

AGENDA

Meeting: CABINET CAPITAL ASSETS COMMITTEE

Place: Council Chamber - Council Offices, Monkton Park, Chippenham, SN15 1ER

Date: Wednesday 21 March 2012

Time: 2.30 pm

Please direct any enquiries on this Agenda to James Hazlewood, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01722 434250 or email james.hazlewood@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225)713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr John Noeken	- Resources
Cllr Fleur de Rhe-Philippe	- Strategic Planning, Economic Development and Tourism
Cllr Jane Scott OBE	- Leader of the Council
Cllr Toby Sturgis	- Waste, Property and Development Control Services
Cllr John Thomson	- Deputy Leader and Adult Care, Communities and Housing

AGENDA

Part I

Items to be considered while the meeting is open to the public

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

1. **Apologies**

2. **Minutes of the previous meeting** (*Pages 1 - 6*)

To confirm and sign as a correct record the minutes of the Cabinet (Capital Assets) Committee meeting held on (date).

3. **Chairman's Announcements**

4. **Declarations of interest**

To receive any declarations of personal or prejudicial interests or dispensations granted by the Standards Committee.

5. **Capital Monitoring** (*Pages 7 - 22*)

To consider the attached report of the Chief Finance Officer.

6. **Trowbridge Town Hall** (*Pages 23 - 50*)

To consider the attached report of the Corporate Director (Transformation and Resources).

7. **Facilities Management Services Contracts** (*Pages 51 - 52*)

To consider the attached Executive Summary report of the Corporate Director (Transformation and Resources).

8. **Urgent items**

Any other items of business that the Chair agrees to consider as a matter of urgency.

9. **Exclusion of the Press and Public**

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item xxx because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph xxx of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Part II

Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

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CABINET CAPITAL ASSETS COMMITTEE

MINUTES of a MEETING held in COUNCIL CHAMBER - COUNCIL OFFICES,
BRADLEY ROAD, TROWBRIDGE, BA14 0RD on Wednesday, 18 January 2012.

Cllr Jane Scott OBE	Leader of the Council
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhe-Philipe	Cabinet Member for Economic Development and Strategic Planning
Cllr Toby Sturgis	Cabinet Member for Waste, Property Environment and Development Control Services
Cllr John Thomson	Deputy Leader and Cabinet Member for Adult Care, Communities and Housing

Also in Attendance:	Cllr John Brady
	Cllr Lionel Grundy OBE
	Cllr Jeff Osborn
	Cllr Dick Tonge
	Cllr Stuart Wheeler

1. Apologies

None.

2. Minutes of the previous meeting

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 15 November 2011.

3. Chairman's Announcements

The Chairman noted that she had agreed to accept an item of Urgent Late Business (Schools Funding Settlement 2012/13 – Capital Allocations). This was due to the recent provision of information from the Department for Education, and the need to brief Members prior to the capital budget being finalised. The item would be taken under Urgent Business (item 8).

4. **Declarations of interest**

There were no declarations of interest.

5. **Oil to Biomass Boiler Conversion Programme**

Cllr Toby Sturgis, Cabinet member for Waste, Property, Environment and Development Control Services, presented a report which set out proposals for investing in a programme of biomass boiler installations in the schools estate.

Officers highlighted a risk in relation to schools which transferred to academy status in the future. The costings had been calculated on the basis of Council paying for the boiler installation and fuel, and charging the schools for the supply of the heat. However, if a school were to transfer to academy status in the future, then there was no guarantee that the Academy would wish to continue to purchase heat from the Council. Although the boiler would remain in the Council's ownership, the Academy would be a new legal entity and could not be bound to agreements made by the predecessor maintained school. The associated risks and actions taken to mitigate these were set out at paragraphs 30-32.

