment return
4	Benefits in retention outweigh benefits of disposal (for example, value of land likely to rise in the near future or covenants/ agreements with partner agencies impose restrictions on sale).	Positive benefits flow from disposal (Examples: Sale of an access ransom strip to facilitate development; or disposal of land in return for amenity works or other community benefits).
5	Revenue pressures indicate need to retain income stream in preference to capital receipt.	Capital receipt, to fund other capital development projects, more beneficial than continued income stream from existing holding under consideration.
6	Low operational revenue costs.	High operational revenue costs.
7	Low maintenance costs/ energy costs and CO ² emissions	High maintenance/ energy costs and CO ² emissions
8	Needed to provide land for future development.	Land is badly located for Council development needs.
9	Identifiable social, economic or environmental benefits of retention (e.g. social housing, preservation of heritage or environment, promotion of employment).	No identifiable social/ economic or environmental benefit in Council ownership.
10	Restrictive covenant still applies to the asset it affects	Reasons for the original restrictive covenant has become obsolete
11	Sum to be paid to external financial organisation and disposal of asset forms a substantial part of the capital receipt to be achieved	Repayment to external funding organisation is incidental to capital receipt to be realised.
12	Whole Life Costing is below average for this type of property*	Whole life Costing is above for this type of property*

NOTE

These are broad criteria and each individual proposal must be subject to full consideration and consultation with all parties involved (including ward councillors and neighbours) and take into account all relevant factors.

* Whole Life Costing is a technique which assesses the total cost of an asset over its whole life; it takes into account the initial capital cost as well as the cost of renovation, repairs and maintenance over the expected lifetime of the property.

APPENDIX 8

ACQUISITION CRITERIA

	Reasons for Acquisition	Reasons not to Acquire
1	Operational need. E.g. accommodation needed for specific Council service(s) provision and the proposed acquisition would represent Best Value for the Council	No operational need identified
2	Below average maintenance costs/ energy costs and CO ² emissions	Above average maintenance/ energy costs and CO ² emissions
3	Acquisition is identified as the best method of improving service delivery (e.g. provision of new business start up units).	As 1 above
4	Property would earn a good revenue return through lease-out. Such return to be assessed on market conditions at any given time.	Below average investment return expected
5	Property would compliment existing holdings or allow for development site assembly.	No "portfolio development" advantage in acquisition
6	Need to provide land for future development.	Poor development land
7	Identifiable social, economic or environmental benefits of acquisition (e.g. social housing, preservation of heritage or environment, promotion of employment.)	No identifiable social/ economic or environmental benefit in Council ownership.
8	Where Life Costing is below average for this type of property*	Where Life Costing is above average for this type of property*

NOTE

These are broad criteria and each individual proposal must be subject to full consideration and consultation with all parties involved (including ward councillors and neighbours) and take into account all relevant factors.

* Whole Life Costing is a technique which assesses the total cost of an asset over its whole life; it takes into account the initial capital cost as well as the cost of renovation, repairs and maintenance over the expected lifetime of the property.

APPENDIX 9

PERFORMANCE AGAINST PROPERTY PERFORMANCE INDICATORS

PI Source	PI	2005/6 Target	2004/5 Actual
PPI 1 A	% gross internal floor-space in condition categories A – D		
	Community Assets (CA)	A	16%
		B	84%
		C	0%
		D	0%
	Non operational (General) (NOG)	A	0%
		B	98%
		C	2%
		D	0%
	Other Land & Buildings (OLB)	A	6%
		B	94%
		C	0%
	D	0%	
PPI 1 B	Backlog of maintenance by cost expressed i) as total value and ii) as a % in priority levels 1 - 4		
	Community Assets (CA)	1	0%
		2	59%
		3	15%
		4	26%
	Non operational (General) (NOG)	1	3%
		2	61%
		3	10%
		4	26%
	Other Land & Buildings (OLB)	1	4%
		2	39%
		3	39%
	4	18%	

This indicator measures the condition of the asset for its current use; to show the severity and extent to which maintenance problems affect the portfolio; to assist in development of detailed information on backlog; to show year-on-year changes in maintenance backlog.

The properties that this indicator relates to are the freehold and leasehold buildings where the Borough has a direct repairing obligation. It excludes all housing revenue account assets but includes land where it is in a site curtilage and is an integral element of the building e.g. parking necessary for the building use.

