

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 Head of 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 Head of 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 Action Plan (reproduced at Appendix A) for the period October 2011 to March 2012; and
- (b) To acknowledge the specific achievements identified in the report that contribute towards improving the Council's asset management performance.

2. Date of decision

21 March 2012

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 support Action Plan is being monitored on a regular basis.

4. Alternatives considered and rejected

None.

5. How decision is to be funded

Not applicable.

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)

The Mayor has been consulted on this decision

Signed Michael Headley

21 March 2012

Date 21 March 2012

Name of Decision Taker CLLr MICHAEL HEADLEY

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

Date decision published: 22 March 2012

Date decision can be implemented if not called in: 2 April 2012

Bedford Borough Council – Report to the Finance Portfolio Holder

March 2012

Report by the Director of Finance & Corporate Services and Head of Property Services

Subject: CORPORATE ASSET PLAN – UPDATE

1. Executive Summary

To consider progress against the approved Corporate Asset Plan for the period November 2011 to March 2012.

2. Recommendations

The Finance Portfolio Holder is invited to:

- (a) Consider and support the progress made against the Corporate Asset Action Plan (reproduced at Appendix A) for the period November 2011 to March 2012; and**
- (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

4.1 Legal Issues

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.

4.2 Policy Issues

The 2009/2011 Corporate Asset Plan for the new Unitary Council was approved in April 2009 (Executive Decision 675) and extended to April 2012 pending a fundamental review of the Council's property portfolio during 2011 prompted by Council on 12 January 2011 (Executive Decision 909).

The outcome of the comprehensive review of the entire Property Portfolio, including the resulting long term Property Development Plan, was reported to and approved by the Executive at its meeting on 7 December 2011. The Plan sought to ensure that each property retained had a corporate purpose and remains suitable for that purpose in terms of location, facilities available and condition. The review also identified inefficient, poorly performing, under utilised and surplus property, particularly having regard to the comprehensive review of services that had been undertaken concurrently.

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 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 assets 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 that the Council's statutory and key priority services can be delivered effectively in a manner that is sustainable;*
- (ii) to sustain and fund a planned maintenance programme to ensure that all property 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 £3.55 million in 2010/2011);*
- (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.”*

4.3 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 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 Finance Portfolio Holder 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) Reduce 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.

4.4 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 22 June 2011, identified the risk of service disruption arising from the operational assets rationalisation programme and the need for an Asset Management Plan as a key risk control measure.

It is 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 if required for a range of works to property to cover health and safety, ongoing maintenance and service enhancement;
- (iii) Workplace inspections are carried out annually 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 Corporate Safety Team;
- (v) Annual inspections of identified asbestos in the Council's premises are undertaken.

4.5 Environmental Implications

There are no identifiable environmental implications.

4.6 Equality Impact

In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.

A relevance test for equality has been completed. The equality test determined that the activity has no relevance to Bedford Borough Council's statutory equality duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relation. An equality analysis is not needed.

5. Details

Corporate Asset Plan – April 2009 to September 2012

- 5.1 Executive Decision 675, dated 30 April 2009, 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 909 approved an extension of the Plan to April 2012 pending a fundamental review of the Council's property portfolio.
- 5.2 The preparation of the Corporate Asset Plan took into account the guidance provided jointly by the DCLG and the Royal Institution of the Chartered Surveyors to ensure that the Council has in place arrangements to deliver value for money and the effective management of its property assets.
- 5.3 The Plan includes a two year Action Plan and report, therefore, seeks to provide an update on the progress made since the Corporate Asset Plan was adopted. The progress made to March 2012 is reported at **Appendix A**. The proposed target dates are subject to continuous review and dates revised to reflect anticipated completion timescales.
- 5.4 It is evident that good progress continues to be made and some of the key achievements and progress is listed below:

Acquisitions and Disposals

- (i) The acquisition of the former Saracen's Head public house, potentially to provide an improved front of house facility for the Corn Exchange, has been completed. A design and specification is now being prepared with a view to submitting the proposed scheme to tender towards the end of March 2012; *
- (ii) The acquisition of 89/91 Midland Road as an advance acquisition for the redevelopment of the town centre has been completed;

