

Finance and Property Committee

Date: Monday, 09 July 2012
Time: 10:30
Venue: County Hall
Address: County Hall, West Bridgford, Nottingham NG2 7QP

AGENDA

- | | | |
|-----|--|---------|
| 1. | <u>Minutes 18 June 2012</u>
Details | 5 - 8 |
| 2. | <u>Apologies for Absence</u>
Details | 1-2 |
| 3. | <u>Declarations of Interest</u>
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| 4. | <u>ICT Programme 2012-13</u>
Details | 9 - 16 |
| 5. | <u>Basic Needs Programme - revised</u>
Details | 17 - 22 |
| 6. | <u>Overview of Property Strategy</u>
Details | 23 - 38 |
| 7a. | <u>Proposed Lease In - Unit 6-8 Calverton Business Park (County Supplies Relocation)</u>
Details | 39 - 44 |
| 7b. | <u>Disposal of Land Adjoining Victoria Park, Netherfield</u>
Details | 45 - 48 |
| 7c. | <u>Licence to Enter and Option to Lease 0.525 hectares at Colliers Way, Cotgrave for Coal Mine Methane</u>
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| 7d. | <u>Disposal of Former Caretaker's Dwellings: 92 Darlton Drive, Arnold and 40 Perlethorpe Ave, Gedling</u>
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| 7e. | <u>Surrender of Lease and Grant of New Lease at National Water Sports Centre, Holme Pierrepont</u>
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8.	<u>Councillors' Divisional Fund Annual Report 2011/12</u> Details	83 - 86
9.	<u>Work Programme</u> Details	87 - 90

The Committee will be invited to resolve:-

“That the public be excluded for the remainder of the meeting on the grounds that the discussions are likely to involve disclosure of exempt information described in paragraph 3 of the Local Government (Access to Information) (Variation) Order 2006 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

Note

If this is agreed, the public will have to leave the meeting during consideration of the following items.

EXEMPT INFORMATION ITEMS

11. Exempt Appendix to Overview of Property Strategy

12.

Exempt Appendices to Property Transaction Reports:

- a) Proposed Lease In – Unit 6-8 Calverton Business Park (County Supplies Relocation)
- b) Disposal of land adjoining Victoria Park Way, Netherfield
- c) Licence to enter and option to Lease 0.525 Hectares at Colliers Way Cotgrave for coal mine methane (CMM) extraction
- d) Disposal of Former Caretaker's Dwellings, 92 Darlton Drive, Arnold and 40 Perlethorpe Avenue, Gedling, Nottingham.
- e) Surrender of existing lease and simultaneous grant of new lease at the National Watersports Centre, Adbolton Lane, Holme Pierrepont, Nottingham
- f) Acquisition of Edwinstowe Youth Club, Church Street, Edwinstowe
- g) Academy Conversions
- h) Property Transactions expected over the summer recess

1.

Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.

2. Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact Customer Services Centre 08449 80 80 80

3. Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Paul Davies (Tel. 0115 977 3299) or a colleague in the Governance Team prior to the meeting.

4. Members are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

minutes

Meeting FINANCE AND PROPERTY COMMITTEE

Date 18 June 2012 (commencing at 2.00 pm)

Membership

Persons absent are marked with `A`

COUNCILLORS

Reg Adair (Chairman)
Eric Kerry (Vice-Chairman)
Chris Barnfather
Steve Carroll
John Clarke
Stephen Garner
Darrell Pulk
A Ken Rigby
Mel Shepherd
Martin Suthers
Gordon Wheeler

OFFICERS IN ATTENDANCE

Carl Bilbey, Conservative Group Research Officer
Paul Davies, Policy, Planning and Corporate Services Department
Tim Gregory, Corporate Director, Environment and Resources
Jas Hundal, Service Director, Transport, Property and Environment
Ivor Nicholson, Service Director, ICT
Patrick Robinson, Group Manager Property - Strategy, Compliance and Performance
Paul Simpson, Service Director, Finance and Procurement
Michelle Welsh, Labour Group Research Officer

MEMBERSHIP

It was noted that Councillor Wheeler had been appointed in place of Councillor Cutts.

MINUTES

The minutes of the last meeting held on 28 May 2012 were confirmed and signed by the Chair.

APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Rigby (other reason).

DECLARATIONS OF INTEREST

There were no declarations of interest by members or officers.

DRAFT MANAGEMENT ACCOUNTS 2011/12

RESOLVED: 2012/014

- (1) That the 2011/12 year end position be noted;
- (2) That the year end carry forwards set out in section 4.12 and Appendix B to the report be recommended to the County Council;
- (3) That the level of County Fund Balances set out in section 7.1 and Appendix A to the report be recommended to the County Council;
- (4) That the movements in reserves as detailed in section 7 and Appendix D to the report be noted;
- (5) That the capital variations outlined in section 8.4 of the report be approved;
- (6) That the capital programme and its financing be noted.

CATEGORY MANAGER (PUBLIC HEALTH) - ESTABLISHMENT OF POST

RESOLVED: 2012/0015

That the post of Category Manager (Public Health), Hay Band D, be established to carry out and support the procurement activities and develop strategies in conjunction with the senior management of Public Health.

COUNTY SUPPLIES, ROLLESTON DRIVE - LATEST ESTIMATED COST

RESOLVED: 2012/016

That approval be given to the latest estimated cost report for the building works as set out in the report.

PROPERTY TRANSACTIONS

GRANT OF 125 YEAR LEASE TO ACADEMY TRUSTS OF ETHEL WAINWRIGHT PRIMARY SCHOOL AND BURTON JOYCE PRIMARY SCHOOL

RESOLVED: 2012/017

- (1) That approval be given to the grant of a 125 year lease to the Academy Trust for each of the following schools on the standard terms set out in the appendix to the report:

Ethel Wainwright Primary School, Mansfield
Burton Joyce Primary School

- (2) That the Corporate Director, Environment and Resources (or his nominee) be authorised to approve site details and specific conditions in consultation with the Chairman (or Vice-Chairman in his absence) of the Finance and Property Committee.

FREEHOLD TRANSFER OF LAND AND PROPERTY ASSETS TO GOVERNING BODY OF RUSHCLIFFE COMPREHENSIVE SCHOOL

RESOLVED: 2012/018

- (1) That approval be given to the freehold transfer of the land and property assets to the governing body of Rushcliffe Comprehensive School, subject to the subsequent approval of any site-specific terms;
- (2) That the Corporate Director, Environment and Resources (or his nominee) be authorised to approve site details and specific conditions in consultation with the Chairman (or Vice-Chairman in his absence) of the Finance and Property Committee.

CHAPEL FARM DEVELOPMENT SITE, LOW STREET, ELSTON

RESOLVED: 2012/019

That approval be given to:

- (1) the sale by auction of Chapel Farm development site, Low Street, Elston;
- (2) the variation of a Deed of Surrender dated 4 November 2008 of Chapel Farm site and a Tenancy Agreement of the same date in respect of adjoining land in order to facilitate the sale;
- (3) the grant of authority for the Service Director, Transport Property and Environment, in consultation with the Chairman (or Vice-Chairman in his absence) of the Finance and Property Committee also in consultation with the auctioneers shortly prior to the auction date, to set the price.

WORK PROGRAMME

RESOLVED: 2012/020

That the work programme be noted.

EXCLUSION OF THE PUBLIC

RESOLVED: 2012/021

That the public be excluded from the remainder of the meeting on the grounds that discussions are likely to involve the disclosure of exempt information described in paragraph 3 of the Local Government (Access to Information) (Variation) Order 2006 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

EXEMPT INFORMATION ITEM

CHAPEL FARM DEVELOPMENT SITE, LOW STREET, ELSTON

RESOLVED: 2012/022

That the information contained in the exempt appendix be noted.

The meeting closed at 2.45 pm.

CHAIRMAN

09 July 2012

Agenda Item: 4**REPORT OF THE SERVICE DIRECTOR, ICT****ICT PROGRAMME 2012-13****Purpose of the Report**

1. To provide the Finance and Property Committee with a progress update on the key ICT programme and projects that underpin the delivery of the County Council's ICT Strategy 2011-14.

Information and Advice

2. The key developmental priorities for ICT Services are shaped by the ICT Strategy 2011-14 and these are being delivered through four strategic themes:
 - Modern ICT platform (*ensuring a “one council” approach to the development and use of ICT assets and ensuring a fit for purpose ICT infrastructure*).
 - Modern ICT tools and ways of working (*provide solutions to users to improve efficiency, lead to smarter and more flexible working, streamline business processes etc.*).
 - Modern customer channels (*support the increased use of on-line services for the public*).
 - Departmental business change (*support departments in effectively providing day to day services to the public in a cost effective way*).

Progress in 2011-12

3. Significant progress has been made over the last 12 months with the main achievements including:
 - a) the design, planning, implementation and support of a new SAP Business Management System (BMS) that is replacing legacy bespoke ICT systems for the payroll, financial, procurement and HR processes;
 - b) the deployment of a new shared WAN (Wide Area Network) for school and corporate sites, plus upgraded broadband connectivity and new routers for all sites;
 - c) a new Internet service for schools provided in tandem with Capita (Synetrix);
 - d) a modernisation programme to the County Hall data centre to provide a fit for purpose building, new air conditioning, upgraded power supply and back-up solution;
 - e) the commissioning and use of a second data centre for improved business continuity, with a second resilient internet feed;
 - f) the support for office moves as part of the buildings rationalisation programme;

- g) the implementation of online fault mapping for highways queries and reporting (potholes, street lights, street furniture) enabling the public to report over the web. The new solution has led to reduced call volumes and reduced average call times from 11.5 minutes to 2.5 minutes.
4. Much of the focus in 2011-12 was ensuring that the underlying ICT platform is fit for purpose which is why priority was given to establishing the network, upgrading broadband connections and modernising the data centre. The focus in 2012-13 is on providing new technologies to users, building on the BMS implementation. A Milestone Plan for 2012-13 is attached as an appendix.

Planning and progress 2012-13

METRO Programme (Microsoft Enterprise Technology Roll-out)

5. The METRO programme will deliver a wide range of new Microsoft (MS) technologies and provide upgrades to a number of existing MS products nearing the end of their support lifecycle. The products delivered by METRO will be key enablers to the successful delivery of the Ways of Working programme and the move to a modern flexible workforce. As with most major change programmes there will be some pilot activity prior to a live implementation and roll-out.
6. The programme has tested and piloted the Windows 7 operating system and MS Office 2010. Some legacy systems will require upgrades before they are compatible with Windows 7. The introduction of Windows 7 and Office 2010 to users has now commenced, and is largely aligned to the County Hall and Trent Bridge House refurbishment programme in the first instance.
7. The starting point for the programme has been the re-design and simplification of the Active Directory, which is the key building block before implementation of MS technologies. The Active Directory provides the network administration and security services and is used for managing user authentication and authorisations. This design has been completed and implemented and users are being migrated into the new structure as part of the Windows 7 implementation.
8. 9,000 corporate e-mail accounts will be migrated from the current Lotus Notes platform to MS Exchange using MS Outlook. There will be a shared e-mail platform with schools. The solution design for achieving the migration is now complete. Our partner SCC is leading the design and migration activity. This is a technically complex project given the number and variety of interfaces to the e-mail system and in order to meet security requirements. Careful planning is also required to minimise any disruption to the 45,000 existing users of the schools e-mail platform. A pilot migration is planned for July 2012 with the roll-out anticipated over the following three months.
9. The voice and data cabling at County Hall and Trent Bridge House is being replaced with a modern and fit for purpose single network (Category 6a). The specifications for the cabling and underlying infrastructure have been completed and will be delivered as part of the property refurbishment work. This is a high risk element of the programme and care must be taken to maintain the existing live services during the refurbishment activity.

10. The new cabling infrastructure will support the implementation of IP telephony and MS Lync. IP telephony essentially runs the voice traffic over the data network, rather than having to deploy and fund a separate network. It also supports greater flexibility in the use of office space. IP telephony is currently being piloted in the former Trentside Diner area ahead of a roll-out aligned to the Ways of Working programme. MS Lync provides an integrated suite of communications tools combining voice, audio, telephony, voice mail, instant messaging and presence awareness. MS Lync is currently being piloted and implemented alongside IP telephony.
11. A design has been completed for the pilot deployment of MS SharePoint. This solution will provide an electronic document and records management system, plus on-line collaboration and sharing tools e.g. team rooms. A pilot project will be implemented within ICT Services during June 2012.
12. ICT Services have just deployed the MS management tool SCCM (System Centre Configuration Manager) to enable the remote management and maintenance of the MS estate in terms of operating system and software deployment. Within the last month it has been used to remotely deploy Windows 7 and Office 2010 to some 100 replacement PCs for staff at Prospect House. It has also been used to remotely deploy Adobe upgrades to some 1,400 users for use with some new BMS forms. This solution increasingly supports a more efficient and effective ICT service.
13. The programme will also provide ICT support for the corporate print strategy which will move the County Council to using fewer multifunctional devices and simplified printing, as part of a flexible working environment. A procurement process is currently in progress for corporate print devices, whilst Konica Minolta has been chosen to supply the “public pay for printing” devices that are used in libraries.
14. Part of the work programme is to decommission the current Lotus Domino estate as we move to the MS environment. A good number of the Domino systems have been identified as no longer being used and many are being subsumed by BMS, SharePoint, the democracy management system and corporate room booking system. There are 23 systems that need further investigation before decisions can be taken on their future.