The total gross internal area of operational buildings is 18,481 square metres.

The total gross internal area of non-operational buildings is 7,421 square metres.

Definition of condition categories and priority levels

A: Good – performing as intended and operation efficiency

B: Satisfactory – performing as intended but showing minor deteriorating

C: Poor – showing major defects and / or not operating as intended

D: Bad – Life expired and/or serious risk of immanent failure

1. Urgent works that will prevent immediate closure of premises and/ or address immediate high risk to the health and safety of the occupants and / or remedy a serious breach of legislation
2. Essential work required within 2 years that will prevent serious deterioration of the fabric or services and/or address a medium risk to health and safety of the occupants and or remedy a minor breach of legislation

Property performance indicators 5A and 5B

PI Source	PI	2005/6 Target	2004/5 Actual
PPI 5 A	% of projects where outturn falls within +/-5% of the estimated outturn, expressed as a %age of the total number of projects completed in the financial year	NONE COMPLETED	NONE COMPLETED
PPI 5 B	% of projects where outturn falls within +/-5% of the estimated timescale, expressed as a %age of the total number of projects completed in the financial year	NONE COMPLETED	NONE COMPLETED

These indicators measure and monitor the delivery of new capital projects against set time and budget targets, and to impact on the prioritising process for projects and the associated local performance measures and monitoring systems put in place.

Local Performance Indicators

The Council reports on the following 2 local performance indicators.

PI Source	PI	2005/6 Target	2005/6 1 ST qtr.	2004/5 Actual
IPI 37	%age of Council owned properties let – the %age of commercial premises owned by the Council which were let at the end of the period (being reported)	96%	90%	94%
IPI 38	Average time commercial premises are vacant – the overall vacancy rate for all KBC owned commercial properties intended for letting to 3 rd parties. Calculated by adding the number of days in the period (being reported on) that units are vacant and available for letting. Expressed in terms of unit days.	45	73	69

3. Desirable work required within 3-5 years that will prevent deterioration of fabric or services and/or address a low risk to the health and safety of the occupants/ and /or a minor breach of legislation
4. Long-term work required beyond a period of 5 years that will prevent deterioration of the fabric and/or services.

Property performance indicators 2A, 2B and 2C

PI Source	PI	2005/6 Target	2004/5 Actual
PPI 2 A, B & C	Internal Rate of Return (IRR) for each of the following portfolios:-		
	(a) Industrial Cunliffe Drive, Kettering Pipwell Road, Desborough Grange Road, Geddington	12% 12.5% 12%	12% 12.5% 12%
	(b) Retail Grange Place, Kettering	7%	7%
	(c) Agricultural investment property	n/a	N/a

This indicator demonstrates the justification in financial terms for retaining a non-operational investment portfolio. It will ensure accountability for investment decisions illustrating the financial advantages and disadvantages of holding / disposing of assets in the portfolio.

It excludes property that the corporate property officer decides are being held for social or community uses rather than as an investment. The industrial /retail estates shown are the Council's main income producing property investments. Not all investments are shown within the table.

Property performance indicators 3A and 3B

PI Source	PI	2005/6 Target	2004/5 Actual
PPI 3 A	Total annual management costs per sq. metre (GIA) for operational property	£3.50 per sqm	£3.66 per sqm
PPI 3 B	Total annual management costs per sq. metre (GIA) for non-operational property	£4.50 per sqm	£4.66 per sqm

These indicators measure the cost and efficiency of property services provision.

Property performance indicator 4A, 4B, 4C and 4D

PI Source	PI	2005/6 Target	2004/5 Actual
PPI 4 A	Repair & maintenance costs per sq.m GIA	£11 per sqm	£11.86 per sqm
PPI 4 B	Energy costs per sq.m GIA (gas, electricity, oil and solid fuel)	£8.50 per sqm	£8.96 per sqm
PPI 4 C	Water costs per sq.m GIA	£1.70 per sqm	£1.78 per sqm

These indicators encourage efficient use of assets over time and year-on-year improvements in energy efficiency. It excludes all housing revenue account assets.