- (iii) The acquisition of Gwyn and Pattishull Courts has been completed as an advance acquisition for the redevelopment of the town centre – the buildings have since been demolished;
- (iv) The acquisition of the long leasehold interest in the former Focus store at Ashburnham Road as an advance purchase for the Bedford Station Quarter redevelopment has been completed. The building has now been demolished and the site is in use as a public car park. Further improvements to enhance the car park are planned in the near future; *
- (v) Disposal of the Council's access land at Norse Road has been completed and an option secured for the acquisition of adjoining land for an extension to Norse Road cemetery. The Council has now exercised its option to acquire the land and the purchase has been completed;
- (vi) Terms have been agreed for the disposal of the former Elstow Lower School;
- (vii) The disposal of land at Cut Throat Lane to EDF Energy has now been completed;
- (viii) Terms have been agreed for the disposal of the property at 59 Woodcote;
- (ix) The disposal of the property at 42 Kimbolton Road has been completed;
- (x) Terms have been agreed for the disposal of the former Bromham Depot building;
- (xi) Terms have been agreed for the disposal of 3 White Lodge Close, Kempston as part of the Empty Homes Scheme;
- (xii) Terms have been agreed for the strategic acquisition of the property at the rear of 21 Allhallows, Bedford; *

Estate Management

- (xiii) The leases of the premises at 1st Floor Salamander House, Suite 1 Princeton Court, 116 Bromham Road, the premises at 61-63 Midland Road, Unit 4 Mile Road, 7 Stephenson Court, the ground floor of Salamander House, Sandland Court and 4 Franklin Court have all been terminated following the successful implementation of break options, reducing the Council's rental liability by over £260,000 per annum; *
- (xiv) Notices to break the lease at 21 Twinwood Technology Park have been served. This will reduce the Council's rental liability by approximately £15,000 per annum; *

- (xv) Through proactive management, the annual net rental income to the Council has been maintained in challenging economic conditions; *
- (xvi) A strategic review of the Commercial Property Portfolio has been completed culminating in the approval of a Property Redevelopment Plan that seeks to ensure that each property retained has a corporate purpose and is suitable for that purpose in terms of location, facilities available and condition; *

Health and Safety

- (xvii) The Council has completed the health and safety refurbishment of the lifts owned by the Borough;
- (xviii) The management asbestos surveys of the premises inherited from the former County Council have now been completed;
- (xix) The legionella risk assessments of all the properties inherited from the County Council are substantially completed;
- (xx) A revised Asbestos Management Handbook has been prepared and issued to all Building Managers, including all Head Teachers;
- (xxi) The Council has completed the working at height risk assessments for those premises inherited from the former County Council;

Development

- (xxii) The first phase of the Church Lane redevelopment scheme, comprising the new car park and Aldi store have been officially opened;
- (xxiii) The refurbishment of the Council's estate of unit factories has been completed;
- (xxiv) The refurbishment of the Council's neighbourhood shopping parades has been completed;
- (xxv) The internal refurbishment of the Howard Centre has been completed;
- (xxvi) The property at 104 Midland Road has been refurbished and converted to form Bedford i-Create, providing customised space for creative industries and new business ventures;
- (xxvii) The Development Agreement for the redevelopment of the Riverside North development site has been approved;

Miscellaneous

- (xxviii) The Mouchel property management and design contract, inherited from the former County Council, has been novated between this Council and Central Bedfordshire Council. The contract has since expired and the functions brought in house;