Workforce Effectiveness

15. ICT Services are working with colleagues in CFCS and ASCH&PP departments, Police and Health to identify and deliver the ICT requirements of the Multi Agency Safeguarding Hub (MASH) which becomes operational in November 2012. The project will ensure that the ICT and telephony components support the joined up and collaborative ways of working.
16. A pilot project will commence at the end of July 2012 to review how ICT might be used to more effectively mobilise front-line teams. The pilot will incorporate how key ICT systems can be better presented for use on mobile devices, including a review of the Apple iPad.
17. Phase 2 of the Business Management System deployment is in progress and incorporates the pensions, schools and external payrolls.

Other Options Considered

18. The programme and projects underpin the direction of travel approved in the ICT Strategy 2011-14.

Reason for Recommendation

19. To raise awareness of key ICT programmes and progress towards delivery.

Statutory and Policy Implications

20. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

To note the progress to date on the ICT programme and projects that underpin the delivery of the County Council's ICT Strategy 2011-14.

Ivor Nicholson
Service Director - ICT

For any enquiries about this report please contact: Ivor Nicholson on 0115 977 4006

Constitutional Comments (SLB 14/06/2012)

This report is for noting only. Finance and Property Committee is the appropriate committee to consider its content.

Financial Comments (MA 14/06/12)

The ICT programme and projects will be delivered within approved revenue and capital programme allocations.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All

ICT High Level Milestones 2012/13

Appendix

Programme	Project	Milestone	2012										2013		
			Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
BMS- Phase 2	Adobe Upgrade	Upgrade of Adobe S/W		X											
	HR-Payroll	Pensioners Payroll			X										
		External Payrolls							X						
		Schools Payroll													X
	HR Function	Health & Safety							X						
		Learning Solution							X						
		Objective Setting & Appraisals								X					
		Occupational Health								X					
		Case Management								X					
		eRecruitment (July 2013)													
	Procurement	Supplier Self- Service				X									
	Finance	Procurement Cards							X						
	Plant Maintenance	Property / Asset Management									X				
Metro	Programme (general)	Proof of concept completes			X										
	Programme (general)	Rollout to CH & TBH starts					X								
	Email Migration	Testing Complete				X									

								2012						2013	
Programme	Project	Milestone	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Metro		Migration starts					X								
		Migration completes							X						
	IPT & Lync	Proof of concept ends			X										
		Scaled for deployment				X									
		Rollout to CH & TBH Starts					X								
	EDRMS Infrastructure	SharePoint environments available		X											
	Windows 7 & Office 2010	Image ready for deployment		X											
	Active Directory re-design	Environment users migrated					X								
		Enviro Domain Decommissioned										X			
Lotus Domino		Technical Workshop	X												
Application Migration		Technical and Business Workshop	X												
		Production of updated, realistic milestone plan				X									
		First test application 'Travel Assistance U16' completed				X									
		Production of CBA for				X									

		PRG													
								2012						2013	
Programme	Project	Milestone	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Lotus Domino Application Migration		Migrate required Domino systems to temporary retirement platform					X								
		Decommission existing Domino Environment (after 4 weeks' parallel running)						X							
		Sharepoint Environment available for Development work				X									
		Decommission Temporary Retirement Virtual Environment										X			

9 July 2012**Agenda Item: 5****REPORT OF SERVICE DIRECTOR, TRANSPORT, PROPERTY AND
ENVIRONMENT****2013 BASIC NEEDS PROGRAMME (REVISED REPORT)****Purpose of the Report**

1. To seek approval of the Committee to the programme of class room extensions to create additional capacity for the September 2013 in-take.

Information and Advice

2. Councillors are already aware that local authorities have statutory responsibility for ensuring that there is enough capacity for pupil places in schools to meet the needs of population in their area. In addition local authorities have a duty to secure diversity of educational provision and increased parental choice over primary and secondary schools.
3. The provision of places and need are assessed through the evaluation of schools after taking account of pupils on roll and future demand for places. In planning terms it is generally within two and three miles radius of home for primary and secondary schools respectively.
4. The Department for Education (DfE) provides a Basic Need grant to local authorities for school place planning to ensure sufficiency of school places across all schools, including academies.

Strategic Planning and Provision

5. Like many other authorities, Nottinghamshire has been experiencing an increase in demand for school places in certain parts of the County. Children Families & Cultural Services (CFCS) have undertaken a strategic review of predicted demand for places for the next five years.
6. The above review has identified a number of schools where extra pupil places are required to meet the assessed need for the next 4 years.
7. Councillors should note that the County Council, at its budget meeting in February 2012, approved indicative programme funding for the Basic Need Programme for the years 2012/13 to 2015/16. Following the announcement of £1.2 million of additional Basic Need grant from the DfE and slippage of £0.4m in the 2011/12 programme, the revised approved budget is set out below.

2012/13	£10.8million
2013/14	£1.8 million
2014/15	£2.5million
2015/16	£2.5million
Total	£17.6million

8. The strategic review for places has not yet been completed for all the years. However, the current projections are that in overall terms funding of £27 million will be required for the programme years. Any additional funding over and above already approved by the County Council will be the subject of separate approvals at a later date.
9. The additional pupil places required to ensure sufficient capacity to fulfil the projected demand for the September 2013/14 academic year has been assessed. The business case for the additional requirement for places has also been independently reviewed by the Capital Asset Management Group.
10. In overall terms, the estimated cost of the Basic Needs programme as outlined in this report is in order of £7.5 million. It should be noted that once projects have been designed the estimated costs will be replaced by the target costs. It is confirmed that the target costs will be contained within the overall approved budget of £12.6 million for the years 2012/13 and 2013/14 as shown in paragraph 7 above.
11. On a related matter, it should be noted that the included in the list there are a number of schools that have been successful in securing funding through Priority Schools Building Programme announced on May 24th. These schools will be new-builds in few years time.

However, in order to meet the immediate Basic Need it will be necessary to provide additional pupil places. In recognition of this most appropriate and best value solutions will be considered in every case without incurring unduly high expenditure on extensions that will be demolished in the not too distant future. This may involve the use of temporary accommodation (mobiles) or utilising cheaper construction methods rather than traditional methods.
12. The programme will be monitored and reported to the Committee as progress is made; including any re-phasing of the programme once target costs of expenditure have been determined following detailed design.
13. In order to ensure that additional classrooms are built in readiness for the September 2013 in-take, approval of the Committee is required to undertake design and construction work on the individual projects.
14. The list of the schools where extra classrooms are needed is shown in the ***attached Appendix 1.***

Statutory and Policy Implications

15. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights,

the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

It is recommended that the Committee gives its approval for the design and construction work on the individual projects and provision of temporary accommodation under the Basic Needs programme as outlined in this Report.

Jas Hundal

Service Director, Transport , Property & Environment

For any enquiries about this report please contact: Jas Hundal, 0115 977 4257

Constitutional Comments (SG 05/07/2012)

16.The Committee has responsibility for all property related functions, property design, property construction and related consultancy services (paragraph 60, Part 4(A) of the Constitution). The Committee is the appropriate body to decide on these issues as referred to in this Report.

Financial Comments (SB 20/06/12)

17.The current projections are that £27 million will be required for the overall programme over the years 2012/13 to 2015/16. The approved budget for the Basic Need Programme is £17.6 million over this period and so there is sufficient approved budget for the programme proposed in Appendix 1. Any additional funding, over and above that already approved, will be the subject of separate approvals at a later date.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

Various

BASIC NEED SCHOOL NUMBER INCREASE AND BUDGET

2013 Basic Needs Programme

School Number Increases				
Project	2013 Places		Number of Classrooms	Estimated Budget
				£
Abbey Primary, Mansfield *	90		3	330
King Edward Primary, Mansfield	90		3	540
Berry Hill Primary, Mansfield	60		2	360
St Peters Primary, Mansfield	90		3	260
Sutton Road Primary, Mansfield	60		2	246
Newgate Lane Primary, Mansfield	90		3	330
Arnold Mill Primary, Arnold	90		3	460 - includes !00 School Contribution
Richard Bonington Primary, Arnold	60	plus 30 in 2015	3+1	1,300 - 450 CAP 850 Section 106 **
Ernehale Primary, Arnold	30		1	360
Holy Trinity Primary, Newark	60		2	180
Croft Primary, Sutton in Ashfield	30	plus replacement of mobiles	1	755
Dalestorth Primary, Sutton in Ashfield	60	plus 60 in 2015	2+2	720
Leen Mills Primary, Hucknall	30		1	180
Ordsall Primary, Retford	60		2	220
Radcliffe on Trent Infants, Radcliffe on Trent	30	plus 30 in 2012	1+1	540
Sir Edmund Hillary Primary, Worksop	60		2	360
Carnavon Primary, Bingham	60		2	90,
Rosebrook, Mansfield *	150		5	850
Lambley Primary, Lambley - Jan 14	28	plus 21 2013-14	1+1	332 Section 106 Funding
			Total Approved Budget	7,563

* Priority Schools Building Programme

** As this is in excess of £1m, a separate lec (latest estimated cost) report will be submitted to the Finance & Property Committee meeting at a future date.

9 July 2012**Agenda Item: 6****REPORT OF SERVICE DIRECTOR FOR TRANSPORT, PROPERTY AND
ENVIRONMENT****OVERVIEW OF PROPERTY****Purpose of the Report**

1. The purpose of the report is to;
 - (a) provide the Committee with an overview of the County Council's Property Strategy and its delivery.
 - (b) seek approval of the Committee to delegate estate management decisions to implement and deliver property plans and programmes to the Service Director Transport, Property and Environment.

Information and Advice

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
3. The Council occupies over 1400 sites that include schools, libraries, social care establishments, headquarters/administrative buildings, youth clubs, small-holdings and country parks etc. In common with many other public sector organisations the County Council portfolio has a significant maintenance backlog of over £200 million. The annual running cost of the buildings is in excess of £60 million per annum.

Property Strategy

4. The Council's property strategy is aimed at ensuring the property portfolio is managed effectively to support the Council's priorities and value for money from the corporate estate is maximised. The Council's property strategy is also aimed at working towards minimising the overhead costs of its property estate and maximising capital income generated from the disposal of surplus assets whilst protecting service delivery performance and maximising service outcomes.

The Council's priorities are set out below for ease of reference.

- To foster aspiration, independence and personal responsibility

- To promote the economic prosperity of Nottinghamshire and safeguard the environment
- To make Nottinghamshire a safer place to live
- To secure good quality, affordable services
- To be financially robust and sustainable

The key strategic objectives of the Council's property strategy can briefly be described as follows:

- (1) Strategic management of the estate to support corporate goals and objectives.
- (2) Property estate is fit for purpose and effectively supports service property delivery. Councillors are no doubt aware the total value of the corporate estate encompassing land and buildings is in excess of £1.2 billion in value and 1.35 million sq m of floor space.
- (3) The Council's property strategy is underpinned by the overarching principles which are required to make the optimal contribution to the aims and objectives and that the Council's property is one of the key corporately owned resources. The property strategy is supported by a number of property plans and programmes which entail the following:
 - (a) Undertaking continuous review and rationalisation of these resources to ensure that they are appropriate, efficient and fit for the purpose required.
 - (b) Management and maintenance programmes for the estate to ensure compliance with relevant legislative requirements, particularly Health and Safety (H&S) reducing the maintenance backlog.
 - (c) Corporate framework for the use and management of operational property in respect of disposal, acquisition and investment.
 - (d) Strategically led asset disposal programme for surplus property in order to optimise use and maximise capital receipts.

The diagram below shows how the elements of the corporate property strategy combine with the aims and objectives of the Council to achieve desired outcomes for both internal and external customers and other stakeholders.



- (4) Strategic planned maintenance refurbishment programmes for the property estate, including statutory compliance in relation to health and safety responsibilities of the Council both as a property occupier and owner.
- (5) Provide value for money and optimising efficiencies; maximising income and capital receipts from the property estate.
- (6) Ensure continuing need, effective occupation and usage.
- (7) Partnerships with our communities and other bodies.

In order to respond to the financial pressures in these austere times, the Council embarked upon a new Corporate Strategy of “One Council, One Business, One Plan”, with the need to modernise and streamline all services within. Therefore, the need to achieve maximum value for money and efficiency savings from the proper management of the property estate will continue to be paramount considerations in the property plans and property strategy.

It will need to be achieved whilst maintaining the service and ensuring all buildings are fit for purpose and that the people of Nottinghamshire see minimal change to services received from the Council.

In order to ensure the property services are achieving maximum value for money for the Authority a number of strategic framework partnerships have been forged with the private and public sector in the region.