Resolved:

- a. **To agree a commitment to allocate capital funding for the programme of works as outlined in paragraph 12 (up to £2.73 million on funding to deliver a £3.3 million negative Net Present Value to the authority over the life of the scheme).**
- b. **To delegate to the Service Director for Economy and Enterprise to implement the programme, in consultation with the Cabinet Member for Waste, Property, Environment and Development Control Services, the Service Director for Finance and the Service Director for Business Services.**

Reason for Decision

The project would deliver a £3.3 million negative Net Present Value to the authority over the list of the scheme, paying back more than the investment over 20 years, including the inflation effect on money and generating an overall surplus due to the Governments Renewable Heat Incentive (RHI).

In addition, the project would reduce the Council's carbon footprint by 14% of the corporate carbon emissions reduction target. Other benefits included a projected £1 million saving from reduced carbon trading costs, and employment generation and improvement in woodland management by stimulating a demand for biomass fuels.

6. **Capital Allocation and Monitoring**

The Director of Finance introduced the report, which set out the position of the 2011/12 Capital Programme as at 30 November 2011. The report also detailed changes to the budget such as reprogramming of schemes.

Officers were asked to clarify the figures on page 45 which showed an overspend on Highways, Winter Fleet and Street Cleaning Vehicles, with an actual spend of £0.676 million, against a budget of £0.277 million.

Resolved

- a. **To note the current position of the Capital Programme 2011/12 at Period 8 as set out in Appendix A.**
- b. **To note the total budget increases of £0.528 million and the £0.620 million reprogramming of spend between 2011/12 and 2012/13.**
- c. **To recommend to Council, via Cabinet, the approval of £0.085 million of additional budget for E-recruitment Software to be funded from general capital receipts.**

Reasons for Decision

To inform the Cabinet (Capital Assets) Committee of the current position of the 2011/12 Capital Programme and to highlight changes in the Capital Programme.

7. **Warminster Depot**

The Cabinet member for Waste, Property, Environment and Development Control Services introduced the report which invited the Committee to consider an opportunity to negotiate to acquire properties adjacent to a council-owned piece of land at Warminster Highways Depot, with a view to improving future prospects for redevelopment of the highways depot function on its existing site.

Resolved:

That Cabinet (Capital Assets) Committee authorises the appropriate Corporate Director to approve the acquisition of properties at 32 and 34 Bath Road, Warminster, with reference to the Cabinet Member for Waste, Property Environment and Development Control Services, and following satisfactory negotiations with the property owners.

Reasons for Decision

To facilitate potential future development of the Council's existing depot site at Furnax Lane, Warminster, without the constraints currently imposed by the two subject properties.

8. **Urgent items**

The Cabinet member for Children's Services introduced the report, which informed the Committee of a drop in the Schools Funding Settlement 2012/13 and set out the impact on Wiltshire's School Capital Programme.

It was noted that the national budget had not changed, but that funding prioritisation had changed to focus on a shortage of space in schools, such as in West London, rather than the condition or age of existing buildings.

Councillors expressed disappointment at the news, particularly as Wiltshire had not benefitted from the Building Schools for the Future programme.

It was requested that a further report be prepared for the next Cabinet Liaison meeting, setting out costs and a detailed breakdown of the changes to the Schools Capital Programme.

Resolved:

- a. **To note the Capital Allocation for 2012/13 for Education projects, the impact on the capital programme and the actions being taken.**
- b. **To request that officers draft a letter to the Department for Education, setting out the Council's disappointment at this decision and showing the impact on Wiltshire. This letter will be copied to local MPs and the Prime Minister's office.**

Reasons for Decision

To inform the Committee of the announcement made by the Secretary of State in December 2011, and the levels of capital grant to be received for Education programmes in 2012/13.

9. **Exclusion of the Press and Public**

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972, to exclude the public from the meeting for the business specified in minute 85 below as it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in

withholding the information outweighs the public interest in disclosing the information to the public.

10. **Warminster Depot**

The Committee noted the confidential financial information relating to the proposal at minute 82 above.