- (xxix) The Council is now arranging for the transfer of title to those schools that have converted to trust status;
- (xxx) The Council has granted leases to all schools that have converted to Academy Status;
- (xxxii) The Council has secured and now received a substantial refund of the NNDR payable on the Bedford International Athletic Stadium, backdated to 1990;
- (xxxiii) The refurbishment of 23/25 Gadsby Street has been completed;
- (xxxiv) The refurbishment of 24 Cauldwell Street is now completed and the property is back in use;
- (xxxv) The revaluation of all the Council's assets has been completed, including those that were transferred from the former County Council. This takes into account the emerging requirements to comply with the International Finance Reporting Standards;
- (xxxvi) The asset valuation programme for 2010 was completed by 31 December 2010;
- (xxxvii) The planned refurbishment works to the 1st, 2nd, 3rd and 5th floors and part of the 4th floor of Borough Hall have been completed and provide significantly increased capacity. Plans for the interim use of Rogers Court and the first floor of Riverside House are agreed, facilitating the complete vacation of the Town Hall and two floors of Riverside House when the Borough Hall refurbishment is complete; *
- (xxxviii) The Council's corporate energy contracts have been retendered and awarded on competitive terms. The contract includes the provision of smart meters to automatically monitor and, therefore, allow for the optimisation of energy use;
- (xxxix) Tenders have been sought for the redevelopment of 21/23 Gadsby Street to create a 'Hub of Independence'. Works are programmed to complete on site in August 2012; *
- (xl) The conversion and refurbishment of the Civic Theatre building to create a 'One Stop Shop' started on site on 6 February 2012 and is programmed for completion by the end of June 2012; *
- (xli) A small extension and internal remodelling to the Wellbeing Centre has been completed. This required careful phasing in order to maintain use of the multi-service site; *
- (xlii) A detailed planning application for 14 permanent traveller pitches at Meadow Lane was submitted on 31 January 2012; *

- (xliii) A detailed programme for undertaking condition surveys of all council operational properties has been completed; *
- (xliv) A detailed programme of boiler replacements has been completed and is being implemented. Possible carbon reduction options are under investigation; *
- (xlv) The corporate maintenance programme has been extended to include water vessel cleaning to protect from legionella. Corporate maintenance contracts are currently out to tender for the next three years; *
- (xlvi) A schedule identifying the Responsible Manager for all land assets owned by the council has been completed and is available in spreadsheet and GIS mapping formats; *
- (xlvii) Initial designs and are now complete for the future use of the Bromham Mill site; *
- (xlviii) The draft Carbon Management Plan has been approved and a detailed programme of works is being developed. A range of projects have now been approved by the Carbon Management Board. *

[* represents either an addition to the list or amendment to a previous entry]

- 5.5 In addition to the above substantial progress has been made in respect of a number of longer term projects and these are identified in **Appendix A**.

Corporate Asset Plan – April 2012 to March 2016

- 5.6 The Corporate Plan has been updated and a revised version for the period 2012/2016, reflecting the outcome of the whole scale review of the land and property portfolio, is scheduled to be considered by the Executive at its meeting on 14 March 2012.

6. Summary of Consultations and Outcome

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

Management Group
Corporate Asset Management Working Group
Relevant Service Managers

No adverse comments have been received.

Report Contact Officer: Adrian Piper, Head of Property Services
e-mail adrian.piper@bedford.gov.uk

File Reference: GEN/L.2(b)

Previous Relevant Minutes: Executive Decision 962 – 19 October 2011
Executive Decision 909 – 18 March 2011
Executive Decision 861 – 16 October 2010
Executive Decision 785 – 16 March 2010
Executive Decision 742 – 1 December 2009
Executive Decision 675 – 30 April 2009

Background Papers: DCLG/RICS guidance

Appendices: A – Corporate Asset Plan: 2009/2012 Action Plan Update

APPENDIX A

	Completed
	Progressing
	Action To Commence

ASSET MANAGEMENT ACTION PLAN: 2009 – 2011					
Action Point		Proposed End Date	Resource Implications	Lead Officer	Progress
Health and Safety					
1.	Asbestos Surveys – Undertake Type 2 Surveys on Transferred Properties	March 2011	Property Renewal and Repairs Provision	Head of Property Services	<u>COMPLETED</u>
2.	Legionella Risk Assessments – Undertake Assessments on Transferred Property	March 2011	Property Renewal and Repairs Provision	Head of Property Services	<u>COMPLETED</u>
3.	Working at Height Risk Assessments – Undertake Assessments on Transferred Property	March 2011	Property Renewal and Repairs Provision	Head of Property Services	<u>COMPLETED</u>
4.	Asbestos Management Plan – Preparation	May 2010	Existing Resource	Corporate Safety Manager	<u>COMPLETED</u>
5.	Asbestos Inspection Programme – Determine Programme	April 2010	Existing Resource	Head of Property Services	<u>COMPLETED</u>
6.	Corporate Biennial Assessment of Legionella Risk Systems – Undertake Assessment.	April 2011	Existing Resource	Head of Property Services	<u>COMPLETED</u>

