

21st January 2015

Asset and Enterprise Committee

Old House

Report of: *Adrian J Tidbury Estates and Valuation Surveyor*

Wards Affected: *Brentwood North*

This report is: *Public*

1. Executive Summary

- 1.1 This report outlines the procurement process leading to the conversion of the Old House from a community Centre to 6 residential units.

2. Recommendation(s)

- 2.1 To note the report and progress made to date.**

3. Introduction and Background

- 3.1 Members will recall the decision of Full Council:

Based on the Business Case presented, Members proceeded with damp, bat and structural surveys to support the proposal to convert Old House to residential units.

Subject to no material changes to the financial viability arising from the survey works, to agree the appointment of consultants to undertake detailed designs in conjunction with English Heritage and the Essex County Council Historic Buildings Adviser, leading to the preparation of contract documents to maximise the number of units achievable on the site.

Following successful listed building consent and Planning approval, authority be given to the Leader of the Council, the Chair of the Asset and Enterprise Panel and (Acting) Chief Executive, to undertake a tender process and to appoint a suitable contractor to complete the refurbishment of the property and on completion, instruct letting agents to market the property.

Subject the approval of this project, Members endorsed the borrowing requirement of £1,080,000 and that until the budget for 2015/16 is finalised, provision for the Year 1 borrowing costs will be assumed to be funded from the General Fund Working Balance.

- 3.2 In addition the report also highlighted the need for an additional c£50,000 which would be required for the further surveys needed to inform the detailed design process and costings for the project. Members were advised that these costs can be capitalised and therefore would be met from the existing Asset management Strategy capital budget.

4. Issue, Options and Analysis of Options

- 4.1 Although little progress has been made over the Christmas period, the process leading to the completion of the project has been identified.
- 4.2 A procurement exercise will be completed in order to secure the architectural services required to enable planning consent, listed building consent and building control consent. As the architectural deals with the design of the project, it will also include for the preparation of the tender documents to secure a suitable contractor for the works. Along side the architectural service there will be a requirement for structural advice and also the services of a suitable quantity surveyor.
- 4.3 At the present time estimates are being sort for both the damp survey and bat surveys which can be carried out alongside the procurement exercise leading the appointment of an architect.
- 4.4 In addition there will be a requirement for an asbestos survey to be completed prior to any works commencing.

5. Consultation

- 5.1 No formal consultation has been undertaken.

6. References to Corporate Plan

- 6.1 Value for Money: policies that invest in key services to create opportunity for all provide better value for Brentwood's taxpayers and enhance the borough's infrastructure whilst modernising and transforming Brentwood Borough Council. We will re-prioritise and focus our resources and be innovative in our approach.
- 6.2 Our Borough: Policies which promote our environment, support sustainable growth, and safeguard our high quality environment including

heritage and countryside. We will provide responsive, accessible and forward thinking services for vulnerable residents, supporting people back into work and providing good quality housing making Brentwood our residents' Borough of Choice.

7. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email 01277 312712 / jo-anne.ireland@brentwood.gov.uk

- 7.1 The financial implications for this project were set out in the report to Ordinary Council on 12th December 2014.

Legal Implications

Name & Title: Christopher Potter, Monitoring Officer and Head of Support Services

Tel & Email 07875 397764 / christopher.potter@brentwood.gov.uk

- 7.2 None

8. Background Papers (include their location and identify whether any are exempt or protected by copyright)

None

9. Appendices to this report

None

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