(Duration of meeting: 2.30 - 3.10 pm)

These decisions were published on 20 January 2012 and will come into force on 30 January 2012

The Officer who has produced these minutes is James Hazlewood, of Democratic Services, direct line 01722 434250 or e-mail james.hazlewood@wiltshire.gov.uk
Press enquiries to Communications, direct line (01225) 713114/713115

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Wiltshire Council

Cabinet Capital Asset Committee

21 March 2012

Subject: Capital Monitoring Period 10 (As at the end of January) 2011/2012

**Cabinet member: Councillor John Brady
Finance, Performance and Risk**

Key Decision: No

Executive Summary

The report reflects the position of the 2011/2012 Capital Programme as at 31 January 2012.

The report also details changes to the budget, such as the reprogramming of schemes, which are to be noted by Cabinet. There is also a change to reflect the formal addition of budget for Castledown Business Park which requires approval by Council following recommendation by Cabinet.

Proposal

- a. Note the current position of the capital programme as at Period 10 in Appendix A.
- b. Note total budget increases of £1.148 million, the returning of £0.935 million of budget to the centre, and the £13.277 million reprogramming of spend between 2011/2012 and 2012/2013.
- c. Recommend to Council, via Cabinet the approval of £0.182 million of additional budget for Castledown Business Park to be funded from borrowing.

Reasons for Proposals

To inform Cabinet of the current position of the 2011/2012 capital programme and to highlight changes in the capital programme.

Michael Hudson Director of Finance

Wiltshire Council

Cabinet Capital Asset Committee

21 March 2012

Subject: Capital Monitoring Period 10 (January) 2011/2012

**Cabinet member: Councillor John Brady
Finance, Performance and Risk**

Key Decision: No

Purpose of Report

1. To update Cabinet on the position of the 2011/2012 Capital Programme as at 31 January 2012 and note budget changes and reprogramming of expenditure, and to recommend to Council unfunded budget additions.

Budget movements

2. Between the Period 8 monitoring report presented to the Cabinet Capital Assets committee (CCAC) at the meeting on 18 January 2012 and this Period 10 monitoring report, the budget is proposed to be adjusted as detailed in the table below.

	£m	Notes
Capital budget as per CCAC Period 8 monitoring report (18 January 2012)	115.478	
Additions/amendments to the capital programme 2011/2012 since Period 8 monitoring report		
Additional Grant Department for Transport	0.417	See below for further explanation.
Castledown Business Park	0.182	See below for further information.
Other Additional budgets	0.549	See below and Appendix A & B for further explanation.
New Housing underspend budget returned to centre	(0.935)	See Housing section below and Appendix A & B.
Reprogramming adjustments between 2011/2012 and 2012/2013	(13.277)	See Appendix A & B and sections below
Total movements in Period	(13.063)	
Proposed Revised Capital budget 2011/2012	102.415	

3. An Additional grant of £0.417 million was received from the Department for Transport during January 2012 for Integrated Transport. This is an unringfenced grant with a recommendation that it be spent on transport related schemes. Therefore it is proposed that this grant be allocated £0.250 million to the Area Boards via the Community Area Transport Group (budget has been allocated to the Integrated Transport line) to be spent on transport related schemes and the remaining £0.167 million be spent on vehicles.
4. The Acquisition of Castledown Business Park was approved in June 2011 and initially met by the Economic Development Capital budgets. A budget of £0.182 million has now been formally incorporated into the Economic Development line as approved at CCAC on 14 June 2011. This releases sums for the Salisbury Vision project and other smaller schemes to be reprogrammed into 2012/2013.
5. The remaining additions of £0.549 million relate primarily (£0.385 million) to additional contributions received and are outlined further in Appendix B. The budget has also been increased by £0.164 million for the asset purchases undertaken by schools under the internal leasing scheme. This scheme allows schools to acquire assets such as photocopiers and ICT equipment, paying the council back over a 3 or 5 year period. This is an alternative to externally leasing these items of equipment so can save the schools considerable amounts of money. The increased budget and the associated spend are shown on the Cross Departmental Initiatives and Other Schemes line.
6. In addition to the above there have been budget movements between schemes which are also detailed in Appendix A. There is no additional budget required in these movements.