ASSET MANAGEMENT ACTION PLAN: 2009 – 2011

Action Point		Proposed End Date	Resource Implications	Lead Officer	Progress
7.	Council Lifts – Undertake L10 Lift Surveys on all Transferred Property	March 2010	Existing Resource	Head of Property Services	<u>COMPLETED</u>
8.	Building Management – Departmental Monitoring and Review Role (in accordance with Corporate Safety Policy)	Ongoing	Existing Resource	Directorate/ Departmental Health & Safety Coordinators	<u>ESTABLISHED</u>
9.	Display Energy Certificates – Commission Annual Renewal for Relevant Council Properties (in accordance with Legislative Requirements)	Annual	Existing Resource	Head of Environment	<u>COMPLETED</u>
Property Review/Performance					
10.	Condition Surveys – Introduce Regular Planned Condition Surveys for Council Premises (including Transferred Property).	Ongoing	Existing Resource	Head of Property Services	<u>COMPLETED</u>
11.	Review all Property Related Capital Programme Submissions Prior to Consideration by Capital Programme Working Group.	Ongoing	Existing Resource	Corporate Asset Management Working Group	<u>COMPLETED</u>
12.	Operational Property Portfolio – Introduce Programme of Property Reviews to Identify Scope for Rationalisation of Property Assets (Freehold & Leasehold Interests)	Ongoing	Existing Resource	Head of Property Services	<u>ESTABLISHED</u>

ASSET MANAGEMENT ACTION PLAN: 2009 – 2011

Action Point	Proposed End Date	Resource Implications	Lead Officer	Progress	
Accommodation					
13.	Corporate Accommodation Strategy – Preparation and Dissemination	March 2010	Existing Resource	Head of Property Services	<u>COMPLETED</u>
14.	Borough Hall Refurbishment – Prepare Programme and Commence Delivery	Ongoing	Existing Resource	Head of Property Services	<u>COMPLETED</u>
15.	Borough Hall Utilisation – Undertake an Initial Disaggregation of BBC/CBC staff within Borough Hall	December 2009	Existing Resource	Head of Property Services	<u>COMPLETED</u>
16.	Borough Hall/Town Hall Staff Handbook – Preparation and Distribution	May 2009	Existing Resource	Head of Property Services	<u>COMPLETED</u>
Property Disposals					
17.	Corporate Disposal Procedure – Preparation and Adoption	September 2009	Existing Resource	Head of Property Services	<u>COMPLETED</u>
18.	Property Assets – Preparation of Programme of Property Disposals	March 2010	Existing Resource	Head of Property Services	<u>COMPLETED</u>
19.	Review all Unplanned Disposals Prior to Reporting to Portfolio Holder	Ongoing	Potential Capital Receipts	Head of Property Services	Disposals are reviewed at each scheduled meeting of the Corporate Asset Management Working Group.

