

RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER OR OFFICER

This form can be used for any decision but **MUST** be used to record:

- any decision taken by the Elected Mayor or an individual Councillor
- a key decision taken by a Council Officer

In these circumstances the form must be completed and passed to the Service Manager (Members' Services) no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 days have passed and the Service Manager (Members' Services) has confirmed the decision has not been called in.

1. Description of decision

- (a) To support the progress made against the Corporate Asset Plan Action Plan (reproduced at Appendix A in the attached report) and Gap Analysis (reproduced at Appendix B in the attached report) for the period October 2008 to March 2009;
- (b) To acknowledge the specific achievements identified in the report that contribute towards improving the Council's asset management performance.

2. Date of decision

24 March 2009

3. Reasons for decision

To ensure that efficient and effective arrangements exist for the management of the Council's property assets and to ensure that the implementation of the approved Corporate Asset Plan and supporting Action Plan is being monitored on a regular basis.

4. Alternatives considered and rejected

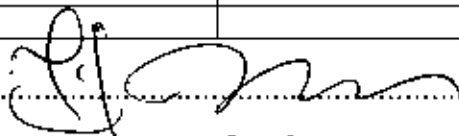
None.

5. How decision is to be funded

The Corporate Asset Plan outlines the revenue implications and funding requirements for the provision of premises to deliver services to the public and the means of ensuring that the Council continues to receive revenue income and capital receipts from the corporate estate.

6. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes give details and date of dispensation)
None		

Signed 

Date: 24 March 2009

Name of Decision Taker THE MAYOR
 [this must be signed by the decision maker or, if the decision was made by the Mayor or Councillor then the relevant Head of Service may sign it].

This is a public document. A copy of it must be given to the Service Manager (Members' Services) as soon as it is completed.

Date decision published: 24.3.09

Date decision can be implemented if not called in: 3.4.09

Bedford Borough Council – Report to the Mayor

24 March 2009

Report by the Head of Economic Development & Regeneration and Service Manager (Land and Property)

Subject: CORPORATE ASSET PLAN – UPDATE

1. Executive Summary

To consider progress against the approved Corporate Asset Plan for the period October 2008 to March 2009.

2. Recommendations

The Elected Mayor is invited to:

- (a) Consider and support the progress made against the Corporate Asset Plan Action Plan (reproduced at Appendix A) and Gap Analysis (reproduced at Appendix B) for the period October 2008 to March 2009;**
- (b) Acknowledge the specific achievements identified in the report that contribute towards improving the Council's asset management performance.**

3. Reason for Recommendations

To ensure that efficient and effective arrangements exist for the management of the Council's property assets and to ensure that the implementation of the approved Corporate Asset Plan and supporting Action Plan is being monitored on a regular basis.

4. Key Issues

(a) Legal Implications

There are no specific legal issues in the report but the Corporate Asset Plan recognises the requirement upon the Council to comply with its statutory obligations as an owner of property.

(b) Policy Issues

The Corporate Asset Plan is one of the key Resource Management Strategies of the Council. Following guidelines issued by the Department for Communities and Local Government (DCLG), Councils are expected to review, on an ongoing basis, the retention and management of their property assets and to seek continuous improvement.

The Corporate Asset Plan and supporting Action Plan is, therefore, reviewed by the Executive in order to monitor the progress made in respect of the management of land and property assets and this report seeks to provide this review. The Corporate Asset Plan sets out the Council's policies in respect of the management of its operational and non-operational property, including an overarching property strategy.

The Executive is reminded that the objective/strategy of the Corporate Asset Plan is as follows:

“An effective approach to Corporate Asset Management is an integral part in the process of managing the estate as a key corporate asset. Sound and effective asset management will, as a consequence, contribute positively to service delivery. In this context the Council has adopted the following policies for the management of its estate:-