Extract from Action plan on Sports facilities

SITE	CURRENT PROVISION	ISSUES	DEVELOPMENT PROPOSALS	CAPITAL COSTS	REVENUE COSTS OF CAPITAL DEVELOPMENT
<p><u>DESBOROUGH</u></p> <p>WARDS St Giles Loatland</p>	<p>DESBOROUGH LEISURE CENTRE</p> <ul style="list-style-type: none"> • 2 Squash Courts • 4 Badminton Courts • Station Fitness Studio • 2 Tennis Courts/floodlit ballcourt • Cricket Pitch • Junior Football Pitch 	<p>Scheduled major commercial and residential development to the north of Desborough includes Section 106 planning obligation to replace the existing leisure centre.</p> <p>Increased population size may require increased provision – larger fitness studio, additional ancillary activity area</p> <p>The community may have other needs which could be incorporated into the new building in order to encourage multi-use of the centre and serve as a cultural focus for the town, however the siting of the new facility will have an effect on the range of services which are appropriate, as well as the level of use it ultimately receives</p> <p>Currently there is a funding shortfall and discussions with the developer are proceeding</p>	<p>New Leisure Centre to replace the existing centre probably between 2005/2008. Minimum provision should include:</p> <ul style="list-style-type: none"> • 4 badminton court sports hall • 2 squash courts • 1 badminton court ancillary area with sink and suitable floor for art and craft work • 25 station fitness studio • bar/cafeteria • permanent provision for the safe display of either historic artefacts or works of art • 3 outdoor tennis courts/floodlit ballcourt • 2 football pitches or retain pitches at existing site • car parking for 200 cars 	<p>Section 106 provision will contribute towards costs, for full proposals additional funding would have to be found.</p> <p>Future of existing site to be determined</p>	<p>Aim to ensure efficient fuel and optimum use with a view to substantially reducing existing grant paid for management of Desborough Leisure Centre</p> <p>Possible grant support from local charity</p>
FROM CLUB SURVEY					
	<p>DESBOROUGH AMATEUR BOXING CLUB</p> <p>DESBOROUGH TOWN CRICKET</p>	<p>Currently using Braybrooke Village Hall for twice weekly boxing sessions. Would like to operate from a base in Desborough.</p> <p>The club is keen to encourage and retain membership by young</p>	<p>Interested in using space in new leisure centre therefore flexible space with good storage facility would be needed.</p> <p>Extend clubhouse to provide</p>	<p>Additional cost of incorporating this into the new centre will have to be evaluated.</p> <p>£20,000 through events,</p>	

SITE	CURRENT PROVISION	ISSUES	DEVELOPMENT PROPOSALS	CAPITAL COSTS	REVENUE COSTS OF CAPITAL DEVELOPMENT
	<p>CLUB</p> <p>DESBOROUGH INDOOR BOWLING CLUB</p> <p>DESBOROUGH YOUTH CLUB (Included due to programme containing some sports activities)</p>	<p>people. Currently there is a need to provide more accommodation in the club house. Maintenance costs for sewage system are very high.</p> <p>Newly refurbished green with full disabled access and good ancillary facilities, however the building is very poorly insulated and fuel bills are very high.</p> <p>A thriving centre offering Youth Clubs, Table Tennis club, Adult Education classes, Dancing classes, as well as hosting the local WRVS club and offering our facility for meetings, parties etc.</p> <p>Due to this growth, long-term plans are to build on additional space.</p>	<p>extra changing and social accommodation. Connect the building to the main sewer.</p> <p>Need to insulate ceiling and walls.</p> <p>a multi-purpose extension, to update the facilities, offering</p> <ul style="list-style-type: none"> ➤ a more classroom-like room, ➤ a quiet room, ➤ a room for an after schools club, without disrupting anyone else. 	<p>lottery and private sponsorship.</p> <p>£47,000</p> <p>Entrust has been approached but has insufficient funds.</p> <p>No details available as yet.</p>	

Stock Condition Survey Report**Property:** Grantown Close, Kettering**Date of Survey:** 6th July 2005**Occupier:** N/K**Use:** Pavilion

Condition Category	Priority 1	Priority 2	Priority 3	Priority 4	Total	GIA sq. m
B	£1,000	£63,150	£3,300	£3,750	£71,200	269

Address: Grantown Close, Kettering (Pavilion)

Asset Number:

Date: 6th July 2005

Gross Internal Floor Area (GIA): 269 sq.m.