ASSET MANAGEMENT ACTION PLAN: 2009 – 2011

Action Point	Proposed End Date	Resource Implications	Lead Officer	Progress	
Property Requirements					
20.	Property Acquisitions – Review	Ongoing	Capital Funding/ External Grant	Head of Property Services	89/91 Midland Road – <u>COMPLETED</u> Gwyn & Pattishall Courts – <u>COMPLETED</u> Ashburnham Road – Focus DIY <u>COMPLETED</u> Saracens Head – <u>COMPLETED.</u>
21.	Design and Property Services – Consider Future Provision	August 2010	Existing Resource/Mouchel Contract is scheduled to end in September 2010	Head of Property Services	<u>COMPLETED</u>
22.	Estates Strategy – Preparation and Adoption	December 2009	Existing Resource	Head of Property Services	<u>COMPLETED</u>
23.	Planning Agreements – Review Proposed Land/Asset Transfers to the Council	Ongoing	Existing Resource	Executive Director for Environment and Sustainable Communities	<u>COMPLETED</u>
24.	Corporate Property Gap Analysis – Identify and Review Future Property/Accommodation Needs	Ongoing	To be determined on case by case basis	Corporate Asset Management Working Group (CAMWG)	Property needs are reviewed at each scheduled meeting of the CAMWG.
25.	Provision of Additional Cemetery Land Infrastructure	March 2012	Capital Programme Funded	Assistant Director (Regulatory Services)	Purchase of land <u>COMPLETED</u> in October 2010. Infrastructure works <u>COMPLETED.</u> Landscape works <u>COMPLETED.</u> Contract completion scheduled for end of March 2012.

ASSET MANAGEMENT ACTION PLAN: 2009 – 2011

Action Point		Proposed End Date	Resource Implications	Lead Officer	Progress
26.	Bedford Athletic Stadium – Provision of Platform Lift	March 2010	Capital Programme Funded	Head of Leisure & Culture	<u>COMPLETED</u>
27.	Provision of additional public sports pitches	Ongoing	Partially S106 Agreement funded. Some additional funding may be required.	Assistant Director (Environment and Community)	Improvement works to existing sports pitches, to improve quality and increase the capacity for use, has been funded through the S106 Playing Pitch contributions secured from development.
28.	The Carbon Management Plan	March 2011	Capital Programme Funded	Mayor of Bedford/ Carbon Management Group	<p><u>PLAN ESTABLISHED</u></p> <p>The Capital Programme includes more than £4 million for 'Invest to Save' projects identified in the Carbon Management Plan during the period to 2014.</p> <p>The Carbon Management Plan can be accessed through the following link http://bedford.gov.uk/environment and planning/sustainability/what is the council doing/carbon management programme.aspx</p>

ASSET MANAGEMENT ACTION PLAN: 2009 – 2011

Action Point	Proposed End Date	Resource Implications	Lead Officer	Progress	
Corporate Property Management					
29.	Energy Efficiency Improvements – Develop Proposals for Council Premises	Ongoing	Existing Resource	Assistant Director (Environment and Community)	<u>PROPOSALS ESTABLISHED</u> as part of the Carbon Management Plan and a range of projects implemented during 2011/2012 (including the installation of low energy lighting in Borough Hall).
30.	Operational Property – To Introduce Proposals to Review the Costs in Use of Operational Property	Ongoing	Existing Resource	Head of Property Services/Head of Financial Management and Planning	<u>COMPLETED</u> as part of comprehensive review of the overall property portfolio.
31.	Boiler Replacement Programme – Undertake Survey and Prepare Corporate Boiler Replacement Programme (including Transferred Buildings)	September 2009	Existing Resource	Head of Property Services	<u>COMPLETED</u>
32.	Corporate Maintenance Programmes – Explore Options to Extend Existing Programmes e.g. Shower/Valve Servicing, Boiler Servicing, Gas Safety Checks	March 2010	Existing Resource	Head of Property Services	<u>COMPLETED</u>
33.	Strategic Property Refurbishment Programme – Develop and Manage Programme	March 2012	Capital Programme/Renewal and Repairs Fund	Head of Property Services	<u>PROGRAMME ESTABLISHED</u>