- (i) to hold such land and property as is appropriate to ensure its statutory and key priority services can be delivered effectively in a manner that is sustainable;*
- (ii) to sustain and fund a planned maintenance programme of all Council property to ensure it remains fit for purpose and meets statutory requirements;*
- (iii) to continuously review the optimisation of Council property in pursuit of (i) above and to identify opportunities for better utilisation and/or potential disposal of surplus assets;*
- (iv) to continuously review current and future needs in pursuit of (i) above and, where necessary, identify new property investment needs for capital investment bids (in line with the Capital Investment Strategy);*
- (v) to maintain, at least, in real terms the annual net income to the Council from its commercial property (i.e. net income valued at £3.1 million in 2007/2008);*
- (vi) to identify surplus land assets available for development or disposal so that proceeds (capital receipts) can provide the main direct funding for the Council's capital investment programme”.*

(c) Risk Implications

By adopting a strategy for the effective management of its property the Council is in a position to ensure that:

- (i) the provision of property for service delivery is sufficient for the approved service level and that properties are fit for purpose;
- (ii) the Council continues to receive the required level of revenue income to support the revenue budget;

- (iii) properties are identified for disposal to provide an ongoing flow of capital receipts to support the approved capital programme.

An annual review of the potential strategic and corporate risks affecting the Authority is undertaken in accordance with the Council's approved Risk Management Strategy and, having regard to this review, the Executive at its meeting on 12 September 2007 identified a range of risks including the following risk relating to the assets of the Council:

“not ensuring that assets (of whatever kind) are fit for purpose to deliver services/functions”.

The Executive also agreed with actions in respect of each defined risk and, in particular, the requirement for regular reports from the Officer Asset Management Working Group on progress against the Corporate Asset Plan. This report seeks to provide an update on the progress made in the two years since the Corporate Asset Plan was adopted. It is also relevant that the identified risk is addressed in a variety of ways for the Council's property assets, including:

- (i) A programme of planned maintenance inspections is undertaken annually and these identify current and future repairs. The outcome informs the annual planned maintenance programme;
 - (ii) Capital programme bids are submitted for a range of works to property to cover health and safety, ongoing maintenance and service enhancement;
 - (iii) Workplace inspections are carried out twice yearly on all operational property;
 - (iv) Biennial assessments of legionella system risks in all of the Council's operational property are commissioned and regular monitoring of systems is undertaken by Building Managers and these are audited corporately by the Head of Technical Services;
 - (v) Annual inspections of identified asbestos in the Council's premises are undertaken.
- (d) Resource Implications

The Corporate Asset Plan outlines the revenue implications and funding requirements for the provision of premises to deliver services to the public and the means of ensuring that the Council continues to receive revenue income and capital receipts from the corporate estate.

More specifically:

- (i) The Corporate Asset Plan provides the framework for assessing resource needs and proposed allocation to cover:
 - planned maintenance of all Council buildings;

- contingency maintenance limits;
 - energy efficiency interface;
 - other management of buildings needs (e.g. health and safety checks relating to building structures rather than health and safety issues arising from the use of a building);
 - major refurbishment or improvement needs identified as necessary to meet health and safety, legal or priority service requirements as capital programme bids (in accordance with the capital investment strategy);
 - the identification of new building requirements to meet statutory or service priority needs (in accordance with the capital investment strategy).
- (ii) The Plan provides the framework for managing the Council's commercial property portfolio which provides much needed annual net revenue income to the Council.
- (iii) The Plan provides for a continuous review of land and property needs so as to identify surplus assets for disposal. Capital receipts from the sale of assets are a major source of capital funding for the Council to meet its capital investment priorities.

Property is, therefore, regarded as a key corporate resource and the Mayor has been allocated portfolio responsibility for asset management. A set of local performance measures have also been developed to help evaluate asset use in relation to corporate objectives and these are currently as follows:

- (i) Target of 0 days unplanned closure of operation of property due to property repairs;
- (ii) All operational property to remain fit for purpose utilising planned building inspections, legionella, risk assessments and the Council's planned maintenance programme;
- (iii) Reduction in overall fuel consumption from operational premises by 5%;
- (iv) Achieve 100% rental target in respect of let property;
- (v) Ensure a minimum of 90% of all public buildings remain disabled accessible;
- (vi) Identify all surplus property and bring forward for disposal, at a time to maximise the generation of capital receipts;
- (vii) Ensure individual operational properties are retained for a clear purpose linked to corporate objectives.

A new 2009/2011 Corporate Asset Plan is currently being prepared for the new Unitary Council effective to reflect the Council's larger property ownership and revised headline objectives of the service.

