



Much Wenlock Town Council

ASSET MANAGEMENT PLAN

2019 - 2021

Prepared for: Much Wenlock Town Council

Review

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Much Wenlock Town Council

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Aims and objectives

This Asset Management Plan as been developed to:

- ◆ help the Town Council to manage its property portfolio;
- ◆ identify headline points for inclusion in the Town Council's Action Plan.

Fixed assets

Condition survey of the Town Council's property

In 2009 Balfours carried out a condition survey of the Town Council's property (fixed assets). The survey identified almost £220,000 of remedial work to be carried out over a 5-year period. The table below sets out Balfour's recommended works and the cost.

Property	Estimated Cost £	Comment
Corn Exchange	55,100	<p>Remedial work has been carried out and it is not envisaged that any further significant work will be necessary within the next 3 years. However, the tarmac to the rear of the building, outside the library, is uneven and does present a trip hazard.</p> <p>Unfortunately, the dampness on the west wall of the building returned although Balfours carried out further remedial work in 2015 to eradicate this.</p>

Property	Estimated Cost £	Comment
Cemetery walls	2,500	These are retaining walls and adjoin a pedestrian pavement adjacent to a main road. The Council should ensure that the walls are maintained in a safe condition in order to prevent harm or injury to passers-by should the wall collapse.
Queen Street bus shelter	8,000	The bus shelter has been refurbished.
Victoria Road bus shelter	750	Some attention to this shelter would make it more attractive to those using public transport.
Thomas Cooke Clock	-	The clock receives an annual maintenance check and remedial work was carried out during the 2014/2015 financial year.
Queen Street public toilets		The Town Council has a maintenance contract with Healthmatic which expires 31 March 2019.
St Mary's Lane public toilets		The Town Council has a maintenance contract with Healthmatic which expires 31 March 2019.
Olympian art features		These have recently been acquired by the Town Council (2018).
Street furniture		Includes benches, signs and planters.

At its budget setting meeting on 14 January 2010 the Town Council agreed to earmark £24,000, commencing in the 2010/2011 fiscal year, for works to be carried out on its property. The Corn Exchange was extensively improved during the early part of 2012 at a cost of circa £59,000, slightly over budget, but additional work was deemed to be economical in the long term. The Town Council is no longer building up a property budget but has £50,000 held in earmarked reserves.

Property maintenance

The Town Council's decision to introduce a rolling programme of £24,000 per year in the precept towards property maintenance/improvement over a 5-year term equates to a total budget of £120,000 by the end of 2016. However, a reduced amount of £12,000 was included in the 2015/2016 budget. Therefore, only £108,000 has been raised to date and only £50,000 is included in reserves. However, if the Town Council wishes to carry out the remainder of the works identified by Balfours (at an estimated cost of £164,550) it will need to continue with a rolling programme to build up sufficient funds. The Town Council has now appointed Arrol and Snell to carry out a feasibility study for improvements to the Corn Exchange and the Guildhall.

Street lighting remedial works

In April 2012 the Town Council was informed by E-on that, during maintenance work, remedial works had been identified as outlined in the table below.

Pole light location	Remedial work required
Copse Hill Road	Needs to be replaced due to asbestos in the box
King Street	Needs to be replaced due to asbestos in the box
Near church at King Street	Needs to be replaced due to asbestos in the box
Opposite Mardol Cottages at King Street	Needs to be replaced due to asbestos in the box
Near telephone box at junction at Vineyard Road/Much Wenlock Road	Needs to be replaced due to asbestos in the box
Junction of Copse Much Wenlock Road	Needs to be replaced due to asbestos in the box
Outside 1 Station Road	Needs to be replaced due to asbestos in the box
Outside Beechwood, Station Road	Needs to be replaced due to asbestos in the box
Outside Wheatlands, Station Road	Needs to be replaced due to asbestos in the box
Outside Lyndens, Station Road	Needs to be replaced due to asbestos in the box
Outside pumping station, Station Road	Needs to be replaced due to asbestos in the box
Opposite School, Station Road	Needs to be replaced due to asbestos in the box
Near to substation, Station Road	Needs to be replaced due to asbestos in the box

The **cost** to remove the existing pole lights, supply, deliver, install and electrically test all 13 of the above, complete with AC Ford Box, complete with bracket, LED lantern and associated control gear is **£9,738.04** (quote dated April 2012).

The **cost** to provide electrical connections to all 13 of the above is **£5,603.00** (quote dated April 2012).

The **cost for each pole light replacement is £1,180.08 - total cost is £17,947.62** (quote dated April 2012).

There is no immediate need to replace any of the pole lights. However, should a fault be found in any of them, the contractor will not be able to carry out a repair due to the asbestos inside each pole light. The Town Council has a maintenance contract with Eon which includes replacing all light fixtures with LED lamps during the term of the contact.