Age: 27 years

Overall condition:

Ref./Location	Element	Condition	Priority	Cost (£)				Comments
				1	2	3	4	
Externally								
1.0 Roof								
1.1	Structure	No access (flat roof)						
1.2	Covering	Mineral finish to built up felt covering	B	2	£1,300			Provision to replace covering within 1 to 2 years.
1.3	Fascias	Plywood	B	3		£400		Overhaul and redecorate fascia.
1.4	Drainage	UPVC and aluminium downpipes	B	3		£150		Overhaul
External Walls, Windows & Doors								
2.1	Walls	Curtain walling. Softwood fascia with timber and metal faced panels.	B	2	£50,000			Wet rot evident in some frames. Provision to replace with brick/block within 2 years. (capital).
2.2	Windows	Softwood casement framed with perspex glazing	B	2			£1,300	Overhaul and redecorate frames.
2.3	Doors	- Part glazed doors - Ply faced doors	B B	3 3		£200 £400		Check fitting. Overhaul and redecorate doors. No comments.
3.0 External Areas								
3.1	Path	- PC concrete paving - In-situ concrete - Tarmac covering with PC concrete edging	B B B	3		£150		Replacement and releveling of paving. No comments. No comments.
3.2	Road	- Tarmac covering with PC concrete edging - Ribbed PC concrete units	B B	4			£200	No comments. Clean out vegetation to units.
3.3	Boundaries	Metal railings and fence panels	A					No comments.
3.4	Gate	Metal gates	A					No comments.
3.5	Misc.	Tennis Court. Tarmac covering with PC concrete edging	B					No comments.
Internally								
4.0	Ceilings	Plasterboard with artex finish	B	4			£500	Provision for redecoration.

Ref./Location	Element	Condition	Priority	Cost (£)				Comments
				1	2	3	4	
5.0 Walls	Plasterboard lined walls	B	4				£1,000	Redecorate walls.
6.0 Floors	Solid construction with vinyl and carpet finishes	B	3			£1,000		Allowance to replace sections of floor coverings.
7.0 Doors	- Glazed softwood doors	B	3			£300		Overhaul and redecorate doors.
	- Ply faced doors	B	3			£300		Overhaul and redecorate doors.
8.0 Sanitary Services								
8.1 Toilets/bathrooms	- Fittings	B	4				£300	Vitreous china clay WCs, WHBs and urinals.
	- Waste plumbing	B	1	£1,000				Replace urinal flush system.
8.2 Kitchens	- Fittings	B						New formica veneered units.
	- Waste plumbing	B						No comments.
9.0 Mechanical Services								
9.1 Heating Source Eq.	Electric	B						No comments.
9.2 Heating	Electric heaters	B	3			£400		Maintenance and repairs within 2-5 years.
9.3 H & C Water	Electric hot water heaters	B	4				£150	Repairs to heater.
9.4 Ventilation		B	2		£150			No comments.
10.0 Electrical Services								
10.1 Control Gear	Distribution board unit with MCB	A						No comments.
10.2 Power	- Fittings	B	4				£150	Provision to upgrade some sections.
	- Wiring	B						No comments.
10.3 Lighting	- Fittings	B	4				£150	No comments.
	- Wiring	B						No comments.
Total costs				£1,000	£51,450	£3,300	£3,750	
Grand total							£59,500	

Stock Condition Survey Report

Summary Sheet

Date of survey 6th July 2005

Unit reference No. 327

Element	Condition category	Priority 1	Priority 2	Priority 3	Priority 4
Roof(s)	B	£0	£13,000	£550	£0
External walls, windows and doors	B	£0	£50,000	£600	£1,300
External areas	B	£0	£0	£150	£200
Ceilings	B	£0	£0	£0	£500
Walls	B	£0	£0	£0	£1,000
Floors	B	£0	£0	£1,000	£0
Doors	B	£0	£0	£600	£0
Fittings	B	£1,000	£0	£0	£300
Mechanical Services	A	£0	£150	£400	£150
Electrical Services	A	£0	£0	£0	£300
Totals		£1,000	£63,150	£3,300	£3,750