5. Details

Corporate Asset Plan – October 2007 to September 2009

- 5.1 Executive Decision 511, dated 25 September 2007, approved the new Corporate Asset Plan detailing current policies and processes for the management of the Council's property assets, including the need to seek value for money. Executive Decision 628, dated 31 October 2008, acknowledged the continuation of the existing Plan for the period October 2008 to March 2009 pending transition to the new Unitary Council.
- 5.2 The preparation of the Corporate Asset Plan took into account the guidance provided jointly by the DCLG and the Royal Institution of Chartered Surveyors to ensure that the Council has in place arrangements to deliver value for money and the effective management of its property assets. The Plan included a two year Action Plan and progress is reported at **Appendix A**.
- 5.3 There is a need to review, on an ongoing basis, the retention and management of Council property assets and to seek continuous improvement and value for money. A gap analysis has been prepared and this has been annotated to reflect the progress since October 2007 when the Plan was approved. This is attached at **Appendix B**.
- 5.4 Key items of progress were subject to interim reports to the Mayor on 20 March 2008 (Executive Decision 571) and 31 October 2009 (Executive Decision 628) but are reproduced for completeness as part of this final review of the 2007/2009 Corporate Asset Plan. It is evident that good progress has been made and the full list of major achievements is listed below:

Strategic Property Management

- (i) The Council is now an accredited member of the Commercial Landlord Accreditation Scheme, run by the British Property Federation – the first Local Authority in the Country and the first landlord in Bedfordshire to achieve this status.
- (ii) A review of all the Council's service charges has been completed.
- (iii) A review of all the data held on the property database has been completed to ensure that the database remains accurate and complete.

Financial

- (iv) Gross annual rental income has increased from £3.275 million in 2006/2007 to £3.434 million in 2007/2008 and to £3.446 million in 2008/2009.
- (v) The final compensation claims arising from the Bedford bypass have been concluded resulting in a final capital receipt payment to the Council of over £900,000.
- (vi) The final compensation claims arising from the Clapham bypass have been concluded and a final capital receipt payment to the Council of £131,213 is due, plus statutory compensation from January 2001.

- (vii) Substantial progress has been made in revaluing all the Council's assets in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy.
- (viii) A substantial capital receipt of £2,339,000 was secured in February 2009 for land at North Brickhill.

Health and Safety

- (ix) New Staff Handbooks on Security and Emergency Evacuation for both Riverside House and the Town Hall have been completed and distributed. A similar handbook for Borough Hall has also been prepared.
- (x) A revised Asbestos Management Handbook has been completed and issued to Building Managers'.
- (xi) Cleaning and chlorination of all the Council's water tanks has been completed as part of the Corporate Maintenance programme.
- (xii) The biennial assessments of legionella system risks in all of the Council's operational property have been completed.
- (xiii) An independent fire risk assessment of the Town Hall was undertaken by the Fire Safety Inspecting Officer on 19 August 2008. No action was required as a result of the inspection.

Improvements to Assets

- (xiv) The scheme of development at Castle Lane has been completed with the official opening taking place on 19 February 2009.
- (xv) The refurbishment of Bedford Gallery has been completed.
- (xvi) The official re-opening of Howard Shopping Centre took place on 14 February 2009 following extensive refurbishment work.
- (xvii) Enabling works for the Church Lane Neighbourhood Centre has been undertaken.
- (xviii) The provision of high specification off-site storage provision at Murdock Road for Art Gallery/Museum artefacts has been completed.
- (xix) Refurbishment works to the Murdock Road and Brunel Road Industrial Estates have been completed.

- (xx) The annual condition survey of all the Council's premises for 2007 and 2008 has been completed.
- (xxi) The refurbishment of the Brickhill Drive and Avon Drive Shopping Parades is largely completed and works have commenced at the Fairway and Queens Drive.
- (xxii) The access way at Boswell Place has been resurfaced.
- (xxiii) Works arising from the statutory ten year lift surveys have largely been completed.
- (xxiv) Planning permission has been secured to demolish the existing café and reconstruct a new café at Longholme Lake.
- (xxv) The Council has submitted 18 sites for consideration by the Local Planning Authority as part of the Bedford Development Framework Allocations and Designations Plan.
- (xxvi) A Corporate handbook on the Management of the Council's planned repair programme has been prepared and issued to all Building Managers'.
- (xxvii) A Handbook giving guidance to new tenants on the management of their tenancy has been prepared.
- (xxviii) The Working at Height risk assessment works are largely completed.

