



Cyngor Dinas Llanellwy St Asaph City Council

Asset Maintenance Policy

1. The Purpose of this Policy

- 1.1 St Asaph City Council (the Council) owns and manages the following assets and facilities:

Asset	Includes	Notes
Roe Plas	• Council Meeting Room; • Football Pavillion & stand with pitch; • River Elwy; • MUGA & Tennis Court.	Licensed to Football Club
St Asaph Common	• Bowling Clubhouse; • Lower Street play area & skate park; • Seating area; • Wildflower Garden; • River Elwy • Car Park; • War Memorial; • Mary Short fountain; • HM Stanley obelisk.	Agreement with Bowling Club
Mill Race Meadow	• River Elwy; • Jubilee Copse; • Community Orchard; • Allotments.	Subject to grazing lease Subject to lease to Allotments Association
Land East side of the Roe	• Site of bus-stop	Shelter installed and managed by DCC/Bus company
Land opposite the Cathedral	• Site of bus-stop	Shelter installed and managed by DCC/Bus company
Land at Upper Denbigh Road	• Site of bus-stop	Shelter installed and managed by DCC/Bus company
Land behind the Library	• Parking Area	
Land at Llys Dyffryn	• Andrew Pirie play area	

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Land at Bryn Gobaith	• Bryn Gobaith play area	25 year lease from DCC
Street furniture	• Benches • Bins • Stone bus shelters • Noticeboards • Signs • Flagpoles	Various locations throughout the city

- 1.2 This policy also covers the maintenance requirements for trees and buildings on City Council land.
- 1.3 The Council's policy is to maintain the condition and value of its assets, whilst also having due regard to biodiversity, flood risk, environmental factors and the health & safety of those who use the Council's services and facilities.
- 1.4 The Environment & Assets Committee will conduct an annual assets inspection to determine the condition of the Council's assets and any remedial action or maintenance required. Instructions will then be given to the Clerk to progress the work required.

2. Legal References

- 2.1 Local Government (Miscellaneous Provisions) Act 1976 s19 provides for the provision of sports and play facilities;
- 2.2 Open Spaces Act 1906 s10 provides for the provision and maintenance of open spaces;
- 2.3 Local Government Act 1972 s133 provides for the provision of parish & community buildings;
- 2.4 Public Health Act 1875 s164 provides for provision of public recreation grounds;
- 2.5 Smallholdings and Allotments Act 1908 sections 26 and 42 provides for provision of allotments;
- 2.6 Commons Act 1899 sections 4 and 5 provides for maintenance of the Common;
- 2.7 Local Government Act 1972 s144 provides for provision of signs and floral planters;
- 2.8 Parish Councils Act 1957 s1 provides for provision of benches and roadside seats;
- 2.9 Litter Act 1983 ss 5 & 6 provides for the provision and emptying of litter bins;
- 2.10 War Memorials (Local Authorities P) Act 1923 section 1, as extended by Local Government Act 1948 section 133 provides for provision and maintenance of War memorials;
- 2.11 Road Traffic Act 1984 sections 47 and 57 provide for provision of hardstanding and parking areas;
- 2.12 Highways Act 1980 sections 43 and 50 provides for maintenance of adopted footpaths.

3. Buildings

- 3.1 The gutters and down-pipes will be cleared and cleaned annually;
- 3.2 Electrical Installation Condition reports will be commissioned every five years, unless the Council's electrical engineering contractor advises that these checks are required more frequently.

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- 3.3 PAT testing and maintenance inspections of the CCTV and fire equipment will be conducted annually.
- 3.4 Building risk assessments are to be conducted and reviewed annually. Where the building covered by a license, the licensee may conduct the review, with support, as required, from the Council.
- 3.5 The Council's maintenance considerations will also include services to the building, as appropriate. The utility company will be responsible for the mains supplies. The septic tank at Roe Plas will need to be monitored, cleaned and emptied, as required.