TANGIBLE ASSETS

CCTV

The CCTV system has been updated and is covered by a manufacturer's warranty.

Christmas lights

The Town Council has replaced its old Christmas lights with more energy efficient lights. The cost of replacement was £4,356 for the lights in the Square and £2,328 for the lights in the Corn Exchange. The Council also has lights for the tree at Back Lane car park and now owns the recently installed Christmas lights in the High Street which cost £3,516. These lights were donated by the Much Wenlock Christmas Lights Fund. The lights in the tree at Back Lane are left in situ throughout the year so the only cost incurred is the annual electrical maintenance check, plus a gratuity payment of £25 to the owner of the house from where the lights are powered. RMW has calculated that the true cost would be no more than £8. In 2018 the Town Council will take ownership of more new Christmas lights with funds donated by Much Wenlock Christmas Lights Fund.

The Guildhall

The visitor experience

The Guildhall is a Grade II* Listed Building and registered as an Asset of Community Value. The building is open to visitors between Easter and October each year on Friday, Saturday, Sunday and Monday between the hours of 11:00 and 16:00, five hours per day. Three staff are employed to receive visitors and one is employed to keep the premises clean.

Entrance to the Guildhall is free although visitors are encouraged to make a donation. Three donation boxes are placed at strategic locations.

Each month there are various exhibitions in the Court Room which is an added attraction to visitors. There is also a small range of gifts on sale, such as picture postcards, books and cards. These are sold on a sale or return basis and the Council takes 20% commission from gifts and exhibition sales.

Improvements

The Guildhall is in need of some remedial work, especially the Buttermarket. Although the Council had agreed that the Buttermarket should be painted the Conservation Officer has advised that it can only be painted with breathable paint such as lime-wash. However, before this can be applied, the present paint needs to be carefully removed. Most of the bricks are hand-made and soft inside. Some time in the past the inside and the outside of the Buttermarket has been painted with masonry paint and this is not allowing the brickwork to breathe. If the masonry paint is not removed moisture will remain trapped inside and gradually erode the bricks and the building will become unstable. The floor to the Buttermarket also needs attention since the main entrance point is a trip hazard.

A quote obtained for the refurbishment of the railings at the Buttermarket indicates that it is likely to cost in the region of £30,000 plus VAT. The building also desperately needs bird proofing and this work is estimated to cost in the region of £3,500 plus VAT.

The Gaskell Recreation Ground

In 1936 Mary Ward gave the Gaskell Recreation Ground to the Borough of Wenlock (the Corporation) *“to hold and maintain the same as a recreation ground and playing field for the use of the residents of the Wenlock Ward of the said borough”*. It was given in celebration of the Silver Jubilee of King George V and Queen Mary. However, the ground was given on the proviso that the Corporation establishes and constitutes a Board of Management, consisting of the Ward Members of the Wenlock Ward for the time being, and four persons nominated from time to time by the Donor or other owners of Wenlock Abbey Much Wenlock (now Wenlock Estates). The Donor has now confirmed that Wenlock Estates will only be represented by two people and, as the ground is a registered charity, the charity’s Constitution has been amended accordingly

The ground is regularly used by William Brookes School, the Bowling Club and the Cricket Club which provides regular income for the charity.

There are around 174 trees on the Gaskell Recreation Ground which need to be managed.

Governance

Since 1936, when the Ground was given to the people, the Ward of Much Wenlock has been affected by local government changes. The Gaskell Recreation Ground is now a registered charity of which the town council is a custodian trustee. The town council has a management agreement with the charity which manages the ground on behalf of the town council via a management committee. Membership of the Gaskell Recreation Ground charity comprises all town councillors and two representative of Wenlock Estates. The charity has a Constitution, Financial Regulations, appropriate policies, a chairman, a secretary, and a treasurer. Insurance cover for the Ground is in the name of the charity. This means that representatives of Wenlock Estates are insured as well as Town Councillors. The Charity is able to raise its own funds and receives grant aid from the Town Council.

Future use

In 2009 the Much Wenlock 2012 Legacy Group and the Gaskell Recreation Ground Board of Management engaged Playdell Smithyman Ltd., who on behalf of Engergize Telford & Wrekin, carried out a consultation on the future of the Ground. Playdell Smithyman subsequently produced the following documents:

- Gaskell Recreation Ground August 2009 Consultation Review
- The Vision for Gaskell Recreation Ground Final Report: November 2009
- Gaskell Recreation Ground: Pavilion and Grounds Business Plan December 2010: 2012 and Beyond

Since then a new Management Plan has been developed and adopted for the Ground for the period 2017 - 2025. The aims and objectives of the Plan have been derived through consultation and one of its objectives is to make the Gaskell Recreation Ground ‘self funding’ in future.