ASSET MANAGEMENT ACTION PLAN: 2009 – 2011

Action Point		Proposed End Date	Resource Implications	Lead Officer	Progress
34.	Asset Valuations – Preparation	Ongoing	Existing Resource	Head of Property Services	<u>COMPLETED</u>
35.	Disability Discrimination Act (DDA) – To ensure the Council's Premises Remain Compliant with DDA Requirements	March 2011	Capital Programme Funded	Disability Equality and Access Officer'	<p>The provision of Disabled persons' toilets at Bedford Central Library and Moot Hall – <u>COMPLETED</u></p> <p>The provision of a "Changing Places" facility at River Street MSCP – <u>COMPLETED</u></p> <p>The provision of automatic doors and changing room at Oasis Pool – <u>COMPLETED</u></p> <p>Works <u>COMMISSIONED</u> to provide "Changing Place" at Robinson Pool.</p>
36.	Identify a Responsible Manager for all Land Assets owned by the Council.	March 2011	Existing Resource	Head of Property Services	<u>COMPLETED</u>
37.	External Occupiers – Introduce a Programme of Periodic Inspections to ensure External Occupiers of Council Property Comply with their Occupation Agreements, including Maintenance Requirements.	Ongoing	Existing Resource	Head of Property Services	<p><u>PROGRAMME ESTABLISHED</u></p> <p>Currently identifying all situations where external parties occupy property without documentation.</p>

ASSET MANAGEMENT ACTION PLAN: 2009 – 2011

Action Point		Proposed End Date	Resource Implications	Lead Officer	Progress
38.	Financial Reporting Standards – Component Accounting/Property Leases	March 2011	Existing Resource	Assistant Director (Finance)	<u>COMPLETED</u>
Property Investment					
39.	Redevelopment of Church Lane Shopping Centre – Phase 1 (Food Store and Car Parking)	April 2010	Developer Funded Scheme	Director of Finance & Corporate Services	<u>COMPLETED</u>
40.	Bedford Town Centre West – Retail Led Mixed Use Scheme: Land Assembly	Ongoing	Capital Funding/ External Grant	Head of Economic Development/Head of Property Services	Scope for strategic acquisitions continually subject to appraisal (see item 20 above). Development Agreement with Developer terminated by mutual consent.
41.	Employment Land at Wootton – Master Plan/Site Preparation for Marston Vale Innovation Park	December 2011	External Grant Funding: Expression of Interest submitted for “Growing Places” Funding.	Head of Economic Development/ Head of Property Services	Masterplanning work – <u>COMPLETED</u> New licence application submitted. Utilities and land drainage report commissioned. Landscaping works due to start on site Autumn 2012.
42.	Riverside North – Negotiate Development Agreement with Preferred Development Partner	Summer 2011	Existing Resource	Chief Executive/Director of Finance & Corporate Services	<u>COMPLETED</u>

ASSET MANAGEMENT ACTION PLAN: 2009 – 2011

Action Point		Proposed End Date	Resource Implications	Lead Officer	Progress
43.	Refurbishment of Bedford Museum and Cecil Higgins Art Gallery (including DDA works)	Spring 2013	Capital Programme allocation approved. Heritage Lottery Funding in the sum of £959,000 awarded for the project.	Head of Leisure & Culture	Contractor appointed following tender evaluation. Refurbishment works commenced in August 2011 and are scheduled for completion at the end of June 2012.
44.	Land adjacent to Bedford Museum and Cecil Higgins Art Gallery – Complete Feasibility into Site Potential and Pursue Development Opportunity	September 2011	Existing Resource	Head of Property Services	Active involvement of English Heritage and initial archaeological investigations undertaken to inform scope of development and design. Architect now instructed and preliminary drawings prepared. A planning application to be submitted in the near future.
45.	Public Realm Improvements – Installation of Interpretation Proposals in St. Paul's Square	April 2010	External Grant	Head of Economic Development	<u>COMPLETED</u>
46.	Horne Lane – Environmental Improvements (including Howard Centre Entrance Canopy)	March 2011	Capital Programme Funded	Head of Economic Development	<u>COMPLETED</u>
47.	High Street Environmental Improvements – Pursue Townscape Heritage Initiative	Ongoing	Townscape Heritage Initiative (THI) Funding/ Match Funding Obtained	Head of Economic Development	<u>COMPLETED</u>
48.	Bedford i-Pad – Refurbishment of 104 Midland Road to Customised Space for Creative Industries and New Business Ventures.	June 2010	External Grant/ Capital Funding	Head of Economic Development	<u>COMPLETED</u>