Property Acquisitions

- (xxix) The acquisition of retail units at 15-25 Greyfriars was completed during February 2009.

In addition, substantial progress has been made with Central Bedfordshire Unitary Council in preparing a disaggregation protocol in respect of the range of County Council land and property assets.

Corporate Asset Plan 2009/2011

- 5.5 The current Corporate Asset Plan expires in March 2009 but the creation of a new Unitary Council requires the preparation of a new Corporate Asset Plan to reflect the Council's larger property ownership and revised headline objectives. The vast majority of the assets will be operational, schools, highway land, children's homes, elderly person's homes, country parks, offices etc. A new Corporate Asset Plan is being drafted and will set out the key issues affecting its strategic management of property, including statutory requirements that are not currently pertinent to this Council.

6. Summary of Consultations and Outcome

The following Council Units or Officers and/or other organisations have been consulted in preparing this report:

Corporate Operational Management Group
Asset Management Working Group
Relevant Service Managers

No adverse comments have been received.

Report Contact Officer: Trevor Roff, Head of Economic Development & Regeneration
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David Joyce, Service Manager (Land and Property)
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File Reference: GEN/L.2(b)

Previous Relevant Minutes: Executive Decision 628, 31 October 2008

Executive Decision 571, 20 March 2008

Executive Decision 511, 25 September 2007

Background Papers: DCLG/RICS guidance

Appendices: A - Corporate Asset Plan: 2007/2009
Action Plan Update

B - Corporate Asset Plan: Property Gap
Analysis 2007/2009

Code:

	Completed
	Progressing
	Action To Commence

ASSET MANAGEMENT ACTION PLAN: OCTOBER 2007 – MARCH 2009

ASSET MANAGEMENT ACTION PLAN: OCTOBER 2007 – MARCH 2009					
Action Point		Proposed End Date	Resource Implications	Lead Officer	Progress
Health and Safety					
1.	Corporate Biennial Assessment of Legionella System Risks	June 2008	Funded from existing budgets	Head of Technical Services/Service Manager (Land and Property)	Completed
2.	Asbestos Resurvey of all the Council's Operational Property	June 2008	Funded from existing budgets	Service Manager (Land and Property)	Completed
3.	Corporate Work at Height Risk Assessment – Remedial Works	August 2008	Funding for works estimated at £740,000 including fees. Capital funding released.	Service Manager (Land and Property)/ Consultancy Manager (BDG)	Completed
4.	Council Lifts – Mandatory Lift Testing and Repairs	March 2009	Capital programme allocation provided	Service Manager (Land and Property)/ Consultancy Manager (BDG)	Completed
5.	Public Buildings – To achieve 100% Disability Discrimination Act compliance	August 2009	Capital programme allocation provided	Access Officer	34 of 36 buildings compliant (94%). Remaining 2 buildings (Allhallows MSCP and Art Gallery/Museum) are subject to

					future developments.
ASSET MANAGEMENT ACTION PLAN: OCTOBER 2007 – MARCH 2009					
Action Point	Proposed End Date	Resource Implications	Lead Officer(s)	Progress	
Property Review/Performance					
6.	To review progress made on the approved GAP Analysis Action Plan	Ongoing	This will become clear as each proposal develops	Asset Management Working Group	Progress is reviewed at each Asset Management Working Group meeting
7.	Review all property related capital programme submissions prior to consideration by the CIPWG	Annually and Ongoing	Officer time	Asset Management Working Group	Completed
8.	Review Operational Property portfolio to assess whether property should be retained.	September 2009	Officer Time	Asset Management Working Group/ All Service Managers	This is likely to form part of a wider exercise resulting from the Unitary Council proposals
9.	Review progress made in achieving the Corporate Asset Management performance measures	Ongoing	Officer Time	Asset Management Working Group.	Progress is reviewed at each Asset Management Working Group meeting
Corporate Property Management					
10.	Development proposals to improve energy efficiency consumption for the Council's premises	Ongoing	£50,000 budget available annually	Deputy Head of Environment and Street Services	2007/2008 priority work programme completed. 2008/2009 priority programme of work determined