Property ownership is not the first priority of the Council, but it is recognised that the quality of facilities does affect services.

The property strategy establishes the targets for managing the Council's property assets as described in the Council's Asset Management Plans in accordance with reflecting changing priorities. The council occupies a large property portfolio which is subject to continual review to ensure it meets service needs. Because property cannot be modified or traded instantaneously, this process requires long term planning and co-ordination.

Property plans and programmes underpinning the strategy are implemented to deliver the Council's service objectives.

5. **Capital Receipts Programme**

The capital receipts programme incorporates the sites which are currently anticipated to be sold to generate capital income for the Council up to and including 2015/16.

Values included in the capital receipts list are based on the latest firm information available. Property holds all of these sites under review for enhancing values where possible but until there is a reasonable expectation that a higher value can be achieved, the values are not revised.

The methodology used to determine the most suitable method of disposal for the Council's surplus land and property is set out in **Appendix 1**.

The total capital income for 2011/12 amounted to £16m against an MTFS target of £17m.

6. **Capital Receipts Projections**

Projections for the years 2012-16 are shown in exempt appendix 2.

The bulk of these receipts will be generated from the sale of land for housing development. The sites are being promoted by the Council in the District Councils' Core Strategies to deliver housing numbers.

The latest predictions are the result of a significant downgrading of values provided by external agents, as compared to figures produced in 2011, plus some slippage of sales as a result of the time taken by District Councils to develop their Core Strategies.

It must be emphasised that the future projections rely heavily on the successful disposal of a small number of large development sites, set out in Exempt **Appendix 2** as it contains commercially sensitive information.

7. **Property Reviews**

(i) Smallholdings

A strategic review of smallholdings has been completed and the outcome was agreed by the Cabinet Member for Finance and Property. Three smallholdings have been sold. The remaining 20 will be retained under annual review and disposed of as and when they become suitable for development. Given the recent significant increase in agricultural land values, work is ongoing to identify any farms, with no strategic value, which could be brought to the market at the earliest opportunity.

Smallholdings recently sold:

- Swallow Lane, Rolleston £515,000
- Glebe Farm, East Bridgford £1.33m
- Whatton Lodge, Whatton £800,000

(ii) Industrial units

As previously reported, a strategic review of these 9 estates has been completed and three estates are to be sold.

Following discussions with Mansfield District Council, (the landlord for Advance Factory No 1, Kings Mill Way and Meden Court), it has been agreed that there is additional 'marriage' value to be gained in undertaking a joint disposal. This required Mansfield District Council to gain consent to disposing of their freehold interest, which is now in place.

Negotiations have focused on the vacant Advance Factory No 1 and in particular agreeing the apportionment of any potential sale proceeds using various methodologies. This has proved to be complex and fraught with potential difficulties at the point of sale. The latest offer from Mansfield DC is therefore a straight split on the sale proceeds based on 82.5/17.5% in favour of the County Council. This is a significant move towards resolution and with agreement also reached on the reserve and guide price it is anticipated that subject to a revised approval, Advance Factory No 1 will be placed in the next available auction.

Kilton Terrace, which is fully let, is owned by Bassetlaw District Council. Their consent to allowing the County Council to dispose of the leasehold interest was originally on the condition that an authorised guarantee agreement (AGA) was entered in to. This would have effectively meant that should the new purchaser of the estate default in the future in terms of rent or repairs, Bassetlaw District Council could revert to the County Council for any money they were owed or compel the County Council to take over the lease.

Following further negotiations, Bassetlaw District Council have now agreed to dispense with the need for an AGA in return for the new purchaser depositing a security bond. Bassetlaw District Council has also agreed not to enforce the repairing covenant which otherwise would have obligated the County Council to leave the units in good repair; at considerable expense. On the basis that this is agreed, subject to a revised approval, Kilton Terrace will be brought forward to the next available auction.

The remaining six estates are held under annual review. These six are currently generating an income which is in excess of the return on capital value that would be achieved after disposal and should therefore be retained at the current time.

(iii) Daycentres

These properties are currently subject to a refurbishment programme which will require a net capital investment of around £3.652m and will be completed by December 2012.

The total capital receipt income is anticipated to be in the region of £0.515m.

Dallas Street daycentre and attached bungalow in Mansfield was released for disposal in August 2011 and is now sold. Rokerfield and New Outlook will both be released for sale within the programme before December 2012.

The latest programme of works for the retained properties has been developed by the project team and the costs and timing of this programme have been assessed and agreed by the appointed external architect.

(iv) Strategic Asset Management

Property has worked with Productive Notts (a PCT initiative to rationalise its property estate and identify other procurement savings) to develop a joint property mapping/rationalisation project.

In addition, Property is working with the East Midlands Property Alliance to develop a wider regional property mapping project across the East Midlands

Ongoing reductions in the size of the portfolio are being pursued, for example:

- 1) Queens Buildings in Worksop was vacated in March 2012.
- 2) Centenary House has been vacated and is currently on the market for sale
- 3) Sir John Robinson House is still occupied but is currently on the market for sale.
- 4) Work is ongoing to identify options to release potentially valuable development land adjacent to the Grove School, Newark.

(v) Coal Recovery

There are a number of colliery spoil tips and yards within County ownership which have within their boundaries settlement lagoons which were used to process wash water from coal washings. The lagoons have been filled in and restored to natural landscaping. The lagoons date from early 20th Century to late 1970's, the date of closure and final use having significant impact upon the fine coal deposits within the lagoons with the earlier closures having the greater likelihood of significant quantities and quality of coal deposits.

There is potential that these coal deposits have a significant value. Desktop feasibility work is being undertaken to assess the potential value together with legal investigation into the rights that the Council may have to retrieve the coal deposits.

The project has three potential benefits:- firstly it could provide a significant income stream over a number of years, secondly it would remediate the land to an improved standard thereby reducing the risk of underground fires, finally the remediated land could have either improved public access and landscaping or provide potential commercial land for future sale.

The immediate legal issues will determine whether NCC have the rights or whether the Coal Authority has retained the rights to the coal deposits. Even if the latter is the case it may be worth pursuing this project by negotiating a deal with the Coal Authority. Further investigation is required into how a contract would be let to carry out the work to extract and sell the coal and remediate the land.

8. Property Programmes

i) Schools Capital Investment

Councillors are no doubt aware that the County Council has embarked upon a substantial programme of investment to refurbish 320 schools over a 3 year programme in order to make them fit for purpose and also address the sizeable backlog of repairs that has been mounting in recent years. This is the largest programme of its kind with an investment of nearly £70 million over a relatively short period.

The delivery of this programme is being managed by Faithful and Gould acting as external programme managers, designers and contract administrators.

DfE has recently confirmed that Nottinghamshire has secured a programme of 15 new schools from the Priority Schools Building Programme.

Nottinghamshire secured the greatest number of schools to be included in the programme by any Authority in the country. The bid for this funding was predominantly based around property information collected, held and provided by the Property Group.

A programme of works for school extensions to accommodate identified basic need has been agreed between CFCS and the Property Group.

The projects to be delivered are:

- Abbey Primary
- Arnold Mill Primary
- Berry Hill Primary
- Carnavon Primary
- Croft Primary
- Dalestorth Primary
- Ernehale Primary
- Holy Trinity Primary
- King Edward Primary
- Lambley Primary
- Leen Mills Primary
- Newgate Lane Primary
- Ordsall Primary
- Radcliffe on Trent Infants
- Richard Bonnington Primary
- Robert Miles
- Rosebrook Primary
- St Peters Primary
- Sir Edmund Hillary Primary
- Sutton Road Primary

ii) Capital Programme

This programme typically totals around £20-30m pa and is largely delivered using externally appointed specialists and contractors. Key projects are allocated to specialist project managers to control delivery within time and cost targets.

Key completed projects within the Capital programme are:

Ryton Park Primary School
Springbank Primary School
Greasley Beauvale Primary School
Data Centre refurbishment
Mansfield Library refurbishment
Eastwood Youth Centre
Bilthorpe Highways Depot

Key ongoing projects within the Capital programme are:

West Bridgford Library refurbishment- due for completion February 2013
Archive building refurbishment- due for completion early 2014
Fernwood Primary School- due for completion September 2012
Bassetlaw Specialist Facility- due for completion October 2012
Edwinstowe Respite Centre- due for completion October 2013
Sharphill Primary School- awaiting Developer progression
Heymann Junior School extension- due for completion October 2013
Mansfield Bus Station - due for completion February 2013

Key ongoing Programmes within the Capital programme are:

Day Services programme- due for completion early 2013
Schools Basic Need- due for completion September 2012
Schools Basic Need programme - due for completion September 2013

iii) Planned Maintenance Programme

The Planned Maintenance programme for 2012/13 currently stands at £10.995m and comprises £5.998m Capital funds and £4.997 Revenue funding, this funds 656 projects to date across the whole of the property portfolio. The budget is split on a percentage basis of the identified need from the condition surveys across all departments, the identified works are prioritised on the following basis; Health & Safety, Statutory compliance, Priority 1 & 2's from the condition surveys looking at the four main elements of roofing, external windows and doors, major mechanical and electrical services such as new boilers and rewires. There is also a small element of funding reserved for general maintenance such as redecorations, toilet refurbishments etc. An allocation of funding is top sliced from the overall budget to meet the Authorities statutory compliance needs (e.g. Asbestos, legionella, fire, service agreements etc) and a contingency for unforeseen items which arise during the course of the year. The whole programme is discussed with property representatives from all departments for their input before the final programme is rolled out to be delivered.

Over the last few years the basic Planned Maintenance budget has been supplemented with additional funding to reduce risk from mounting Health & Safety and statutory compliance items, these initiatives are now reaping the rewards by minimising health &

safety risk to occupiers and users of the property portfolio by improved fire safety, reduction of high risk areas where legionella bacteria can proliferate, and better management of asbestos within the properties.

The Planned Maintenance programme is compiled in conjunction with other building related programmes within the Authority such as 'Schools Capital Refurbishment Programme', 'Day Centre refurbishment programme', the 'Schools Basic Need Programme', 'Ways of Working' and the recently successful 'Priority Schools Building Programme'. Whilst it can be appreciated that these related programmes are all in the best interests of the Authority these can have significant affect on how the planned maintenance programme is compiled and actioned, Corporate Property are confident that the resulting programme meets all of these changing needs.

9. School Academy Transfer Programme

The transfer of schools to academy status has required a very significant input of specialist asset management resource from Property since July 2011 and this is currently ongoing. Additional resources have been brought in to deal with the necessary information collation of the first tranche of conversions.

The deadlines for conversions are demanding and are dictated by DfE requiring expeditious and timely actions by the Authority. It is pleasing to report that all the academies transfers have been completed within the required timescales.

10. Estate Management Decisions

There are a number of operational decisions and transactions which take place as part of efficient running of the Estates Management function. These decisions accord with the property strategy and related plans and programmes approved as part of the Council's decision making processes. These operational decisions comprise the following approvals:

- Grant and renewal of garden and grazing licenses
- Grant and renewal of short term licenses for other uses (such as fire-work displays, summer fairs etc)
- Renewal of leases where there is an automatic right to renewal under specific legislation – such as Telecomm towers
- Renewal of leases where there would be no other strategic use for properties – such as Industrial Units
- Renewal of leases where there is no other strategic use for land – such as grazing and stable leases, sailing clubs etc
- Granting of wayleaves and easements to public utilities
- Deeds of Variation
- Property led dilapidation surveys
- Landlords consent – alterations/change of use
- Rent renewals
- Low value Compulsory Purchase Order claims
- Small (low value) disposals

11. **Method of Disposals**

Councillors should note that a range of methods of disposal are used by the Authority when selling property. Ordinarily disposal of land and property will be via a competitive process on the open market by open informal tender.

Where it is considered inappropriate to use this method of sale, other methods will be considered from the following:

- A. Public Auction
- B. Private Treaty Sale to One Party or Special / Specific Purchaser.
- C. Limited Binding Tender

The detail behind the decision making process in relation to this decision is set out in appendix 1.

Other Options Considered

- 12. In relation to the estate management decisions, to take each transaction to the Committee in the form of a report requiring full Legal and Finance comments – this would hamper the smooth running of the Estate and create vast numbers of reports for the Committee to consider thereby increasing the workload of both the Committee and Estates Officers.

RECOMMENDATION/S

- 1) That Committee notes and supports the property strategy and its contingent plans and programmes as set out in the report.
- 2) That Committee authorises the Service Director, Transport, Property & Environment to make the estate management decisions as listed in paragraph 10 of the report.

Jas Hundal
Service Director – Transport, Property & Environment

For any enquiries about this report please contact: Patrick Robinson 0115 977 2086

Constitutional Comments (SSR 28.6.12)

- 13. The decision sought by the recommendation may be approved by the Finance and Property Committee

Financial Comments (CDS 16/06/12)

- 14. There are no financial implications arising directly from this report, and will be covered in detail in future individual reports.