CIPFA Categorized Condition Survey of Assets - July 2005

Asset No.	Address	Description	CIPFA Cat.	Resp. Officer	Cond. Cat A-D by sqm				Priority level 1-4 by cost					
					A	B	C	D	1	2	3	4		
Environmental Care														
0361/001	Robinson Way, Kettering	Depot	NOG	GS		1300				0	1500	2600	10950	
0402	Sheep Street, Kettering	Traders store & toilet	NOG	CB		75				0	280	130	530	
						1375				Total	0	1780	2730	11480
Human Resources														
0224/001	Bowling Green Rd, Kettering	Municipal Offices	OLB	TB		1820				3700	22230	41500	11750	
0224/004	Bowling Green Rd, Kettering	Store	OLB	TB		60				0	720	80	50	
0024/002	Bowling Green Rd, Kettering	Canteen & Store	OLB	TB		259				0	5400	3850	5180	
0224/003	Bowling Green Rd, Kettering	Store & Garage	OLB	TB		47				0	400	1400	0	
0003	40 London Road, Kettering	Kettering Borough Training	NOG	CB		204				0	56910	1350	3650	
						2390				Total	3700	85660	48180	20630
Environmental Health														
0009/003	Park View North, Kettering	Public Convenience	OLB	JB		3.5				0	900	300	450	
0401	Sheep Street, Kettering	Public Convenience	OLB	JB		16				0	320	60	400	
0309	Churchill Way, Burton Latimer	Public Convenience	OLB	JB		15				0	270	380	110	
0266/002	Buckwell Close, Desborough	Public Convenience	OLB	JB		34				0	0	325	150	
0414	Squires Hill, Rothwell	Public Convenience	OLB	JB		15				0	0	340	460	
0001/001	London Road, Kettering	Chapel and Store	OLB	PF		103				0	26500	720	11990	
0019/002	Loddington Road, Rothwell	Chapel	OLB	PF		68				0	9200	400	980	
0017/001	Rushton Road, Desborough	Chapel	OLB	PF		57				0	800	2380	200	
0090/001	Rothwell Road, Kettering	Crematorium	OLB	PF		638				20000	42430	26800	25750	
0090/002	Rothwell Road, Kettering	Chapel of Remembrance	OLB	PF		20				0	0	0	390	
						969.5				Total	20000	80420	31705	40880
Community Services														
0339/001	Grantown Close, Kettering	Pavillion	NOG	VH		269				1000	63150	3300	3750	
0391/001	Laburnum Crescent, Kettering	Community Centre	OLB	VH		430				0	23300	20000	7120	
0005	London Road, Kettering	Cornmarket Hall	OLB	VH		630				0	5000	4000	4550	
0006	London Road, Kettering	Swimming pool	OLB	VH		1230				0	3450	30200	100	
0044/003	Mill Road, Kettering	Shelter	CA	VH		N/A				0	0	240	50	
0387/001	Northampton Road, Kettering	Pavillion	OLB	VH		245				0	5830	1050	5080	
0040/002	North park Drive, Kettering	Pavillion	OLB	VH		291				0	750	200	9300	

0009/002	Rockingham Road, Kettering	Bandstand	CA	VH	42	0	0	0	1850		
0009/004	Rockingham Road, Kettering	Pavillion	OLB	VH	110	0	1200	3280	1080		
0014/001	Manor House, Sheep St, Kettering	Museum	OLB	VH	321	0	12860	6090	1650		
0015	Sheep Street, Kettering	Tourist Information Centre	OLB	VH	80	0	520	0	2440		
0067/002	Weekley Glebe Road, Kettering	Pavillion	OLB	VH	531	0	20210	6820	3030		
0094/002	Squires Hill, Rothwell	Bowls Pavillion	CA	VH	97	0	5000	160	355		
0024/003	Dunkirk Avenue, Desborough	Bowls Pavillion	CA	VH	126	0	0	850	0		
0181/002	Broadlands, Desborough	Leisure Centre	OLB	VH	1039	0	0	0	760		
0097/001	Pioneer Avenue, Burton Latimer	Community Centre	OLB	VH	532	0	660	1220	420		
0145/004	Churchill Way, Burton Latimer	Pavillion	OLB	VH	99	0	0	0	0		
0328/002	Gate Lane, broughton	Village Hall	OLB	VH	368	0	800	7040	1800		
0024/001	Dunkirk Avenue, Desborough	Pavillion	OLB	VH	116	0	0	200	790		
0023/002	Ponder Street, Rothwell	Community Centre	OLB	VH	404	0	21240	3460	620		
0385	Sheep Street, Kettering	Alfred East Art Gallery	OLB	VH	268	0	8750	0	19350		
015/015	Hertford Road, Kettering	Community Centre	OLB	VH	175	0	10950	1600	2350		
0272	Melton Street, Kettering	Community Centre	OLB	VH	202	0	37800	3800	2950		
0419/001	Thurston Drive, Kettering	Pavillion	OLB	VH	426	0	0	90,700	910		
					468	7555	Total	1000	221470	184210	70305