Rented premises

The Town Council receives revenue from the following properties:

- The Corn Exchange
- Linden Lodge
- Cemetery Field
- Museum
- Library

A rent review was undertaken by the District Valuation Office in 2014 who advised that the current charges are considered to be pitched at the right level, except for the library whose rent should be higher. However, in the current climate it would not be prudent for the Council to raise the rent because it may prompt Shropshire Council to close the library unless the Town Council takes it on. The town council has now agreed to fund the library until 2024 at a total cost of £98,000 commencing April 2017. However, funding has been delayed due to a delay to the refurbishment of the library.

RENTED PREMISES

SOURCE	REVENUE PER ANNUM	LEASE TERM	REVIEW DUE	COMMENTS
Library	£2,000	21 years from 24.06.04	25.06.09	See above
Corn Exchange				
Intermediate office	£1,300	Open ended	Reviewed 2014	A rent review has now been carried out by the District Valuer.
Corn Exchange				

SOURCE	REVENUE PER ANNUM	LEASE TERM	REVIEW DUE	COMMENTS
Rear office Now used as Committee Room	0			A rent review has now been carried out by the District Valuer.
Front office	£5,700	Open ended	Reviewed 2014	A rent review has now been carried out by the District Valuer.
Buttermarket	£7,800	Open ended	Reviewed 2014	A rent review has now been carried out by the District Valuer.
Museum	£4,000	21 years from 29.06.12	Every 5th anniversary of lease date	To be reviewed 2018
Linden Lodge	£7,200	Open ended	January 2017	The Council pays £900 per annum for the property to be managed by Balfours.
Cemetery field	£450	Open ended	March 2019	Leased to the Allotments Society.

Markets

Markets

Much Wenlock has been a market town for over 800 years. In 1138 King Stephen granted Wenlock Priory a three-day fair on 23 – 25 June. By 1224 weekly markets were being held on Sundays. In that same year Henry III visited the town, and granted that the Priory should change market day from Monday to Sunday. In 1468 the market rights were vested in the Borough of Much Wenlock.

Markets are now held at the Corn Market and the Buttermarket. Food Fairs were trialled during 2015 and 2016 but trade was not consistent and so they no longer continue although cheese is sold in the Square, an added addition to the town's markets. During 2017 there were fortnightly craft markets on Saturdays between April and October but these no longer

continue and there are no regular markets at the Corn Market. However, fruit and veg markets continue at the Buttermarket on Tuesday, Friday and Saturday and sometimes there are other stall holders.

Cemetery chapel

Realising its materialistic value

The cemetery chapel is a Victorian building, built in 1890. It has been left to deteriorate although the cemetery itself is well maintained. Plans have been draw up to refurbish the chapel for community use although applications for grants to undertake this work have been unsuccessful.

The 'Friends of the cemetery' would like to see the cemetery chapel restored and used for community activities. The town council supports this idea and the chapel has now been registered as an asset of community value in accordance with the 'Localism Act 2011 and Assets of Community Value Regulations (England) 2012'. The date of registration is dated 16 January 2015.

Shropshire Council's offer

Library

At a Town Council meeting held on 3 November 2016 it was agreed to support the delivery of library services in Much Wenlock until 2025. Shropshire Council will continue to run the service directly through a Service Level Agreement which will be funded by the Town Council.

The agreement includes the refurbishment of the library to include a Customer Service Point for the Town Council. During the 2017/2017 fiscal year the Town Council was to pay the sum of £16,200 to Shropshire Council although this will be reimbursed to the Town Council has part of the agreement for the refurbishment.

Contracts

The Town Council has the following contracts:

SUPPLIER	SERVICE	SITE	ANNUAL COST £
Security Wise	Security alarm maintenance 3-year term commencing November 2017	Corn Exchange	Year 1 330.00 Year 2 224.40 Year 3 228.89
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RMW	Emergency lighting and fire alarm maintenance	Corn Exchange	412.00
RMW	Emergency lighting and fire alarm maintenance	Guildhall	175.00
Steve Burton Groundcare	Cemetery maintenance	Cemetery	440 per cut
Veolia	Duty of care (waste disposal)	Corn Exchange	45.00
Eon	Street lighting maintenance 3-year contract commencing May 2017 to 2020	Much Wenlock	2947.32
Total Gas & Power	Electricity	Corn Exchange	*
Total Gas & Power	Gas	Corn Exchange	*
Total Gas & Power	Electricity	Guildhall	*
Total Gas & Power	Gas	Guildhall	*
British Telecom	Telephone and broadband	Guildhall	*
British Telecom	Telephone and broadband	Corn Exchange	*
SWALEC	Street lighting power	Street lights	*

Contracts are awarded in accordance with the Town Council's Standing Orders and Financial Regulations.

* Cost dependent on usage.

The Council also has a contract with Millennium Quest for the maintenance and installation of the town's Christmas lights. This contract will be renewed pending satisfactory service. This year's cost is £14,847 for the installation of new lighting, + £3,559 to install existing lights + £798 for anchor bolt testing - TOTAL = £19204.