ASSET MANAGEMENT ACTION PLAN: OCTOBER 2007 – MARCH 2009

Action Point		Proposed End Date	Resource Implications	Lead Officer(s)	Progress
11.	To undertake an annual condition survey of the Council's premises and to consider the outcome	Annually	Fees will be met from existing budgets	Consultancy Manager (BDG)/ Service Manager (Land and Property)	Completed for 2007 and 2008
12.	Develop and manage the Strategic Maintenance Programme	Initial programme by December 2008, thereafter ongoing	Capital Programme funding secured (principle approved by the Executive on 13 September 2006)	Service Manager (Land and Property)/ Consultancy Manager (BDG)	Full Council, on 6 February 2008, approved a capital funding bid of £200,000
Property Disposal/Acquisition					
13.	Review all unplanned disposals prior to reporting these to the Portfolio Holder.	Ongoing	Property disposals are essential to meet the Council's capital finance requirements. Site investigation and marketing to be funded from existing budgets.	Service Manager (Land and Property)	Completed Disposals are reviewed at each scheduled meeting of the Asset Management Working Group
14.	Land Asset Review of future proposals and to report the outcome to the Portfolio Holder.	Ongoing	Identified disposals are essential to meet the Council's capital finance requirements. Site investigation and marketing to be funded from existing budgets.	Service Manager (Land and Property)	Completed

ASSET MANAGEMENT ACTION PLAN: OCTOBER 2007 – MARCH 2009

Action Point		Proposed End Date	Resource Implications	Lead Officer(s)	Progress
15.	<p>Review all proposed acquisitions to ensure</p> <p>(i) Compliance with corporate objectives and,</p> <p>(ii) Alternative options have been considered including, where appropriate, partnership arrangements, co-location and shared use.</p>	Ongoing	Officer time	Asset Management Working Group	<p>Completed</p> <p>Acquisitions are reviewed at each scheduled meeting of the Asset Management Working Group. The most recent relates to the acquisition of 15-25 Greyfriars to initially add to the Council's revenue earning property portfolio before being required for the redevelopment of the Town Centre.</p>
16.	Review proposed land transfers to the Council as a result of planning agreements	Ongoing	Officer time	Deputy Head of Environment and Street Services	
Property Investment*					
17.	Redevelopment of Church Lane Shopping Centre in partnership with appointed developer (Identified in the approved 2007/2009 Corporate Plan (project 6B))	July 2009	Scheme to be fully funded by developer and by GAF2 grant, otherwise Officer time.	Head of Economic Development and Regeneration/ Service Manager (Land and Property)	Planning Committee approved scheme on 15 October 2007 (subject to S106 agreement) and planning consent granted on 29 January 2008. Developer seeking to improve scheme phasing to improve viability and deliverability.
18.	Redevelopment of Riverside Square in partnership with appointed developer (Identified in the approved 2007/2009 Corporate Plan (project 2A))	July 2009	Scheme to be fully funded by developer, otherwise Officer time.	Head of Economic Development and Regeneration	Planning Committee approved scheme on 15 October 2007 (subject to S106 agreement) and planning consent granted on 3 December 2007.

ASSET MANAGEMENT ACTION PLAN: OCTOBER 2007 – MARCH 2009

ASSET MANAGEMENT ACTION PLAN: OCTOBER 2007 – MARCH 2009					
Action Point		Proposed End Date	Resource Implications	Lead Officer(s)	Progress
19.	Redevelopment of Castle Lane area as "Cultural Quarter" (completion of scheme that commenced on 19 March 2007) (Identified in the approved 2007/2009 Corporate Plan (project 2A))	February 2009	Scheme to be fully funded by developer and by GAF2 grant, otherwise Officer time.	Head of Economic Development and Regeneration	Completed
20.	Bedford Town Centre West – Retail Led Mixed Use Scheme (Identified in the approved 2007/2009 Corporate Plan (project 2A))	Land assembly during 2008/2010	Scheme to be fully funded by developer; Council to continue to promote and bring forward scheme.	Head of Economic Development and Regeneration	Planning Committee approved scheme on 24 September 2007 (subject to S106 agreement). Scope for strategic acquisitions continually subject to appraisal.
21.	Employment Land at Wootton – Master Plan/Site Preparation (Identified in the approved 2007/2009 Corporate Plan (project 6A))	September 2009 (subject to funding)	To be subject to a capital programme bid	Service Manager (Land & Property)	Awaiting grant of planning permission (resolution to grant approved by Planning Committee on 17 October 2005).