Background Papers

15. None

Electoral Division(s) and Member(s) Affected

16. Ward(s): n/a
Member(s): n/a

File ref.: /PJR/SL/

SP: 2260

Properties affected: 09998 - Various NCC Properties and non-property items

Appendix 1

Disposal Policy

General land and property sales.

Note: This policy document should be read in conjunction with the attached commentary notes at appendix 1a

1. Guiding Principle

All sales should be structured to ensure that the Capital receipt is maximised and best value for the authority is obtained.

2. General Principle

A local authority has general and discretionary powers under s.123 of the Local Government Act 1972 to dispose of land in any manner they wish.

Nottinghamshire County Council will ordinarily dispose of land and property via a competitive process on the open market by open informal tender.

Where it is considered inappropriate to use this method of sale, other methods will be considered from the following:

- a) Public Auction
- b) Private Treaty Sale to One Party or Special / Specific Purchaser.
- c) Limited Binding Tender

The Service Director, Property – in consultation with Group Manager, Property or appropriate officers/agents will recommend the method of marketing from the above list based on his professional judgement. Where a property is to be marketed using methods A – C then a report or briefing note recommending the chosen method will be submitted to the Finance & Property Committee for approval.

3. Exceptions

It may not be appropriate to dispose of some of the Authority's land and property using the methods A to D outlined above. Examples of such cases are outlined as follows:

- A. Sales of small areas of land where this is realistically only one potential purchaser, for example an adjoining owner who wishes to extend his garden.
- B. Sales of land where there is a special purchaser for whom the land has a higher value than for anyone else – for example ransom strips, marriage value, freehold reversions.
- C. Where a marketing exercise has failed to secure a purchaser and it is considered that a further marketing exercise will not result in a sale taking place.
- D. On occasion, the Authority may wish to support or encourage a specific use or development. In this case a disposal may be negotiated with specific purchasers.

4. Best Consideration

The Authority will always seek to achieve best consideration using the methods of sale outlined above. However, cases may arise where a sale will contribute to the promotion or well being of an area or section of community; In these cases sales at less than best consideration may be considered. Such a sale should accord with the Authority's socio-economic agenda pertaining at the time.

Where a sale at less than best consideration is to be considered, Committee Members and Chief Officers must be aware of the appropriate business case to justify such a sale.

5. Review

The method of disposal applied to sales will be subject to annual review.

Appendix 1a Commentary Notes

Under the Constitution of the County Council, provision is made for the use of a number of different methods of disposal of surplus property. These are as follows:

- **Limited binding tender**

Similar to open informal tenders, but marketed only to a limited number of selected potential purchasers.

At least 28 days before the last date for the receipt of tenders, selected tenderers will be issued with the appropriate form of tender.

The form of tender will be settled by the Service Director, Property after consultation with the Service Director, Legal and Democratic Services and must be capable of acceptance as a binding contract.

The Service Director with responsibility for Property, in consultation with the Chair/Vice-Chair Finance & Property Committee or appropriate officers, will evaluate tenders and determine which, if any, is to be accepted.

- **Public auction**

Differs from formal tender in that property is offered on the open market in such a way that all potential purchasers are aware of bids as they are made and have the opportunity to outbid each other. Normally an undisclosed reserve price is agreed in advance to ensure a minimum price is achieved. A binding contract is made when the hammer falls.

The Service Director with responsibility for Property, in consultation with the Chair/Vice-Chair Finance & Property Committee or appropriate officers, will decide which auctioneers are to be used. The contract and conditions of sale should be prepared by the Service Director, Legal and Democratic Services. Any reserve price will be agreed by the Service Director with responsibility for property, in consultation with the Chair/Vice-Chair Finance & Property Committee or appropriate officers and with the chosen auctioneers

- **Private treaty sale to one party**

The property is marketed with an asking price which if offered will normally secure the sale, but carries risks of other higher offers being made before the contracts are exchanged.

Where only one party is interested or is to be invited to submit a signed contract, the Service Director with responsibility for property, in consultation with the Chair/Vice-Chair Finance & Property Committee or appropriate officers, shall take a decision after discussing the circumstances with the Service Director, Legal and Democratic Services and the Service Director, Finance.

- **Open informal tender**

Offers are sought and potential purchasers submit, usually on a conditional, non-binding basis. Negotiations with the preferred bidder to agree contract terms will follow which may become unconditional.

The Service Director with responsibility for Property, in consultation with the Chair/Vice-Chair Finance & Property Committee or appropriate officers, will make arrangements in appropriate cases for properties to be sold by Open Informal Tender.

At least 28 days before the last date for the receipt of tenders, an initial public notice must be placed in one or more of the local newspapers and, dependent on the nature of the land or buildings to be sold, in national newspapers and in such other publications as the Service Director, Property considers desirable. The notice must describe the land to be sold, invite requests for tender documents and state the date and time by which tenders are to be returned.

The various methods of sale listed will have different applications dependent upon the circumstances relating to each individual property. These may include, amongst other things:

- ♦ **market conditions;**
- ♦ **physical condition of the premises;**
- ♦ **ongoing holding costs;**
- ♦ **planning and other constraints, etc;**
- ♦ **special purchaser;**

It is therefore important that, once a property is declared to be surplus, careful consideration is given to the most appropriate method of disposal which will demonstrate that the objectives of the Authority, including best consideration are met.

Commentary Note 2

Tenders

The invitation, receipt, opening and evaluation of tenders should be conducted in accordance with section 9, Procurement of Goods, Services and Works and the Contracts Manual.

The Service Director, Environment, Transport & Property will make available to the Service Director, Legal and Democratic Services and the Service Director, Finance on request a copy of the register of accepted tenders, maintained in accordance with section 9, Procurement of Goods, Services and Works and the Contracts Manual.

All parties submitting unsuccessful tenders must be notified promptly of the outcome to

their offer.

Completion of sale

Once a sale has been agreed a reasonable period (up to but not exceeding six months) will be allowed for the completion, except where a longer period is agreed during the original negotiations. If completion has not taken place by the end of the agreed period the Service Director with responsibility for Property should make a report to the Finance & Property Committee, recommending that either:

- The period for completion be extended; or
- Sale proceedings should be started afresh.

The Service Director, Legal and Democratic Services must be advised of all decisions to extend the completion date or to begin the sale proceedings afresh, so that they can inform all interested parties of the decision.

Cancellation

Every contract for the disposal of land or property must include a clause to allow the Council to cancel the contract with the purchaser and to recover from them the amount of any loss resulting from the cancellation if:

- The person, firm or company has offered or given or agreed to give to any person a gift or consideration of any kind as an inducement or reward;
- For doing or refraining from doing or for having done or refrained from doing any action in relation to the contract or any other contract with the Council; or
- For showing or not showing favour or disfavour to any person in relation to the contract or any other contract with the Council; or
- Such acts having been done by any person employed by them or acting on their behalf (whether with or without the knowledge of the purchaser).

In relation to any contract with the Council the person, firm or company or any person employed by them or acting on their behalf shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916, or any amendment of them, or shall have given any fee or reward the receipt of which is an offence under section 117 of the Local Government Act 1972.

Members and officers of the Council who have a personal or prejudicial* interest in the acquisition or disposal of any Council land or buildings must ensure they comply, as appropriate, with THE MODEL CODE OF CONDUCT FOR MEMBERS or CODE OF CONDUCT FOR OFFICERS set out in Part 5 of the Constitution of the County Council and shall not be supplied with or given access to any tender documents, contracts or other information relating thereto without the authority of the Service Director, Legal and Democratic Services (* prejudicial has the same meaning here as in the 'Members Code of Conduct' which is set out in the Constitution of the County Council).

9 July 2012**Agenda Item: 7a****REPORT OF SERVICE DIRECTOR - TRANSPORT, PROPERTY &
ENVIRONMENT****PROPOSED LEASE IN – UNIT 6-8 CALVERTON BUSINESS PARK
(COUNTY SUPPLIES RELOCATION)****Purpose of the Report**

1. To seek approval to the terms of the proposed Lease in of Unit 6-8 Calverton Business Park, which will be occupied by the County Supplies service (relocation).

Information and Advice

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
3. The Service Director – Transport, Property and Environment reported to the Finance and Property Committee on 18 June 2012, concerning the future of the County Supplies function and seeking approval to the relocation of this function from its current base at Rolleston Drive, Arnold to proposed new premises at Calverton Business Park. This Report details the full terms of the proposed new lease in at Calverton.
4. County Supplies are the internal ordering, warehousing and distribution service for consumable items within the County Council, schools and other external customers. The service employs 43 FTE staff, has a turnover of £5.8 million (70% of this is external) and continues to trade strongly contributing an annual surplus of £76,000. The warehouse holds some 6,000 lines of stock at any one time as part of a total portfolio of 12,000 items. The average stock turnover for the service is 8 times per annum.
5. County Supplies are currently located at the Rolleston Drive campus and are the only remaining user on that site. It is the intention of the County Council for all users to vacate the campus, which totals almost 10 acres, so that it can then be placed upon the market for sale to allow redevelopment, most probably for residential development, subject to planning consent.

6. Relocation of County Supplies would allow the whole of the Rolleston Drive site to be sold for redevelopment, which should improve the prospects for a successful sale.
7. An extensive search has taken place to secure a vacant leasehold warehouse property for a relocation of County Supplies. Terms have been agreed, subject to Council approval for a new lease on Units 6-8, Calverton Business Park at Hoyle Road, Calverton. Of the various properties reviewed, this property is considered the one most suitable for use by the County Supplies operation, having regard to size, location and available lease deal.
8. The principal terms for the proposed letting of Units 6-8 are detailed in the exempt appendix.
9. The Unit comprises approx 21300 sq ft of warehouse space, together with a secure yard area. The space is newly constructed and has not previously been let, so is in good condition, but is a bare shell which the County Council will need to fit out.
10. All the costs associated with the proposed relocation are detailed in the aforementioned Report to the Finance and Property Committee meeting on 18 June 2012, which is a background paper to this Report.
11. It is anticipated that contracts will be exchanged on the letting, if approved, in time to allow access for fitting out works to commence in October 2012 which, in turn, would allow County Supplies to be operational from the new unit during Spring 2013.

Other Options Considered

12. Retain County Supplies at Rolleston Drive: the cost of modernisation to make this property fit for purpose would be £1.2M. Furthermore, the proceeds from the sale of Rolleston Drive would be reduced.
13. To close the facility – estimated redundancy and other costs of £520,000 plus estimated stock loss of £300,000.

Reason/s for Recommendation/s

14. To secure a new operational base for the County Supplies operation and to allow vacant possession of a larger redevelopment site for disposal at Rolleston Drive.

Statutory and Policy Implications

15. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

1. That the terms of the proposed lease in of Units 6-8 Calverton Business Park are approved.

Jas Hundal

Service Director - Transport, Property & Environment

For any enquiries about this report please contact: Patrick Robinson

Constitutional Comments (CEH 12.06.12)

16. The decision falls within the remit of the Finance and Property Committee.

Financial Comments (CDS 1/6/2012)