Summary of Current Position as at 31 January 2012

7. The revised budget proposed for the year 2011/2012 is £102.415 million. As at 31 January 2012 the actual spend plus commitments made was £91.555 million (89% of spend to budget). A full breakdown of these figures is attached in Appendix A.
8. Further reprogramming of schemes into 2012/2013 has been undertaken to reflect revised outturn forecasts. As this is the last monitoring report before the outturn report there are no more major adjustments to the budget planned for 2011/2012. Further details and updates regarding some of the larger schemes currently being undertaken are below.

Education schemes

9. Wellington Academy is currently showing an overspend of £0.119 million due to outstanding open commitments to finish the project. The final

account for this project is still being finalised and some further sums are likely to be recoverable from the Academy upon the settlement.

10. Additional Accommodation schemes comprise 26 individual extension projects across the county. A seven class extension has now started on site at Amesbury Archer School. Subject to the progress of housing developments which have yet to start, £2.000 million of the budget is earmarked to contribute to building new schools. Eight further projects with planned costs of £6.500 million are at the design/planning application stage so spending is likely to commence towards the end of the financial year. As previously indicated in the previous monitoring reports much of the planned expenditure is now due to be spent during 2012/2013, therefore an additional £0.445 million has been reprogrammed from 2011/2012 into 2012/2013.
11. New Deals for Schools (NDS) schemes are to fund high priority condition works including roof replacements, rewiring and window replacements. Budgets have also been allocated to replace Pratton blocks at schools in Warminster which are currently at the design stage, with work on these sites planned to begin before the end of the financial year. Minor reprogramming and additional funding sources have been added to the budget in Period 10.
12. DCSF Targeted capital 14–19 Special Education Needs. These schemes are to improve special education needs delivery by building new extensions and altering existing sites. £5.000 million of the budget is allocated to Exeter House Special School which is providing an extension and major refurbishment. This project is experiencing some delays caused by land acquisition issues and so £2.039 million has been reprogrammed into 2012/2013.
13. Other Projects New Schools. Old Sarum Primary has been completed and opened in September and a new school in Devizes is also under construction. The local housing scheme in East Trowbridge is now under way allowing the scheme for the new Primary School there to progress. The payments required for this project have now been moved back into 2012/2013 so the budget has been reprogrammed accordingly.
14. Other Schools Projects – Expansions and Replacements. These schemes are to provide expanded capacity at schools by provision of new classrooms and blocks etc. Major schemes are underway and on schedule to complete in 2011/2012 at Clarendon College and Westbury Junior School. Other major schemes at Monkton Park Primary School, Devizes School, and some minor schemes are not now due to complete until 2012/2013. Therefore final reprogramming of £0.210 million of budget into 2012/2013 has been actioned to match the planned expenditure profile
15. Other Education schemes completing in 2011/2012 includes the settlement of the final account and retention amounts of Melksham Oak

School. It is currently estimated that the final account on this project will be overspent by £0.149 million. This will be dealt with by undertaking additional borrowing when the retention is due.

Highways schemes

16. The Integrated Transport schemes budget has been allocated across many individual schemes and it is anticipated that there will be no variations to budget at year end. Schemes in progress include Melksham Town Centre – phase 4 (£0.360 million) plus a number of local safety schemes and the Area Board discretionary highways budget. The Additional £0.250 million grant received from the Department for Transport has been added to this line of the budget pending reallocation to the Area Boards.
17. The budget for Bridge Schemes has been allocated fully. Major Bridge work is progressing well at Clatford, Dauntsey, Haxton and Tidworth. Significant expenditure has been allocated to road over rail conversions with the majority of the expenditure anticipated to be spent between February and March. As suggested in the previous monitoring report a project at Whaddon Canal Bridge has now been delayed until 2012/2013. This budget is currently showing a £2.669 million underspend. As a large amount of work is due to be undertaken and paid for before the end of the financial year, this budget is still expected to be online at year end.
18. Major Structural Maintenance schemes. The majority of the surface dressing schemes, micro asphaltting and major projects around the M4 are now complete with smaller tasks such as road markings being undertaken currently. Drainage investigations are progressing well with much of the spend on repairs programmed to be spent in early 2012. As the works are so advanced the budget is largely spent and is forecast to be online at the year end.
19. All other Highways schemes are currently anticipated to be on line with no major variations at year end.