Democratic and Legal

0211	Cunliffe Drive, Kettering	Industrial Units	NOG	CB	1692	0	11850	400	5800
0112	1,3 & 5 Grange Place, Kettering	Cooperative	NOG	CB	367	0	300	900	1510
0316	2 Grange Place, Kettering	Fish and chip shop	NOG	CB	58	0	1100	200	1070
0306	4 Grange Place, Kettering	Food and Wine shop	NOG	CB	62	0	810	440	890
0304	6 Grange Place, Kettering	Hair/beauty shop	NOG	CB	58	0	2280	200	780
0324	7 Grange Place, Kettering	Post Office	NOG	CB	58	0	790	1800	200
0117	8 Grange Place, Kettering	Pizza shop	NOG	CB	58	0	900	800	600
0323	9 Grange Place, Kettering	Resource Centre	NOG	CB	58	0	480	100	1550
0137	10 Grange Place, Kettering	Laundry Centre	NOG	CB	58	350	1250	1000	830
0285	6 Hampden Crescent, Kettering	Hairdressers	NOG	CB	42	0	1300	100	2060
0276	8 Hampden Crescent, Kettering	Newsagents	NOG	CB	42	0	1090	880	780
0271	19 Hampden Crescent, Kettering	Ironing Shop	NOG	CB	42	0	1060	100	1040
0270	21 Hampden Crescent, Kettering	Butchers	NOG	CB	42	0	780	1300	1150
0399/001	10 Market street, Kettering	Former ambulance station	NOG	CB	291	0	9770	600	3650
0429	6 Station Road, Kettering	Centre for the unemployed	NOG	CB	238	0	20610	5060	9890
0103/005	Shopmobility, Wadcroft, Kettering	Centre for wheelchair Shop	NOG	CB	56	0	0	0	1040
0297	Churchill Way, Burton Latimer	Workshop and Yard	NOG	CB	58	0	1280	400	1780
0142	90 High Street, Burton Latimer	District office, small commercial	NOG	CB	271	1000	5710	2600	5850
0083	Havelock Street, Desborough	Garage Premises	NOG	CB	118	0	0	0	350
0074	47 Station Road, Desborough	District office, small commercial	NOG	CB	155	0	2200	450	3695

0034	Pipewell Road, Desboroug	Industrial units & office units	NOG	CB	1048		0	290	3410	2050		
0046	Grange Road, Geddington	Industrial units	NOG	CB	494		0	10090	840	2350		
0281/002	12 Queen Street, Geddington	Hairdressers	NOG	CB	47		0	500	90	1020		
0095/002	18 High Street, Rothwell	Lock up shop unit	NOG	CB	41		0	500	450	720		
0265	District office,Market Hill,Rothwell	Offices(leased in)	NOG	CB	76		0	3950	4300	15100		
0095/003	20 High Street, Rothwell	Lock up shop unit	NOG	CB	43		0	0	0	1325		
0109	KASCSA & Store	1st floor club, grd store	NOG	CB		150	7000	2950	0	2785		
					468	5573	150	Total	8350	81840	26420	66215

Grand Total **33050** **471170** **293245** **209510**

Total GIA Cat B = 17863 sq m.

Total GIA CatA = 468 sq m.

Total GIA Cat C = 150 sq m.

Car parks that are not specifically associated with a property are not included

CIPFA Cat Operational Assets

Other land & buildings - OLB

Community Asset - CA

Non - Operational Assets

Non - Operational (general) - NOG

Responsible Officer:

GS - Godfrey Shaw

CB - Chris Bentley

TB - Tom Brown

JB - John Buckby

PF - Paul Fox

VH - Valerie Hitchman