17. The proposed lease and associated premises costs would be met from the County Supplies Revenue budget.

Background Papers

18. County Supplies, Rolleston Drive – Revised Latest Estimated Cost - Finance & Property Committee 18 June 2012

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

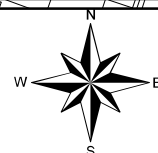
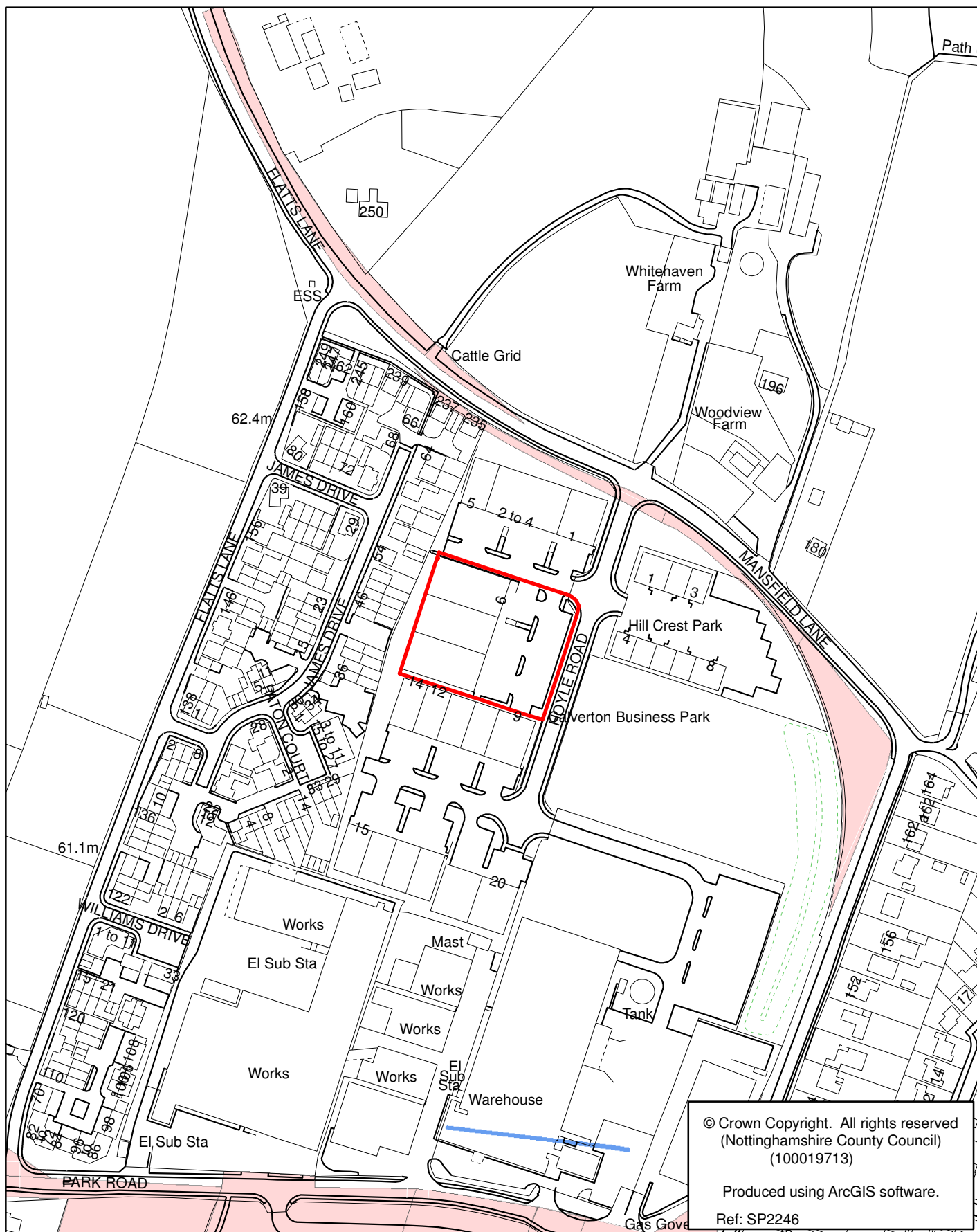
Electoral Division(s) and Member(s) Affected

19. Ward(s): Calverton
Member(s): Cllr Mark Spencer

File ref.: /IB/SB/

SP: 2246

Properties affected: 07764 - Calverton Business Park - Units 6-8



9 July 2012

Agenda Item: 7b

REPORT OF SERVICE DIRECTOR - TRANSPORT, PROPERTY & ENVIRONMENT

DISPOSAL OF LAND ADJOINING VICTORIA PARK WAY, NETHERFIELD

Purpose of the Report

1. To seek approval to the sale of 251m² adjacent to Victoria Park Way, Netherfield

Information and Advice

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
3. This land was originally acquired under Compulsory Purchase powers for highways us in connection with the Colwick Loop Road. The area is situated adjacent to Victoria Park Way, which is the principal access to the Victoria Retail Park. The land is used as grassed verge / landscaping which is currently maintained at public expense. There is some statutory highway signage and highways lampposts situated on parts of the land.
4. It is proposed to sell this area of land to the owners of adjoining retail park in order to rationalise site boundaries. The land is to be sold subject to covenants that will see it retained as a landscaped area and will permit the County Council to retain highways signage and lighting on the land.
5. The terms of the proposed disposal are detailed in the exempt appendix.

Other Options Considered

6. Retention of the land – this would leave the ongoing maintenance liability with the Council
s142 Highways Act Licence – no capital receipt

Reason/s for Recommendation/s

7. Disposal of property not required for highways use, subject to covenants to restrict use and allow retention of highway signage and lighting.

Statutory and Policy Implications

8. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

1. That the disposal is approved.

Jas Hundal

Service Director - Transport, Property & Environment

For any enquiries about this report please contact: Patrick Robinson

Constitutional Comments (CEH 12.06.12)

9. The decision falls within the remit of the Finance and Property Committee.

Financial Comments (CDS 1/6/2012)

10. The sale will generate a capital receipt which will be used to fund the Capital Programme.

Background Papers

11. None.

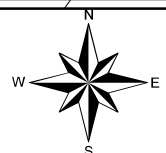
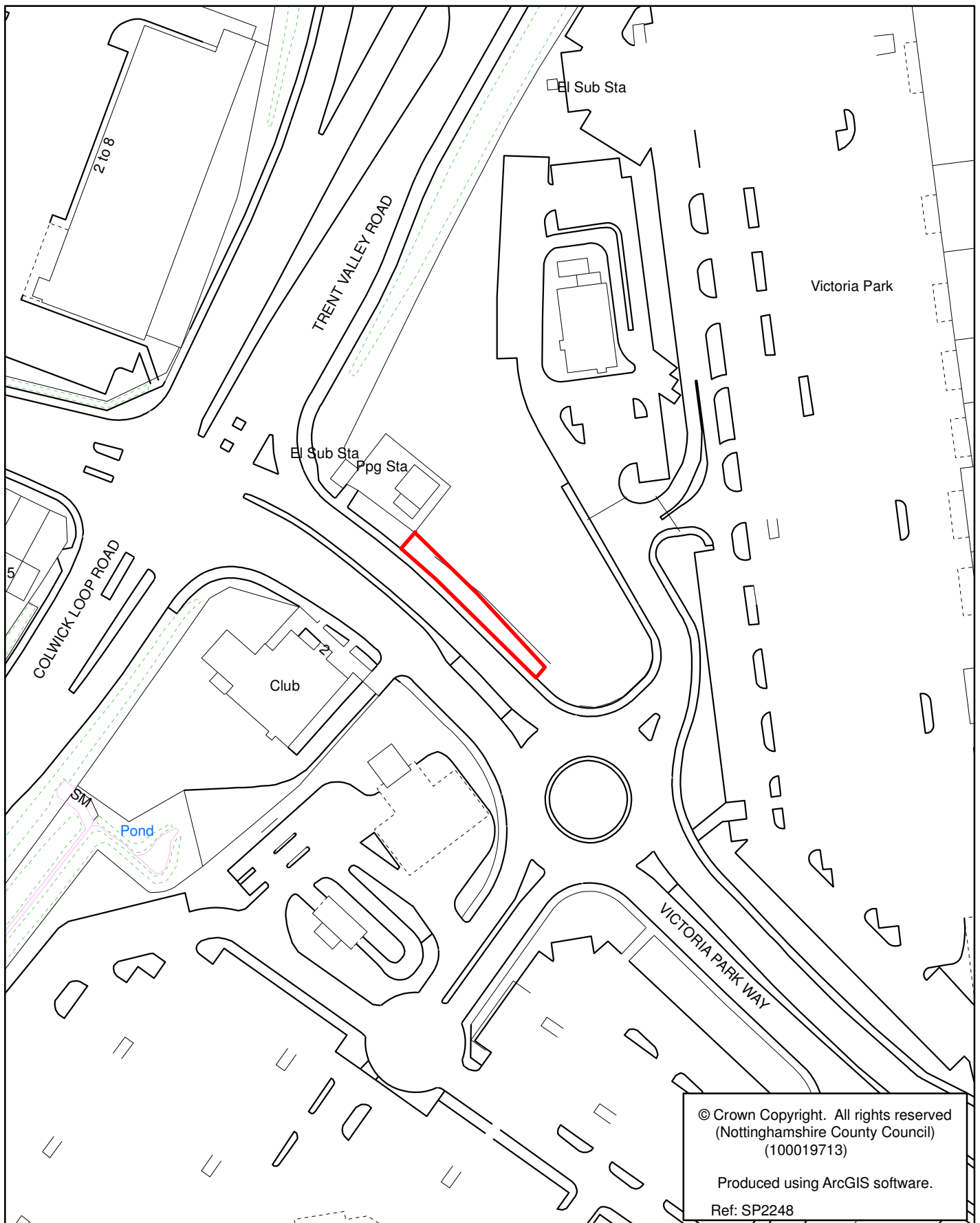
Electoral Division(s) and Member(s) Affected

12. Ward(s): Carlton East
Member(s): Cllr Allen Clarke, Cllr John Clarke

File ref.: /IB/SL/

SP: 2248

Properties affected: 62213 - Colwick Loop Road



9 July 2012

Agenda Item: **7c****REPORT OF SERVICE DIRECTOR - TRANSPORT, PROPERTY &
ENVIRONMENT****LICENCE TO ENTER AND OPTION TO LEASE - 0.525 HECTARES AT
COLLIERS WAY COTGRAVE FOR COAL MINE METHANE (CMM)
EXTRACTION****Purpose of the Report**

1. To seek approval of the Finance & Property Committee to:
 - a) The grant of a licence to enter land for the purpose of drilling and testing a CMM gas borehole.
 - b) The grant of a lease option of the land conditional on obtaining planning consent and finding CMM in commercially extractable quantities.

Information and Advice

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
3. Alkane Energy UK Ltd have approached the Authority to seek permission to carry out test drilling on the Authority's land to the North of the former Cotgrave Colliery site.
4. The purpose of the test drilling is to ascertain whether CMM exists in commercially viable quantities.
5. In the event that CMM extraction is viable, the Company wish to enter into a lease and install a 1.55Mw generating station to supply electricity to the National Grid.
6. Heads of Terms for the Licence to Enter and Option to Lease have been provisionally agreed and these are detailed in the exempt appendix.

Other Options Considered

7. Consideration was been given to marketing the site however Alkane Energy UK Ltd

hold an exclusive right to search, bore and extract at this location via their government licence.

Reason/s for Recommendation/s

8. The proposal, if found to be viable, will result in the Authority receiving royalty payments as detailed in the appendix.

Statutory and Policy Implication

9. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

1. That approval is given to: -
 - a) The grant of a licence to enter land for the purpose of drilling and testing a CMM gas borehole.
 - b) The grant of a lease option of the land conditional on obtaining planning consent and finding CMM in commercially extractable quantities.

Jas Hundal

Service Director - Transport, Property & Environment

For any enquiries about this report please contact: Patrick Robinson 0115 9772086

Constitutional Comments (CEH 13.06.12)

10. The decisions within the report come under the remit of the Finance and Property Committee.

Financial Comments (CDS 20/6/2012)

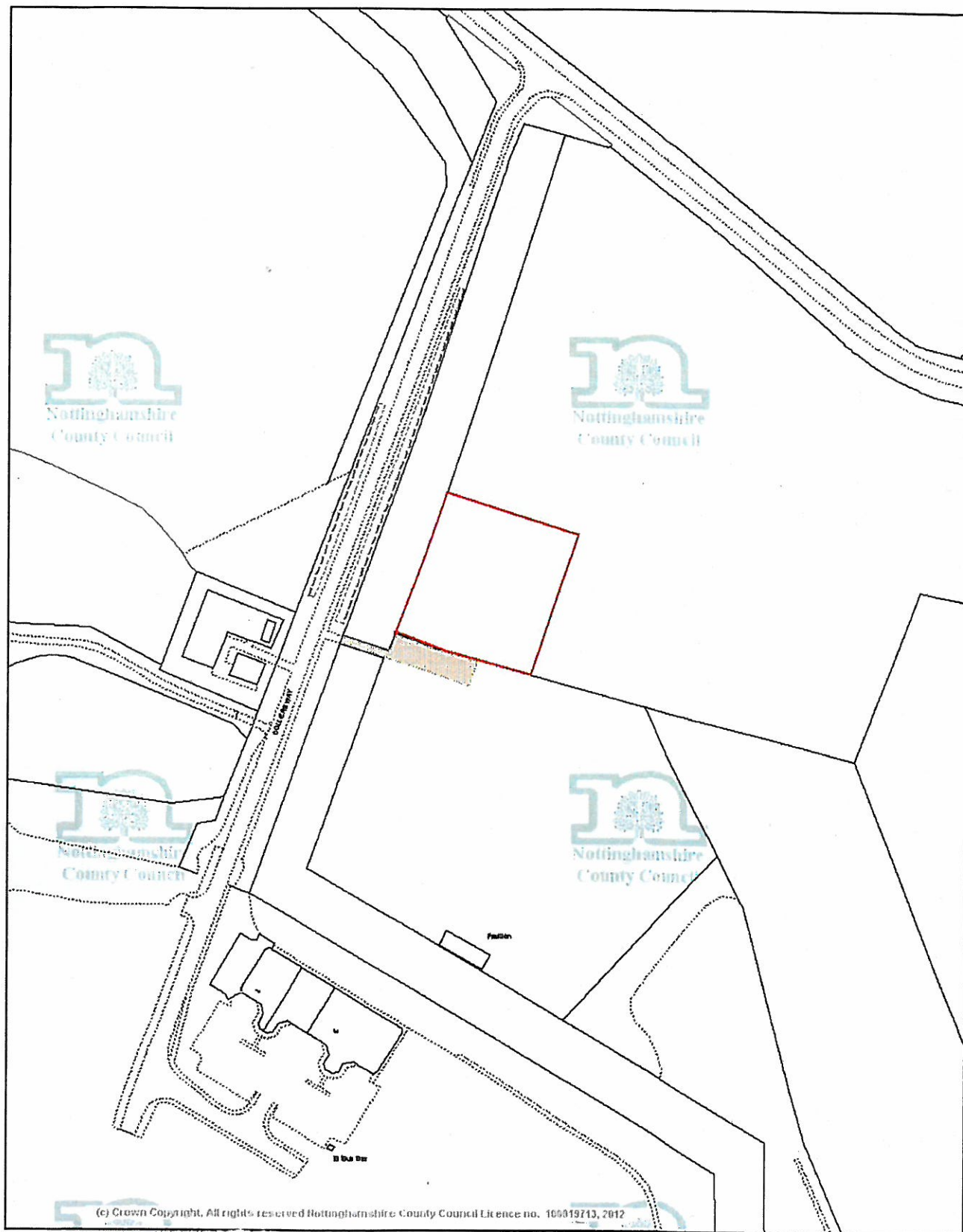
11. Income from the proposals (i.e. licence, then possible lease and royalties) would accrue to the Green Estates revenue budget within Cultural Services.

