

# ACTION PLAN UPDATE

TITLE: Asset Management Strategy  
LEAD OFFICER: Strategic Asset Manager

PROGRESS UPDATE:	January 2014	V 1.0
R	Target date likely to be missed. Caution	
A	On target to meet completion date. Monitor	
G	Action completed.	

This Action Plan sets out a timetable for developing and implementing the objectives of the Councils Asset Management Strategy.

It identifies the key projects, tasks, resources, opportunities, milestones and outcomes for each objective. It suggests the lead responsibility for each Action.

START DATE:	Q2 2014/15	FINISH DATE:	As indicated	NO. WEEKS	
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REF	TASK DESCRIPTION	RAG	TARGET FINISH DATE	REVISED FINISH DATE	RESPONSIBLE	PROGRESS UPDATE
<b>A – CAPITAL &amp; REVENUE INCOME</b>						
AM1.	Warley Training Centre		Q2 2015/16		JRP	Heads of Terms agreed for the sale of the asset and acquisition of 5 residential units. A report on the proposed acquisition will be submitted to Council on 22 October 2014 and Finance & Resources Committee on 29 October 2014. Acquisition of 5 units approved. <b>Negotiations ongoing with preferred developer.</b>
AM2.	Bell Mead		Q2 2015/16		JRP	Terms agreed and approved for the sale of this asset. <b>Conditional contracts exchanged. Planning application expected to be submitted by mid Jan</b>
AM3.	Old House		Q2 2015/16		AJT	Proposed sale being reviewed. Investigations into other options including possible retention and refurbishment being undertaken. <b>Report to be presented to Council regarding refurbishment on 10 December – further investigations being undertaken</b>

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AM4.	Hallsford Bridge		Q 2015/15			JRP/AJT	Proposed sale being reviewed. Potential for housing development being investigated, consultations with HRA being undertaken. <b>HRA have declined opportunity. Terms agreed for the sale of the site.</b>
AM5.	Acquisition of Assets for Revenue purposes		Ongoing			JRP	Identification of assets that will produce appositive revenue return to BBC , strategic acquisitions that will enhance the value of existing assets and those that will benefit BCC in the medium and long term. <b>Policy prepared and to be presented to Asset &amp; Enterprise Committee on 21 January.</b>
<b>B – CORPORATE PROJECTS</b>							
AM6	Town Hall		Ongoing			Phil Ruck	Refurbishment project- Space planning and surveys being updated and commissioned to determine works programme. Ongoing discussions with potential tenants and partners. <b>Report presented to Council on 10 December. Partial refurbishment approved .</b>
AM7	William Hunter Way		Ongoing			Phil Ruck	Public consultation commenced September 1 <sup>st</sup> . <b>Consultation completed 5 November, a development brief is to be drafted by Planning Services and procurement exercise to appoint a development manager commenced.</b>
AM8	Cross Rail		Ongoing			Roy Ormsby	Park & Stride project under review. Discussions ongoing with Cross Rail. <b>Working Group met with Cross Rail 11 November, further meetings scheduled.</b>

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AM9	G & T Sites		Ongoing			JRP	Investigation being undertaken into availability of G & T sites. <b>None identified to date</b>
<b>C – ESTATES MANAGEMENT</b>							
AM10	Review of HRA non housing assets		Ongoing			GO	Management of HRA non housing assets now under SAM. Portfolio being investigated to identify assets where revenue can be improved. <b>Vacant units, lease expiries and outstanding rent reviews being pursued.</b>
AM11	Review of General Fund Leased Assets		Ongoing			GO	Review of leased assets to determine opportunities to action outstanding rent reviews and lease expiries. <b>Ongoing</b>
AM12	Hutton Community Centre		Ongoing			KA/TR	Future robust long term options being considered. <b>Expressions of interest from community groups to be invited to manage the facility</b>
<b>D – FACILITIES MANAGEMENT</b>							
AM13	Town Hall – review of surveys/investigations previously undertaken		Q3 2014/15			GM	As part of the proposed refurbishment previous surveys being updated and additional surveys being undertaken Various occupations by tenants and partners being reviewed. <b>Restacking of staff commenced to improve efficiency and save costs should be completed by 23 January 2015</b>