4. Play Areas

- 4.1 The Council's play areas will be inspected annually by a qualified play inspector, registered with the rpii. The Clerk will action the work required to address the issues identified.
- 4.2 Two councillors, who are suitable trained, will conduct play area inspections in March, June and September, thus achieving three monthly intervals to identify any issues. A record of these inspections and any required action is to be forwarded to the Clerk.

5. Street Furniture

- 5.1 Street furniture will be assessed as part of the annual assets inspection to determine whether any repairs or maintenance is required.
- 5.2 Cleaning of moss and lichen will be conducted in accordance with the Council's maintenance programme and may not take place immediately. Any repairs will be undertaken as required.
- 5.3 Benches will be treated every five years during a programme of such works.
- 5.4 Flagpoles will be assessed every year for safety and maintenance reasons by the installer, or another suitably qualified contractor.
- 5.5 the Council's bus shelters will be cleaned annually.

6. Open Spaces

- 6.1 The City Council will engage contractors to cut all grassed areas. Tenders will be sought and Council will award a contract for a three-year term to ensure continuity of service.
- 6.2 The Council will endeavour to maintain its land with due regard to achieving a balance between biodiversity and public amenity.
- 6.3 The Wildflower garden will be subject to cut and collect as advised by Denbighshire's Biodiversity Officers.
- 6.4 Himalayan Balsam on the City Council's land will be controlled by strimming in late spring or early summer, with the risings being collected and disposed of.
- 6.5 The Council may reduce mowing in some areas to encourage biodiversity and develop wildflower areas.
- 6.6 The Council works in partnership with the Afon Elwy Environment Group, who support the Council by undertaking improvement and remedial works to improve the flora and fauna on the Council's land, thus improving the biodiversity.

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- 6.7 The Council provides floral planters on the High Street and in other locations. These are managed by the Afon Elwy Environment Group as volunteers and the Council's gardening contractors. Plants and flowers are provided by the Council.
- 6.8 The City Council will engage contractors to maintain and empty the Council's litter and dog litter bins. Tenders will be sought and Council will award a contract for a three-year term to ensure continuity of service.
- 6.9 The City Council has arrangements with a Community Interest Company for weekly litter-picking. This is supplemented by the Afon Elwy Environment Group.
- 6.10 The City Council's wooden fencing will be inspected annually and any defects or maintenance required will be reported to the Clerk, who is to obtain costs and action repairs.

7. Trees & Hedges

- 7.1 The Council will have a tree inspection conducted by a qualified tree surgeon every three to five years. The inspections are to alternate between summer and winter so that the scaffold and canopy of the trees will be inspected in turn.
- 7.2 The Council will have any remedial work conducted by a qualified tree surgeon. Work will be carried out on trees for the following reasons:
 - a) Where the tree is dead or diseased;
 - b) Where the tree poses health & safety risks. This includes where the tree is adjacent to the highway and poses a potential risk to pedestrians or vehicles;
 - c) Where the tree is overhanging a neighbouring property, the overhanging branches may be removed. Other branches may be removed to ensure the tree remains in balance;
 - d) Where the tree is in danger of causing a blockage in the river and thus increasing risk of flooding.
- 7.3 The City Council will take all steps necessary to preserve the rare black poplars in a healthy state.
- 7.4 The Council will instruct its grass-cutting contractors to leave the grass in a three metre diameter around its mature trees uncut. This is to ensure that any exposed roots are not damaged and thus the tree is not threatened.

8. Lighting

- 8.1 When existing outdoor lighting reaches the end of its useful life, solar-powered alternatives will be investigated and considered as an environmentally-friendly alternative.

9. Requests for information should be sent to:

Mrs Jill Ellison
City Clerk
St Asaph City Council
PO Box 224
Llanfairfechan
LL57 9EQ
e-mail: clerk@stasaphcitycouncil.gov.uk

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