Electoral Division(s) and Member(s) Affected

12. Ward(s): Cotgrave
Member(s): Cllr Richard Butler

Properties affected: 62176 - Former Cotgrave Closed Colliery Tip Site

Plan provided by:



9 July 2012**Agenda Item: 7d****REPORT OF SERVICE DIRECTOR - TRANSPORT, PROPERTY &
ENVIRONMENT****DISPOSAL – FORMER CARETAKERS DWELLINGS :**

- **CHRIST THE KING & SIXTH FORM CENTRE SCHOOL, 92 DARLTON DR, ARNOLD, NOTTINGHAM, NG5 7LW; &**
- **GEDLING COMPREHENSIVE SCHOOL, 40 PERLETHORPE AVE, GEDLING, NOTTINGHAM, NG4 4GG**

Purpose of the Report

1. To seek approval of the Finance & Property Committee to: -
 - a) The sale by auction of the two former caretakers dwellings, 92 Darlton Drive, Arnold, Nottingham and 40 Perlethorpe Avenue, Gedling, Nottingham as set out in the report; and
 - b) The reserve price being approved by the Service Director, Transport, Property & Environment, in consultation the Chairman (or Vice Chairman in his absence) of the Finance and Property Committee in consultation with the Agent prior to the auction.

Information and Advice

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
3. The property, 92 Dalton Drive, comprises a former caretaker's 3 bedroom semi-detached house located on Darlton Drive some 150 metres from the Christ the King and Sixth Form Centre School which will become Academy Status towards the end of 2012. The dwelling is not included within the new lease to the Academy Trust and following the retirement of the caretaker, the property is now surplus to requirements.
4. The property, Perlethorpe Avenue, comprises a former caretaker's 3 bedroom semi-detached house located on Perlethorpe Avenue located within a residential

area and detached from the school. The premises are currently occupied by a tenant on a Rent Card Tenancy and Notice has been served on the tenant to expire on 28 June 2012 as he has been made redundant. The property has no further operational needs and is therefore surplus to requirements.

5. The Authority has no strategic requirement for the properties and approval is therefore sought to dispose of them to produce a capital receipt.
6. The properties to be disposed of are outlined in red on the attached plan.
7. Disposal by auction is considered to be the most appropriate option and method of sale. Based on the above, approval is sought to appoint Savills who are a well established, experienced and respected auctioneer and are considered to be the most appropriate to maximize the sale value of the sites. A reserve however will be agreed in consultation with the agent prior to the auction once interest has been gauged (see exempt index).
8. Purchasers are to be made aware a 2% buyer's premium will be charged plus auctioneers costs will be collected on completion. This should cover the Auctioneer's fee and our legal expenses.

Other Options Considered

9. Consideration has been given to sell by private treaty - it is thought that sale by auction with a longer than normal marketing time to auction date will produce greater interest and a higher capital receipt. A sale by private treaty would also take considerable time delaying the capital receipt and the County Council would incur costs for maintenance and security whilst the property remains vacant.

Reason/s for Recommendation/s

10. The Authority has no strategic requirement for the property.

Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

1. That approval is given to: -
 - a) The sale by auction of the former caretakers dwellings, terms set out in the report; and

- b) The grant of authority for the Service Director, Transport, Property & Environment, in consultation the Chairman (or Vice Chairman in his absence) of the Finance and Property Committee also in consultation with the Auctioneers shortly prior to the auction date, to set the reserve price.

Jas Hundal

Service Director - Transport, Property & Environment

For any enquiries about this report please contact: Patrick Robinson 0115 9772086

Constitutional Comments (CEH 12.06.12)

- 12. The decisions are within the remit of the Finance and Property Committee.

Financial Comments (CDS 1/6/2012)

- 13. The ultimate sale will generate a capital receipt which will be used to fund the Capital Programme. The auctioneers costs etc will be funded by the purchaser.

Background Papers

- 14. None.

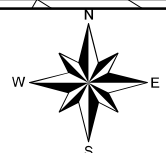
Electoral Division(s) and Member(s) Affected

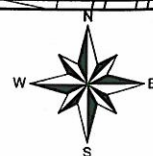
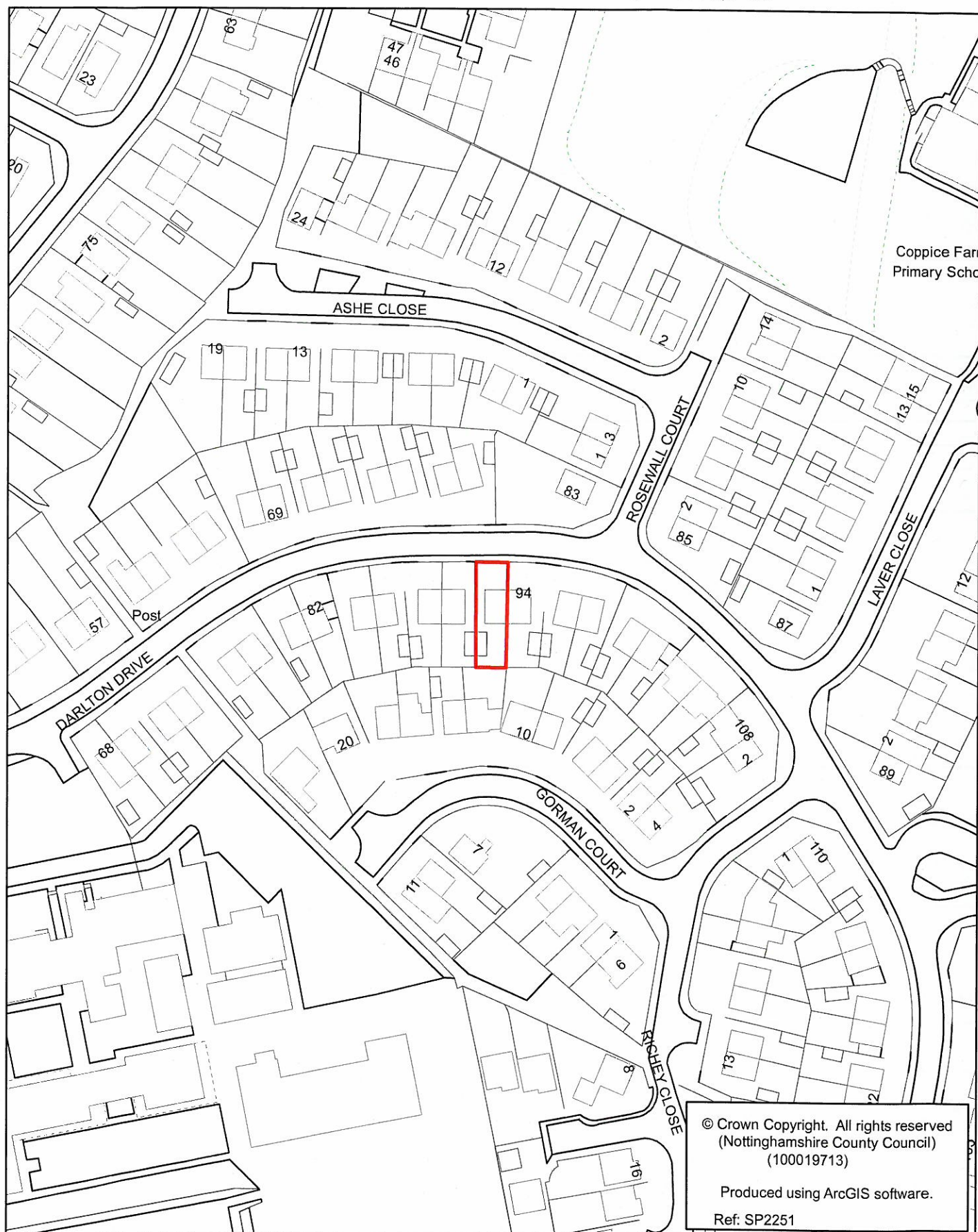
- 15. Ward(s): Arnold North Carlton East
Member(s): Cllr Ged Clarke, Cllr Carol Pepper, Cllr Allen Clarke, Cllr John Clarke

File ref.: /SR/SL/0281802676

SP: 2251

Properties affected: 02818 - Caretakers Property (Christ the King Comp)
02676 - Caretakers Property (Gedling Comprehensive)





9 July 2012

Agenda Item: **7e**

REPORT OF SERVICE DIRECTOR – TRANSPORT, PROPERTY & ENVIRONMENT

SURRENDER OF EXISTING LEASE AND SIMULTANEOUS GRANT OF NEW LEASE OF ACCOMMODATION AT NATIONAL WATERSPORTS CENTRE, ADBOLTON LANE, HOLME PIERREPONT, NOTTINGHAM

Purpose of the Report

1. To seek approval of the Finance and Property Committee to:-

- a) The surrender of the existing lease; and
- b) simultaneous grant of a new lease

Information and Advice

- 2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
- 3. At Property Portfolio on 8 June 2011 approval was obtained for the granting of lease of some offices and treatment rooms within the main building at the National Watersports Centre. The granting of this lease would enable the tenant to provide support to Olympic athletes.
- 4. Since the granting of this lease the tenants have contacted the County Council requesting use of additional accommodation within the building, for use as a further treatment room.
- 5. As the tenants already have a lease of other accommodation at the National Watersports Centre they have requested that the right to use this additional treatment room is included within the same lease.
- 6. In order to facilitate their request the existing lease will need to be surrendered and a new lease simultaneously granted.

Other Options Considered

7. None – The surrender of the existing lease and granting of a new lease is necessary in order to help to deliver the ongoing sporting provision (particularly given the forthcoming Olympics).
- The granting of the new lease does not in any way prejudice the current overall strategy for the National Watersports Centre. The granting of the lease also provides income.

Reason/s for Recommendation/s

8. The surrender of the existing lease and simultaneous grant of a new lease is necessary to grant the occupants a right to use the accommodation, including the additional treatment room.

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

1. That approval is given to: -
- a. The surrender of the existing lease; and
 - b. simultaneous grant of a new lease

Jas Hundal

Service Director – Transport, Property & Environment

For any enquiries about this report please contact: Patrick Robinson 0115 977 2086

Constitutional Comments (CEH 13.06.12)

10. The recommendations within the report are within the remit of the Finance and Property Committee.

Financial Comments (CDS 1/6/2012)

11. The revised income from the new lease (outlined in the exempt appendix) will accrue to the National Watersport revenue budget within the Culture Committee.