AM14	Repairs & Maintenance Contract		Ongoing			TR	Repairs and maintenance recently outsourced to Wates Living. Quality, cost and effectiveness of new contractor being monitored to ensure compliance with brief and service level agreement. <b>Monitoring continuing</b>
REF	TASK DESCRIPTION	RAG	TARGET FINISH DATE	REVISED FINISH DATE		RESPONSIBLE	PROGRESS UPDATE
AM15	Capital Works		Q4 2014/15			JRP	Various projects being reviewed and assessed including: Brentwood Leisure Centre – Swimming Pool plumbing – <b>Works to commenced December 2014</b> Multi-storey Car Park – concrete repairs <b>Works to commence Jan 2015</b> Warley Depot – MOT facility Warley Football Pavilion – refurbishment King Georges Playing Fields Pavilion – refurbishment Parks Depot - extension
<b>E – ESTATES MANAGEMENT SYSTEMS GOVERNANCE AND GOOD PRACTICE</b>							
AM16	Review of electronic data management systems to determine system to be adopted for SAM		Q3 2014/15			GM	Systems being reviewed include: Pythagoras/Yardi/Qube/Uniform/Tramps /Estateman/Argus/. <b>System to be adopted – Argus identified and installed. Currently, inputting data on properties to be valued as at 31 March 2015.</b>
AM17	Community Transfer Policy		Q3 2014/15			JRP	Draft report prepared and issued for comment. <b>Other policies relating to the acquisition/disposal of assets are being presented to Assets &amp; Enterprise Committee on 21 Jan 2015</b>

AM18	Business Rates		Q2 2014/15			GM	Review progress with retained advisers Wilkes Head Eve. <b>Ongoing – investigation being undertaken into empty rates relief at Town Hall</b>
REF	TASK DESCRIPTION	RAG	TARGET FINISH DATE	REVISED FINISH DATE		RESPONSIBLE	PROGRESS UPDATE
AM19	Corporate Landlord		Q4 2014/15			JRP	Develop concept for discussion. Objective to establish a culture whereby assets are valued and put to their best use to achieve best value or contribute to the community wellbeing to the maximum. <b>Ongoing</b>
<b>F - COMMUNICATION</b>							
AM20	Deliver a comprehensive communications plan that is based on the Asset Management Strategy and this Action Plan.		Ongoing			JRP	To ensure that the Council, members and staff are aware of processes and responsibility and accountabilities. <b>Ongoing</b>
<b>G – ASSET CHALLENGE</b>							
AM21	Westbury Road Car Park		Q4 2014/15			JRP	Review of the use that the car park is put to and alternative options. <b>Options prepared for consideration</b>
AM22	Brentwood Leisure Centre & Community Centres		Ongoing			GO	Review of responsibilities and other potential opportunities. <b>Meeting held with CE and quarterly meetings arranged. Condition surveys to be undertaken to record condition relative to repair and decoration covenants.</b>

AM23	Warley Depot		Q4 2014/15			JRP	Review as to use and potential alternative locations to undertake services currently carried out there. <b>Ongoing</b>
REF	TASK DESCRIPTION	RAG	TARGET FINISH DATE	REVISED FINISH DATE		RESPONSIBLE	PROGRESS UPDATE
AM24	Herongate & Ingrave Community Centre		Q4 2014/15			AJT	Identify Trustees/ or potential users of facility to ensure best use. <b>Agreement close to resolve issue of Trustees.</b>
AM25	Review of potential HRA development sites, including garage sites		Q4 2014/15			JRP	6 sites identified as phase 1. Schemes prepared and two are being investigated further. HRA need to prepare a policy regarding tenure/management and procurement. <b>3 sites identified and progressing with planning application process.</b>