* These items related to strategic property investment – refurbishment/renovation/maintenance proposals form part of the Property Gap analysis.

PROPERTY GAP ANALYSIS: IDENTIFIED NEEDS OCTOBER 2007 – MARCH 2009

Preferred Option/Action		Dependencies	Timing	Lead Officer	Progress
A	<p>Additional Burial Land</p> <p><i>(Note: HTS is concerned that recent ground conditions had prompted a review of grave widths which could have an impact on capacity)</i></p> <p><i>(Note: HTS is concerned that mass fatality could exceed capacity of normal burial arrangements and accelerate use of cemetery land)</i></p>	<ol style="list-style-type: none"> 1 Site 2 Planning permission 3 Acquisition negotiation 	By 2009	Head of Technical Services/Service Manager (Land & Property)	Terms provisionally agreed for the acquisition of the burial land for which outline permission has been granted. The transaction is dependent upon the sale of the adjoining development land which is currently in negotiation.
B	Provision of additional pitches/changing facilities	<ol style="list-style-type: none"> 1 Negotiation through S.106 Agreements 2 Assess suitable sites/options to provide additional facilities within existing open space provision in liaison with SM(LP) 3 Planning permission when appropriate 	<p>Ongoing</p> <p>Timing to be determined</p>	Deputy Head of Environment and Street Services	<p>Ongoing.</p> <p>Through completed S106 agreements, additional provision is now likely at Norse Road, North Brickhill and North Biddenham.</p> <p>DHESS is considering potential site options for the installation of multi-use facilities.</p>
C	Local Neighbourhood Shopping Parades refurbishment	<ol style="list-style-type: none"> 1 Planning 2 Design 	Identified in the 2007/2009 Corporate Plan (project 6B) and capital funding released for this period as part of rolling programme)	Service Manager (Land & Property)	Works largely completed at Brickhill Drive and Avon Drive. Works now commenced at The Fairway and Queens Drive for completion during 2009.

PROPERTY GAP ANALYSIS: IDENTIFIED NEEDS OCTOBER 2007 – MARCH 2009

Preferred Option/Action		Dependencies	Timing	Lead Officer	Progress
D	Small Industrial Estate Renovation – Murdock Road, Brunel Road and Singer Way	Completion of Works	Identified in the 2007/2009 Corporate Plan (project 6A) and capital funding released for this period as part of rolling programme)	Service Manager (Land & Property)	Completed.
E	Howard Centre and Mall improvements	Completion of works	Completion due early 2009	Head of Economic Development & Regeneration	Completed
F	Saxon Centre Forecourt Refurbishment	1. Funding 2. Design 3. Consultation (Sainsbury's)	2009/2010	Service Manager (Land & Property)	Phase 1 completed. Phase 2 to incorporate more comprehensive improvements. Draft refurbishment proposals, prepared by BDG, to be subject to consultation with Sainsbury's in terms of design and funding.
G	Bedford Gallery Restoration and Enhanced External Storage at Murdock Road	Completion of Works	Identified in the 2007/2009 Corporate Plan (project 2B) 2009 completion Scheduled for completion during Autumn 2008	Director (Cecil Higgins Art Gallery and Bedford Museum)	External Funding (£2.5 m) secured. Murdock Road storage completed. Bedford Gallery refurbishment completed. Official opening scheduled for 31 March 2009.