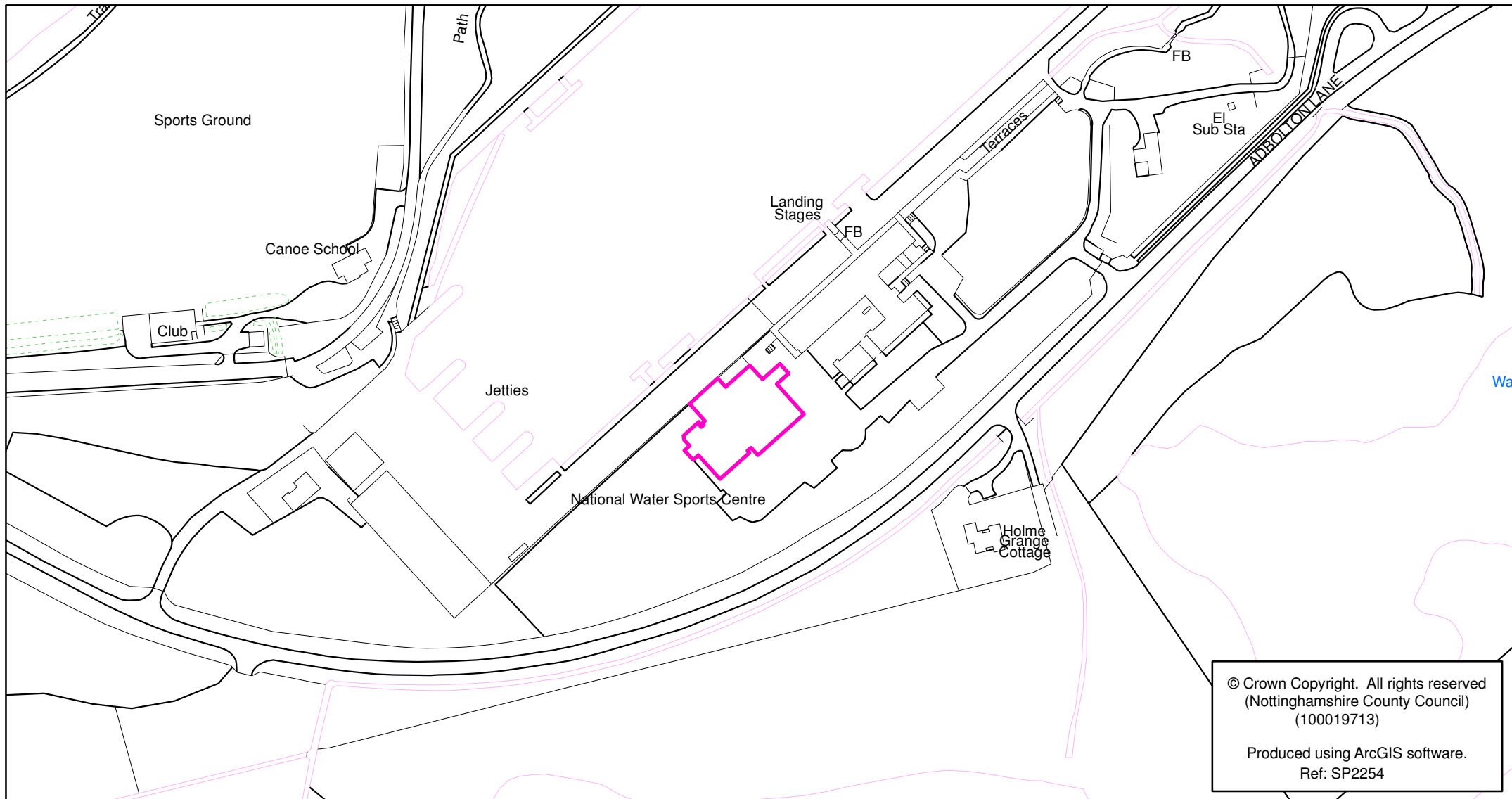
Electoral Division(s) and Member(s) Affected

12. Ward(s): Radcliffe on Trent
Member(s): Cllr Mrs Kay Cutts

File ref.: /LS/SL/
SP: 2254
Properties affected: 03168 - National Water Sports Centre (NWSC)

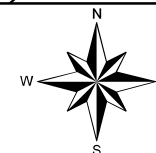
Surrender of existing lease and simultaneous grant of new lease at the National Watersports Centre, Adbolton Lane, Holme Pierrepont, Nottingham

Plan provided by: dlc



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(Nottinghamshire County Council)
(100019713)

Produced using ArcGIS software.
Ref: SP2254



9 July 2012**Agenda Item: 7f****REPORT OF SERVICE DIRECTOR – TRANSPORT, PROPERTY &
ENVIRONMENT****ACQUISITION OF EDWINSTOWE YOUTH CLUB, CHURCH STREET,
EDWINSTOWE, NOTTINGHAMSHIRE****Purpose of the Report**

1. To seek approval of the Finance and Property Committee to the acquisition of the Edwinstowe Youth Club and associated land, Church Street, Edwinstowe.

Information and Advice

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
3. On 8 September 2010 it was approved at Cabinet (Resolution No.2010/072) that the Big House respite centre would be replaced and a new purpose built centre would be built as part of the capital programme. The new facility would be built within the grounds of the existing property (also known as Edwinstowe Hall) which is owned by the County Council.
4. Approval to the project was granted at the Finance and Property Committee on 28 May 2012 to the revised latest estimated costs for the project. (Resolution number 2012/002)
5. For the purposes of the new Respite Centre the existing access into Edwinstowe Hall cannot be used as it would require significant work to make it compliant with modern Highway standards. The use of the existing access would also be detrimental to the Grade II Listing of the Hall. A number of options have therefore been considered in terms of access into the proposed new respite centre.
6. Advice from Newark and Sherwood Heritage and Planning officers, along with officers within the authority has been obtained. This advice determined that in order to ensure the existing curtilage of the Grade II Listed Edwinstowe Hall (on its North and East elevations) remains intact, that access through the youth club site would be preferred.
7. The Youth Club is currently vacant and comprises the main youth club building of approximately 2,700 sq ft and a further cottage of approximately 1,600 sq ft, the

site area for the youth club and associated grounds is approximately 0.3 acres as outlined in red on the plan attached to this report. The owners of the Youth Club also own part of a private access road also outlined in red. This area will be cleared and restated to fit in with the character of the village and is useful in terms of delivering the project and assisting the project to be sympathetic to the surrounding area.

8. The Youth Club premises have not been advertised for sale on the open market but an approach has been made by the County Council to purchase the premises. Heads of Terms for the acquisition have been negotiated and are outlined within the appendix of this report.
9. Upon completion of the new respite centre, Edwinstowe Hall would be disposed of, together with the youth club building.
10. A sale of both the Edwinstowe Hall and Youth club would be worth more if sold jointly, a disposal of both sites would offer greater scope for development and be more attractive to the open market.
11. Any future disposal would ensure access to the respite centre is still maintained.

Other Options Considered

12. Alternative means of access have been considered that being through use of the existing access to Edwinstowe Hall or off Forest Corner and through the school grounds to the rear. However, from a conservation and Grade II Listing perspective these would not be favoured as all would require significant work to make them comply with modern Highway standards.
13. Simply reserving a right of access through the Youth Club site has been considered but this would not offer enough certainty and flexibility for either party, furthermore the owners of the Youth Club would not be prepared to agree to this.

Reason/s for Recommendation/s

14. This access is the only acceptable means of access that would be acceptable to the planners, heritage and conservation officers of the authority and Newark and Sherwood District Council. In addition, due to the merger of interests the disposal of Edwinstowe Hall would be more attractive to the market if sold with the youth club premises therefore an acquisition is more preferable to reserving a right of way through the youth club site.

Statutory and Policy Implications

15. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

1. That approval is given to the acquisition of the Edwinstowe Youth Club.

Jas Hundal

Service Director - Transport, Property & Environment

For any enquiries about this report please contact: Patrick Robinson 0115 977 2086

Constitutional Comments (CEH 13.06.12)

16. The recommendations within the report fall within the remit of the Finance and Property Committee.

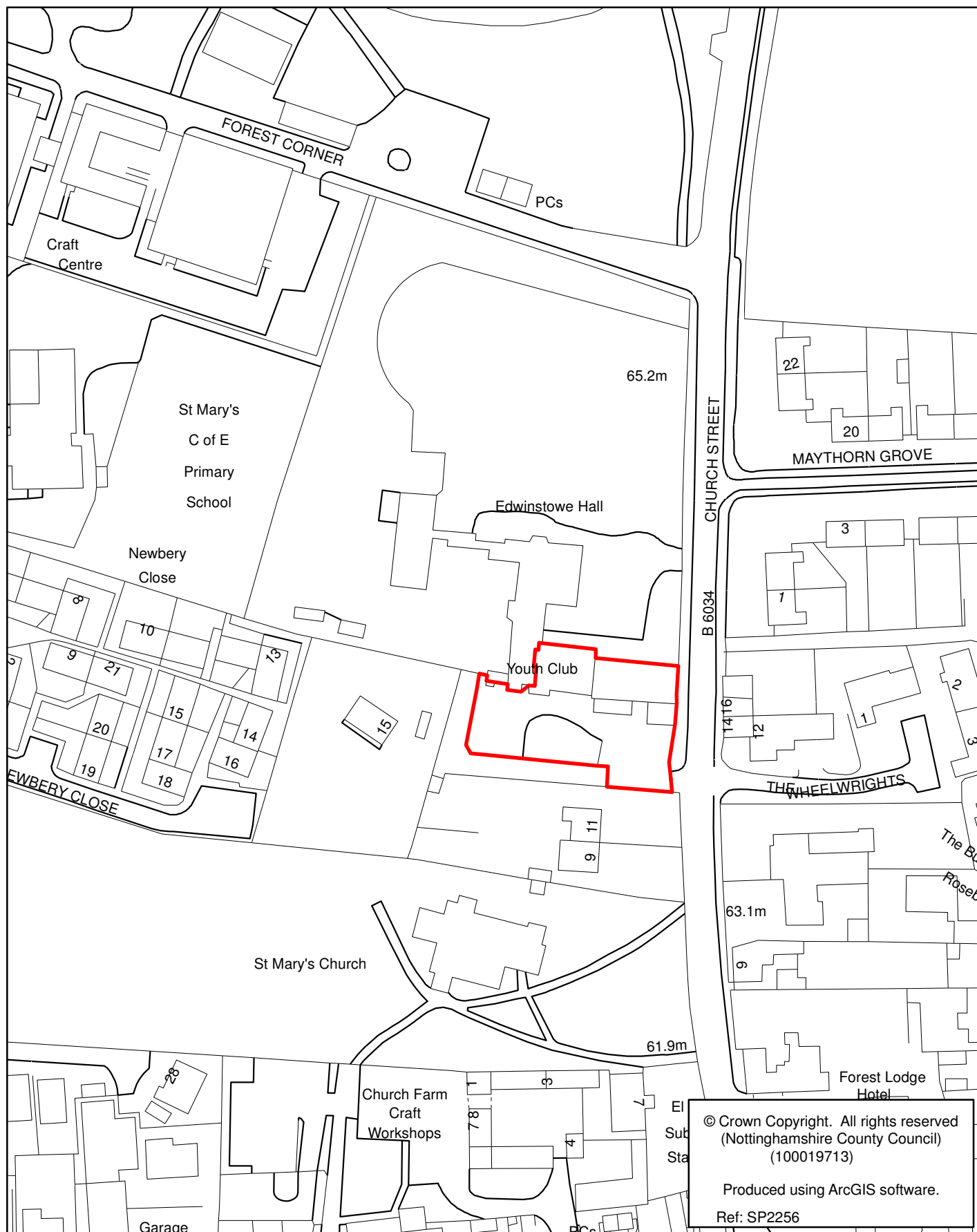
Financial Comments (CDS 1/6/2012)

17. The acquisition costs were included in the recent Latest Estimated Costs report and will be funded from the Children & Young Peoples Services Capital Programme.

Electoral Division(s) and Member(s) Affected

18. Ward(s): Rufford
Member(s): Cllr Les Ward

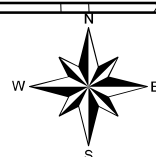
File ref.: /LS/SB/
SP: 2256
Properties affected: 06007 - The Big House



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(100019713)

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Ref: SP2256



9 July 2012**Agenda Item: 7g****REPORT OF SERVICE DIRECTOR – TRANSPORT, PROPERTY &
ENVIRONMENT****ACADEMY CONVERSIONS****Purpose of the Report**

1. To seek approval of the Finance and Property Committee to the grant of a 125 year lease on the standard terms set out in the attached appendix to the Academy Trust for any of the schools listed in the appendix that need to convert to Academy status prior to the Finance Committee of the 17th September 2012 this being subject to subsequent approval of any site specific details.
2. To authorise the Corporate Director, Environment & Resources, (or his nominee) to approve site details and specific conditions in consultation with the Chairman (or Vice Chairman in his absence) of the Finance and Property Committee.

Information and Advice

3. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
4. Councillors are probably aware that the Academies Act 2010 allows maintained schools to become Academies by applying to the Secretary of State for Conversion.
5. Once the conversion order has been granted it requires all parties to enter into a Transfer Agreement.
6. As a part of the Transfer Agreement the County Council is required to transfer the relevant assets currently held by the County Council or the existing governing body to the Academy Trust.
7. On a related matter, Councillors should note that other aspects of Academy Transfer will be reported to the Children & Young People's Committee as appropriate.
8. The schools listed in the attached appendix may shortly convert to Academy status and, as part of the conversion process, governing bodies of Academy Schools are entitled to 125 year full repairing and insuring leases at a peppercorn rent of any

Council owned land, forming part of the principal operational School site subject to rights to be reserved and leaseback of Council facilities where appropriate.

9. This report seeks approval to the granting of a 125 year lease to the Academy Trust on the Heads of Terms set out in the *attached* Appendix.

Other Options Considered

10. The Academies Act 2010 does not allow the Authority any options as regards the transfer and therefore no other options have been explored.

Reason/s for Recommendation/s

11. To comply with statutory requirements.

Statutory and Policy Implications

12. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Recommendation

1. That approval is given to the grant of a 125 year lease on the standard terms set out in the attached appendix to the Academy Trust for any of the schools listed in the appendix that need to convert to Academy status prior to the Finance Committee of the 17th September 2012 this being subject to subsequent approval of any site specific details.
2. To authorise the Corporate Director, Environment & Resources, (or his nominee) to approve site details and specific conditions in consultation with the Chairman (or Vice Chairman in his absence) of the Finance and Property Committee.

