

ACTION PLAN UPDATE

TITLE: Asset Management Strategy
LEAD OFFICER: Strategic Asset Manager

PROGRESS UPDATE:	March 2015	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
A – CAPITAL & REVENUE INCOME						
AM1.	Warley Training Centre	A	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. Negotiations ongoing with preferred developer. Report to be presented to 27 March 2015 A & E Committee
AM2.	Bell Mead	A	Q2 2015/16		JRP	Terms agreed and approved for the sale of this asset. Conditional contracts exchanged. Planning application submitted.
AM3.	Old House	A	Q4 2015/16		AJT	Proposed sale being reviewed. Investigations into other options including possible retention and refurbishment being undertaken. Architect appointed, surveys commissioned, scheme continues to be developed. Update Report to be presented to A & E Committee 27 March 2015.

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AM4.	Hallsford Bridge		Q2 2015/16			JRP/AJT	Proposed sale being reviewed. Potential for housing development being investigated, consultations with HRA being undertaken. HRA have declined opportunity. Terms agreed for the sale of the site. Legal instructed to prepare and issue conditional contract
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. Policy prepared and to be presented to Asset & Enterprise Committee on 27 March 2015.
B – CORPORATE PROJECTS							
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. Report presented to Council on 10 December. Partial refurbishment approved. Development Manager appointed and DTZ retained to review terms previously agreed with Chromex.
AM7	William Hunter Way		Ongoing			Phil Ruck	Public consultation commenced September 1 st . Consultation completed 5 November, a development brief is to be drafted by Planning Services and procurement exercise to appoint a development manager commenced. Procurement of Development Manager being led by Thurrock, expectation Development Manager will be appointed by 31 March 2015.

AM8	Cross Rail		Ongoing			Roy Ormsby	Park & Stride project under review. Discussions ongoing with Cross Rail. Working Group met with Cross Rail 11 November, further meetings scheduled. Negotiations regarding compensation for use of Friars Avenue Car park commenced
REF	TASK DESCRIPTION	RAG	TARGET FINISH DATE	REVISED FINISH DATE		RESPONSIBLE	PROGRESS UPDATE
AM9	G & T Sites		Ongoing			JRP	Investigation being undertaken into availability of G & T sites. None identified to date
C – ESTATES MANAGEMENT							
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. Vacant units, lease expiries and outstanding rent reviews being pursued. Agreement reached with tenant of 6 – 8 Harewood Road on outstanding rent review, arrears recovered. Negotiations ongoing with tenant of 4 Harewood Road regarding outstanding rent review. 2 Harewood Road has been recovered from tenant holding over, arrears recovered and negotiations ongoing with potential tenants. 114 Orchard Avenue, negotiations ongoing with prospective tenants. The Keys terms agreed on vacant units, negotiations ongoing with tenants of other units where lease expired and outstanding rent reviews
AM11	Review of General Fund Leased Assets		Ongoing			GO	Review of leased assets to determine opportunities to action outstanding rent reviews and lease expiries. Ongoing. Terms agreed with 14 Ongar Road for renewal of leases and negotiations commenced with tenant of 2 Ongar

							Road where lease has expired. The lease of the tenant of car parking spaces at South street has be formally terminated by notice and negotiations ongoing for new lease at increased rental. Arrears have been collected. Rent increases in the lease to the tenant of car parking spaces at the multi-storey car park have been action and arrears collected. The ground rent received at Prospect Way has been reviewed an additional rent received.
AM12	Hutton Community Centre		Ongoing			KA/TR	Future robust long term options being considered. Expressions of interest received from community groups to manage the facility. Report presented to A & E Committee 18 Feb- negotiations ongoing with preferred tenant.
D – FACILITIES MANAGEMENT							
AM13	Town Hall – review of surveys/investigations previously undertaken		Q1 2015/16			GM	As part of the proposed refurbishment previous surveys being updated and additional surveys being undertaken Various occupations by tenants and partners being reviewed. The initial exercise to restack staff completed. Further exercise to consolidate Planning on the lower floors being investigated.
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. Monitoring continuing
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AM15	Capital Works		Q4 2014/15			JRP	<p>Various projects being reviewed and assessed including:</p> <p>Brentwood Leisure Centre – Swimming Pool plumbing – Initial works to completed December 2014</p> <p>Multi-storey Car Park – concrete repairs Works to commence April 2015</p> <p>Warley Depot – MOT facility</p> <p>Warley Football Pavilion – refurbishment</p> <p>King Georges Playing Fields Pavilion – refurbishment</p> <p>Parks Depot - extension</p>
E – ESTATES MANAGEMENT SYSTEMS GOVERNANCE AND GOOD PRACTICE							
AM16	Review of electronic data management systems to determine system to be adopted for SAM		Q3 2014/15			GM	<p>Systems being reviewed include:</p> <p>Pythagoras/Yardi/Qube/Uniform/Tramps /Estateman/Argus/. System to be adopted – Argus identified and installed. Currently, inputting data on properties to be valued as at 31 March 2015.</p>
AM17	Community Transfer Policy		Q4 2014/15			JRP	<p>Draft report prepared and issued for comment. Other policies relating to the acquisition/disposal of assets are being presented to Assets & Enterprise Committee on 27 March 2015</p>
AM18	Business Rates		Q4 2014/15			GM	<p>Review progress with retained advisers Wilkes Head Eve. Ongoing – investigation being undertaken into empty rates relief at Town Hall</p>
REF	TASK DESCRIPTION	RAG	TARGET FINISH DATE	REVISED FINISH DATE		RESPONSIBLE	PROGRESS UPDATE

AM19	Corporate Landlord		Q4 2015/16			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. Ongoing
F - COMMUNICATION							
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. Ongoing
G – ASSET CHALLENGE							
AM21	Westbury Road Car Park		Q1 2015/16			JRP	Review of the use that the car park is put to and alternative options. Options prepared for consideration. Further investigation being undertaken
AM22	Brentwood Leisure Centre & Community Centres		Ongoing			GO	Review of responsibilities and other potential opportunities. Meeting held with CE and quarterly meetings arranged. Condition surveys to be undertaken to record condition relative to repair and decoration covenants.
AM23	Warley Depot		Q4 2014/15			JRP	Review as to use and potential alternative locations to undertake services currently carried out there. Report to be presented to A & E Committee 27 March 2015
AM24	Multi- Storey Car Park		Ongoing			JRP	Review of options to add uses to MSCP to generate revenue being investigated

REF	TASK DESCRIPTION	RAG	TARGET FINISH DATE	REVISED FINISH DATE		RESPONSIBLE	PROGRESS UPDATE
AM24	Herongate & Ingrave Community Centre		Q1 2015/16			AJT	Identify Trustees/ or potential users of facility to ensure best use. Agreement close to resolve issue of Trustees.
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. 3 sites identified and progressing with planning application process. Pre app meeting held and planning applications to be submitted