PROPERTY GAP ANALYSIS: IDENTIFIED NEEDS OCTOBER 2007 – MARCH 2009

Preferred Option/Action		Dependencies	Timing	Lead Officer	Progress
H	Refurbishment of Bedford Museum and Cecil Higgins Art Gallery (including works to meet DDA standards if the aspirations for a comprehensive redevelopment of the buildings are not pursued during the 2007/2009 action plan period)	1. Funding 2. Design	To be established	Director (Cecil Higgins Art Gallery and Bedford Museum)	BDG have prepared revised internal layout and cost estimates. Awaiting project funding; potential partnership funding has been commenced.
I	Robinson Pool – Roof Replacement	1. Release of Funding 2. Start on site	Works scheduled to commence on 3 November 2008	Service Manager (Sports & Recreation)	Completed
J	Kempston Pool – Roof Replacement	1. Release of Funding 2. Start on site	Works commenced on 1 September 2008	Service Manager (Sports & Recreation)	Completed
K	Corn Exchange – Health and Safety Works	Completion of works	Completion in 2008	Service Manager (Sports & Recreation)	Completed
L	Bedford i-Kan – Refurbishment of Premises at 38 Mill Street to provide customised employment space for new business ventures.	None	Open for Business	Head of Economic Development and Regeneration	Completed

PROPERTY GAP ANALYSIS: IDENTIFIED NEEDS OCTOBER 2007 – MARCH 2009

Preferred Option/Action		Dependencies	Timing	Lead Officer	Progress
M	“Reclaiming the Streets” Initiative – Street Scene Improvements (Feasibility Studies)	1. Specification 2. Highway Approvals 3. Completion of Works	Identified in 2007/2009 Corporate Plan (project 2B) for feasibility studies at: (i) Midland Road (West) (ii) High Street; (iii) Allhallows/Church Square	Head of Economic Development and Regeneration	Midland Road (West) environmental improvement scheme supported by Town Centre Working Group on 3 July 2007 (subject to capital funding). Church Square environmental improvement scheme completed . Allhallows and High Street proposals emerging following feasibility work.
N	Parks and Open Spaces – Complete Programme of Planned Footpath Refurbishment	Completion of works	Identified in 2007/2009 Corporate Plan under Protecting & Improving the Environment (project 3A).	Deputy Head of Environment & Street Services	2007/2008 programme completed . 2008/2009 programme of work under construction – targeted for completion during May 2009.
O	Continue programme of repairs and reinstatement of allotment footpaths	Design	Phase 3 – 2008/2009.	Service Manager (Sports & Recreation)	Phase 1 completed in 2006/2007. Phase 2 completed in 2007/2008. Phase 3 in progress (targeted for completion in May 2009).
P	Energy Conservation Investment	Design	To be established	Deputy Head of Environment & Street Services	2007/2008 priority work programme completed. 2008/2009 priority programme of work determined.
Q	Decent Homes Standard – Council’s Service Tenanted Stock	1. Funding 2. Specification	2010	Service Manager (Land & Property)	Capital programme bid submitted but no funding currently available.

PROPERTY GAP ANALYSIS: IDENTIFIED NEEDS OCTOBER 2007 – MARCH 2009

Preferred Option/Action		Dependencies	Timing	Lead Officer	Progress
R	<p>Sports and Recreation Centres – Essential Health and Safety Works comprising:</p> <p>(a) Bunyan Centre: Squash Court Repairs (£35,000);</p> <p>(b) Oasis Pool: Pool Tank Hazards (£49,000);</p> <p>(c) Bunyan Centre: Main Hall Floor Repairs (£35,000).</p>	<p>1. Funding – approved by Full Council on 6 February 2008.</p> <p>2. Tender</p>	2008/2009	Service Manager (Sports & Recreation)	Completed.
S	Corn Exchange – Replace Main Hall Public Sound System	None	2008/2009	Service Manager (Sports & Recreation)	Completed.
T	Protection of Council Land from Unauthorised Encampments	Completion of works	2008/2009	Deputy Head of Environment and Street Services	Part Completed.
U	<p>River Works comprising:</p> <p>(a) Riverbank Repairs: Phase 1 (£92,000);</p> <p>(b) Cardington Spillway Repairs (£40,000).</p>	Completion of works	2008/2009	Deputy Head of Environment and Street Services	<p>(a) Completed.</p> <p>(b) Order for work placed.</p>