Campus and Operational Delivery (CAOD) schemes

20. The County Hall remodelling phase 1 scheme is still progressing well and the site is due to be opened during 2012. The forecast for the end of the year is expected to be on target with the original estimates.
21. The Works planned for the Highways Depot & Office Strategy are still being defined therefore £4.000 million has been reprogrammed into 2012/2013 to match when the planned expenditure is expected to occur.
22. The Leisure and Amenities project has been merged with the overall Campus schemes and the budgets consolidated into that line in

2012/2013. Therefore the £0.404 million for this line has been reprogrammed into the Campus line in 2012/2013.

23. All other CAOD schemes are expected to be on line to budget in 2012/2013.

Housing schemes

24. Disabled Facilities grants are small grants given to enable private householders to undertake improvements to their properties. In previous monitoring reports amounts have been reprogrammed into 2012/2013 and against the current budget the schemes are progressing well.
25. A further grant of £0.161 million has been received in relation to the Disabled Facilities Grants final allocations for 2011/2012. Additional budget to reflect this change has been added into 2012/2013. The Council puts substantial resources in addition to the grant amounts so this will mean that the Council will not have to borrow this £0.161 million as quickly as first assumed thus saving on the revenue cost of borrowing.
26. Corporate Other Housing Grants. As highlighted in previous monitoring reports there is a need for reprogramming of expenditure into 2012/2013, so £1.200 million has been reprogrammed into the next financial year.
27. New Housing. Four of the five schemes in this project are now complete and tenants have moved into the sites. Retentions and final works payments are all that are outstanding at these four completed sites. As outlined in the previous monitoring statement for Period 8, the project spend is lower than was budgeted. Therefore a total budget of £0.935 million has been taken back to the centre. As these projects were funded approximately 50% by grant there is likely to be some grant claw back by the HCA but the remainder after claw back means the HRA reserves will not need to be utilised by as much as was originally planned. There is additional reprogramming of £0.145 million into 2012/2013 on these four schemes to tie in with the payments for retentions and final works to be completed.
28. The fifth New Housing scheme at Pembroke Road Salisbury is still being worked on and is due to be completed in March 2012. Initial projections are that this scheme will be completed on line to budget, however £0.150 million of the budget has been reprogrammed into 2012/2013 to match the planned expenditure on retentions and final works.

Waste Schemes

29. Waste Transformation schemes as detailed in the previous reports are well advanced and are anticipated to be fully spent with a potential small saving on the overall budget. A large commitment to purchase additional wheelie bins has been raised and the delivery of this is now expected to be in 2011/2012 rather than 2012/2013, therefore £0.465 million has been brought forward from the 2012/2013 budget to fund this expenditure.
30. An opportunity has arisen to reallocate some of the planned underspend of the Waste Management project into installing Photovoltaic (PV) tiles onto the roof of the new Waste treatment site at the Northacre industrial estate in Westbury. Fitting these tiles would enable part of the sites electricity needs to be generated by a sustainable source, would generate an annual income through a Feed in Tariff (FIT) and would reduce the electricity bills for the site. The initial capital cost to fit the tiles is £0.156 million which is expected to be recouped over the life of the assets by the FIT and energy savings. £0.156 million has been reprogrammed into 2012/2013 in order to complete this scheme.