ASSET MANAGEMENT ACTION PLAN: 2009 – 2011

Action Point		Proposed End Date	Resource Implications	Lead Officer	Progress
49.	Elstow Landfill – Restoration Phase 1	October 2013	Capital Programme Funded	Assistant Director (Environment and Community)	<p>Full Project Management/Milestones for restoration project now in place.</p> <p>Progress made with initial tasks, particularly those relating to the prospective leachate treatment plant.</p> <p>Planning approval to be sought for the leachate treatment plant.</p> <p>Consent recently granted by Anglian Water for Trade effluent discharge.</p>
50.	Play Areas – Capital Improvement Works	December 2011	<p>Capital Programme Funded</p> <p>(Note: Playbuilder funding has supplemented the Council's own capital funding to allow its play facilities to be improved).</p>	Assistant Director (Environment and Community)	<p>Playbuilder programme – COMPLETED (providing new or improved play facilities in urban and rural locations).</p> <p>The Council has worked with Parish Councils and other organisations to both deliver the improvements and take on future maintenance.</p> <p>2011/2012 programme includes improvement works at Addison Howard Park, Jubilee Park and Priory Country Park.</p>
51.	Bromham Mill – Review Options for the Future Use of the Site	September 2011	Existing Resource	Head of Leisure & Culture	<p>Joint venture project included in capital programme with £70,000 funding secured from partner.</p> <p>Balance of funding to be secured from capital receipts from asset sale.</p>

ASSET MANAGEMENT ACTION PLAN: 2009 – 2011

Action Point	Proposed End Date	Resource Implications	Lead Officer	Progress
<p>52. Children's Services Investment Programme, including:</p> <ul style="list-style-type: none"> - Broadmead Lower School; - Shortstown Lower School; - Temporary Accommodation; - Schools Access Initiative; - Schools Modernisation; - Biddenham Loop: Provision of New Primary School; - Kempston Rural School; - Schools Formula Capital; - Primary Capital Programme: Livingstone Lower - Early Years Capital; - Children's Centre Capital; - Bedford Academy 	<p>Ongoing (regularly monitored by the CPWG)</p>	<p>Capital Programme Funded/ External Funding</p>	<p>Head of School Organisation, Planning & Support Services</p>	<p>Works to Livingstone Lower School due to complete in July 2012.</p> <p>Broadmead, North of Bromham Road, Wootton and Kempston Rural Lower projects are currently subject to delay, largely due to delays in housing development arising from economic situation.</p> <p>The contract for Great Denham Primary School has been completed. The school is due to partially open in September 2012 for the new intake and is due to be completed by January 2013.</p> <p>Schools Access Initiative project completed in year.</p> <p>3 to 2 tier conversions confirmed for Cauldwell, Cotton End, Elstow, Shackleton and Stephenson Lower Schools. In addition, the new school at Shortstown will be built as a Primary School.</p> <p>Shortstown Primary School is still subject to negotiations with the developer, with continued expectations that the school will be open from September 2013.</p> <p>Bedford Academy build has been delayed by 8 weeks due to archaeological find. It is currently due to open November 2012.</p>

ASSET MANAGEMENT ACTION PLAN: 2009 – 2011

Action Point		Proposed End Date	Resource Implications	Lead Officer	Progress
53.	Building Schools for the Future (BSF) – Draft Plan for BSF Priorities	March 2011	Project suspended following cessation of BSF funding. Programme dependant on future capital funding.	Chief Education Officer	Priority investment required in educational establishments to meet future requirements in terms of capacity and fit for purpose accommodation.
54.	Trust Schools – Land Transfer	December 2011	None – Statutory Transfer	Head of School Organisation, Planning & Support Services	<p>Identification of land to transfer completed. Details of transfers still subject to negotiation in some cases.</p> <p>Legal instructed in over more than half of the transfers. Situation now complicated as Schools opting to convert to Academy status.</p> <p>Most Academy leases completed.</p>
55.	Refurbish Track at Bedford International Athletic Stadium	March 2011	Capital programme Funded	Head of Leisure & Culture	<u>COMPLETED</u>