Jas Hundal

Service Director – Transport, Property & Environment

For any enquiries about this report please contact: Patrick Robinson 0115 977 2086

Constitutional Comments (CEH 14.06.12)

13. The recommendation in the report is within the remit of the Finance and Property Committee.

Financial Comments (CDS 1/6/2012)

14. Granting of a 125 year lease to an Academy effectively creates a loss on disposal, but this is not a charge against Council Tax.

Electoral Division(s) and Member(s) Affected

15. Ward(s): various
Members: various

Appendix

1. The schools listed within the exempt appendix may shortly convert to Academy status and, as part of the conversion process, governing bodies of Academy Schools are entitled to 125 year full repairing and insuring leases at a peppercorn rent of any Council owned land, forming part of the principal operational School site subject to rights to be reserved and leaseback of Council facilities where appropriate.
2. The standard terms for the 125 year lease are as follows: -

Demise:

All that land comprised to be shown as edged red on the Red Line Plans to be prepared in respect of each of the schools for subsequent approval as provided in item 2 above.

Landlord:

Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QZ

Tenant:

The respective Academy Trust for each school.

Rent:

A peppercorn

Term:

125 years (The lease to be contracted outside the security of tenure provisions of the 1954 Landlord & Tenant Act.).

Outgoings:

The Tenant will be responsible for the payment of all outgoing which are now or may during the term be payable in respect of the Property.

Alienation:

The Tenant will not part with or share the possession or occupation of the whole of the property nor hold the property or any part or parts of the property or this lease on trust for another.

Repair:

The Tenant will keep the Property clean and tidy and make good any damage it causes to the Property and/or any deterioration to the condition of the Property that may arise from the term commencement date.

Signs and Advertisements

The Tenant to notify the Landlord of the affixing or display on the boundaries of the Property other than signs which are required by law to be displayed, do not require planning permission or are necessary or usual for the authorised use of the

Property.

Use

The permitted use will be for the purposes of the Academy Trust (as set out in any charitable objects, memorandum and articles of association of the Tenant from time to time) for the provision of educational services and for community, fundraising and recreational purposes which are ancillary to the provision of educational services.

Insurance

The Tenant will:

- Keep the Property insured with a reputable insurance office against loss or damage by the Insured Risks in the sum the tenant is advised represents the Reinstatement Value of the Property from time to time;
- Pay the premiums for insurance promptly as they become due and maintain in force the policies of insurance on the Property;
- Following damages or destruction and subject to obtaining all necessary consents and as soon as may be reasonably practicable, unless it will be impossible or impractical, reinstate the property and lay out all monies in reinstating and rebuilding the property.

Alterations:

The Tenant will not make any external or structural alterations or additions to any structures for the time being on the Property without the Landlord's prior written consent, submitting to the Landlord adequate plans and specifications describing the proposed alteration, addition or variation, consulting generally with the Landlord on the proposed alterations and dealing with any queries that the Landlord acting reasonably may raise.

Statutory Obligations:

Statutory obligations, health and safety and CDM regulations in this clause "regulations" means the construction (design and management) regulations 1994 and "client" "health and safety plan" health and safety file" "planning supervisor" and "principal contractor" have the same meanings as in the regulations;

The Tenant will comply with all laws (including the premises acts) affecting the property, the physical condition or the user of them or the use of any fixtures and fittings in them;

Timescale:

The Tenant will complete the Lease on receipt and agreement of the Legal documentation by their Solicitors.

Legal Costs:

Each party will bear their own legal costs involved in the granting the leases.

Conditions

The above remains subject to: -

- (a) Contract;

- (b) Confirmation that the financial status of the Tenant is acceptable to the Landlord; and
- (c) VAT

9 July 2012**Agenda Item: 7h****REPORT OF SERVICE DIRECTOR
TRANSPORT PROPERTY & ENVIRONMENT****PROPERTY TRANSACTIONS EXPECTED DURING SUMMER RECESS****Purpose of the Report**

1. To advise Committee of transactions expected to take place during the summer recess which would ordinarily require Committee approval at the appropriate time but which, in order to facilitate the business of the Council in a timely manner, may need to be authorised as Delegated Decisions by the Corporate Director, Environment & Resources, prior to the 17 September Committee, in consultation with the Chairman (or Vice Chairman in his absence) of the Finance and Property Committee.

Information and Advice

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
3. As part of its strategic planning process for the management and enhancement of the Council's property estate, Property Group has identified a number of ongoing projects which may require approval prior to their completion which is expected to take place during the period of summer recess.
4. In order to clarify which decisions could be taken by this method the anticipated items have been listed in the attached exempt appendix 1 in transaction 'types' and as much detail as is currently available has been included for each item.

Other Options Considered

5. To wait until after summer recess in order to progress these transactions, however as this may lead to loss of income to the authority or lead to the authority not facilitating the service provision of other departments and/or external partners this is not considered a valid option.

Reason/s for Recommendation/s

6. To make the Committee aware of forthcoming transactions over the summer recess and, where appropriate, to seek necessary approvals.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Recommendation

1. That Committee notes the anticipated upcoming transactions.
2. That Committee agrees that the finally agreed terms for the project/transaction should be signed off by the Corporate Director, Environment & Resources in consultation with the Chairman (or Vice Chairman in his absence) of the Finance and Property Committee, if required before the 17 September 2012.

Jas Hundal

Service Director Transport, Property & Environment

For any enquiries about this report please contact: Jas Hundal

Constitutional Comments (SSR 28.6.12)

8. The recommendations may be approved by the Finance and Property Committee to the extent that the transactions included in Appendix 1 fall within the financial limits that may be approved by the Financial and Property Committee.

Financial Comments (CDS 15-Jun-2012)

9. The financial implications of the specific anticipated transactions are outlined within the exempt appendix.

Electoral Division(s) and Member(s) Affected

10. Ward(s): All
Member(s): All

File ref.: /KB/SL/
SP: 2264
Properties affected: 00000 - Non NCC Property

09 July 2012

Agenda Item: 8**REPORT OF TEAM MANAGER (MEMBERS AND CIVIC SERVICES)****COUNCILLORS DIVISIONAL FUND 2011/12****Purpose of the Report**

1. To report on the achievements of the Councillors Divisional Fund in 2011/12

Information and Advice

2. The Councillors' Divisional Fund (CDF) enables each Member to put forward proposals for expenditure in their electoral division. The scheme is intended to provide a direct benefit to organisations, groups, or individuals active in the division. It consists of an annual allowance of £10,000 for each Member. There is provision to carry forward to the following financial year an amount up to 10% of the annual allowance.
3. The County Council must have legal powers to incur the type of expenditure proposed and the request should not be contrary to County Council policy. Proposals should be for one-off items of expenditure and not for anything which would create an on-going financial commitment.
4. On 19th May 2011 the County Council considered the scheme and strengthened the guidance to
 - a. remind members that the Code of Conduct applies to the CDF as to other parts of the Council's work and that they should not leave themselves open to suggestions that the scheme is conducted other than with the utmost integrity.
 - b. ensure that recipients give an appropriate level of recognition to the Council's funding.

At the same time responsibility for administering the scheme was transferred to Democratic Services.

5. County Council on 3rd November 2011 agreed the Corporate Grant Aid Strategy. Other than sports grants to individuals or playschemes grant aid will not normally be available for amounts under £500. Organisations seeking grants of less than £500 are advised to apply to their local Councillor's Divisional Fund.
6. The type of grants proposed by members reflects the particular characteristics of individual divisions and specific local issues. A database of all grants made is kept in Democratic

Services and published on the Council's website. A summary of the information on all grants is published in County News. In addition, many councillors highlight grants on their individual webpages. Grants cover the whole range of the Council's priorities including

- a. Fostering aspiration, independence, and personal responsibility; through support to young people's activities, funding community groups working with older people, assisting sports, leisure and cultural activities etc
 - b. Promoting Economic prosperity and supporting the environment through support to community conservation activities and environmental improvements, local tourism projects, local economic development initiatives etc
 - c. Making Nottinghamshire a safer place to live, through supporting local community safety initiatives, assisting domestic violence projects, funding local traffic management schemes etc
7. In 2011/12 some 1647 grants were paid to 1137 different organisations. The average (mean) grant was some £409. Some 62% of grants awarded are for £500 or less and 85% are for £1,000 or less.
 8. The CDF is designed to be flexible and is administered in a light-touch manner. The total spend in 2011/12 was some £674,000.
 9. Five members had an individual balance of over £1,000 unspent at the end of the year. The total unspent for these members was £7,758, which meant that £2,758 was not carried forward. A proposal to carry forward £39,000 into 2012/13 was approved by the Committee as part of the draft management accounts report.
 10. The rules of the scheme provide in the year of a County Council election, no commitments, payments or related publicity may be undertaken from the date of publication of the Notice of Election until after polling day. This will next come into effect in March 2013.

Other Options Considered

11. None

Reason/s for Recommendation/s

12. The report is for noting.

Statutory and Policy Implications

13. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That the report be noted

David Ellis
Team Manager (Members and Civic Services)

For any enquiries about this report please contact:
David Ellis 0115 977 2899

Constitutional Comments

14. Because this report is for noting only no Constitutional Comments are required

Financial Comments (MB 27/06/12)

15. The total amount available for awards in 2012/13 is £709,000.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Nil

Electoral Division(s) and Member(s) Affected

All

9 July 2012

Agenda Item: 9**REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's work programme for 2012/13.

Information and Advice

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme. It may be that the presentations about activities in the committee's remit will help to inform this.

Other Options Considered

5. None.

Reason/s for Recommendation/s

6. To assist the committee in preparing its work programme.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That the committee's work programme be noted, and consideration be given to any changes which the committee wishes to make.

Jayne Francis-Ward
Corporate Director, Policy, Planning and Corporate Services

For any enquiries about this report please contact: Paul Davies, x 73299

Constitutional Comments (HD)

1. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (PS)

2. There are no direct financial implications arising from the contents of this report. Any future reports to Committee on operational activities and officer working groups, will contain relevant financial information and comments.

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All

FINANCE & PROPERTY COMMITTEE - WORK PROGRAMME

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>For Decision or Information ?</u>	<u>Lead Officer</u>	<u>Report Author</u>
18th June 2012				
Draft Management Accounts for 2011/12	Provisional Management Accounts for 2011/12	Decision	Paul Simpson	Pauline Moore
9th July 2012				
IT	Overview of work area.	Info.	Ivor Nicholson	
Property Disposal 2012/13	Planned building disposals for 2012/13	Decision	Patrick Robinson	
Councillors' Divisional Fund	Annual monitoring report	Info	David Ellis	Dawn Lawrence
17th September 2012				
BMS	Progress Report	Info.		
Quarterly Progress Report	Review of performance (Apr – Jun).	Info.	Various	
Medium Term Financial Strategy - Update	MTFS Update pre-consultation	Decision	Paul Simpson	Pauline Moore
Quarterly Review of Treasury Management Activity	Quarterly Review of Treasury Management Activity	Information	Paul Simpson	Simon Cunnington
15th October 2012				
Finance / Procurement	Review of Officer Decisions.	Info.	Paul Simpson	
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 5	Decision	Paul Simpson	Pauline Moore
F & P Committee Budget Proposal 2013/14	Initial F & P Committee Budget proposals for 2013/14+	Decision	Mike Atkinson	Mike Atkinson
12th November 2012				
Quarterly Progress Report	Review of performance (Jul – Sept).	Info.	Various	
IT	Review of Officer Decisions.	Info.	Ivor Nicholson	
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 6	Decision	Paul Simpson	Pauline Moore
Initial County Council Budget & Capital Programme Proposals	Initial County Council Budget & Capital Programme Proposals 2013/14	Decision	Paul Simpson	Pauline Moore
Quarterly Review of Treasury Management Activity	Quarterly Review of Treasury Management Activity	Info	Paul Simpson	Simon Cunnington
10th December 2012				
Property	Review of Officer Decisions.	Info.	Patrick Robinson	

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>For Decision or Information ?</u>	<u>Lead Officer</u>	<u>Report Author</u>
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 7	Decision	Paul Simpson	Pauline Moore
Update on Budget consultation & Resource Allocations	Update on Budget 2013/14 consultation & Resource Allocations	Info.	Paul Simpson	Pauline Moore
21st January 2013				
Quarterly Progress Report	Review of performance (Oct – Dec).	Info.	Various	
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 8	Decision	Paul Simpson	Pauline Moore
F & P Committee Budget Proposals 2013/14	Committee Budget Proposals 2013/14	Decision	Mike Atkinson	Mike Atkinson
25th February 2013				
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 9	Decision	Paul Simpson	Pauline Moore
18th March 2013				
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 10	Decision	Paul Simpson	Pauline Moore
22nd April 2013				
Quarterly Progress Report	Review of performance (Jan – Mar).	Info.	Various	
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 11	Decision	Paul Simpson	Pauline Moore

Awaiting Scheduling – schools capital programme