Other schemes

31. Revenue & Benefits IT system. The software for this scheme has been bought and installed and the system went live on 28 November 2011. The major part of the scheme is near to completion but further developments are anticipated during 2012/2013 so there will be further spend on this scheme against next year's budget. £0.070 million has been reprogrammed into 2012/2013.
32. Planning IT system is on course for delivery but the main costs incurred so far are on project management only. The major costs of acquiring and installing the software are due during 2012/2013 therefore £0.873 million has been reprogrammed into the next financial year.
33. Adult Social Care Strategy and Social Care Infrastructure are a variety of individual schemes to deliver improvements to Social Care. All budgets are grant funded by the Department of Health and are earmarked to specific schemes that are largely due to commence in 2012/2013. Therefore to match the planned spend, £0.802 million has been moved into the following financial year.
34. Area Boards grants are the funds allocated to the Area Boards to support small local schemes such as Speedwatch and Road Safety schemes, Skate Parks, Scout Huts and other community activities. The budget has been allocated to schemes following approval by the Area Boards. Many schemes are under way and payments have been made in a number of schemes, but £0.400 million has been moved into 2012/2013 to reflect when the grant payments are likely to go out

35. Economic Development consists of many individual schemes including Salisbury Vision and works at Castledown business Park. Castledown Business Park was acquired in July 2011 and initially the costs were set against the overall Economic Development budget. As additional budget to fund this purchase was agreed at the CCAC meeting of 14 June 2011 this additional budget of £0.182 million has now been formally added. Salisbury Vision schemes and other smaller schemes have not progressed as planned therefore a total of £0.877 million across the various schemes has now been moved into 2012/2013 to match the planned expenditure.
36. Rural Estates. Additional Budget was agreed to fund Nitrate works at the County Farms. The works for this are not anticipated to begin until 2012/2013 so the £0.225 million budget for this has been moved into the next financial year.
37. Street Scene Vehicles. This budget is currently running over spent due to the purchase of street scene vehicles required to maintain effective service delivery, which is part of the annual replacement programme. The additional funding of £0.167 million from the Department for Transport has been allocated into this area to partially offset the overspend.

Proposals

38. To note the general budget additions that are largely grant funded of £1.148 million, the budgets returned to the centre of £0.935m, the net reprogramming of £13.277 million between 2011/2012 and 2012/2013, and the Period 10 position of the 2011/2012 Capital Programme. Also to recommend to Council, via Cabinet, the approval of the £0.182 million additional budget required for the Castledown Business Park acquisition.

Environmental Impact of the Proposal

39. Wiltshire Council is preparing for its mandatory inclusion in the Carbon Reduction Commitment (CRC); the UK's mandatory climate change and energy saving scheme. The objectives of the scheme are to improve energy efficiency and reduce carbon dioxide emissions. It is calculated that 79% of the Council's carbon footprint comes from energy use in buildings. Capital schemes therefore have the potential to greatly increase or decrease carbon emissions, for example schemes making council buildings more energy efficient will reduce the Council's carbon footprint. The budget setting process for 2011/2012 assessed the perceived impact of schemes on the Council's carbon footprint and built this into the mechanism for setting the 2012/2013 budget.

Equality and Diversity Impact of the Proposal

40. No equality and diversity issues have been identified arising from this report

Risk Assessment

41. The capital budget for 2011/2012, as detailed in this report, has been revised to approximately £102 million. Within this programme there are a number of potential risks such as from cost overruns or lower than expected levels of capital receipts. Such issues will be highlighted as soon as they establish themselves through the monthly reporting process. Members may wish to bear in mind that the capital programme has been set for three years and therefore risks will be appraised over the whole period.

Financial Implications

42. These have been examined and are implicit throughout the report

Legal Implications

43. None have been identified as arising directly from this report.

Michael Hudson
Director of Finance

Report Author: Stephen MacDonald, Principal Accountant (Capital).

Unpublished documents relied upon in the preparation of this report: NONE
Environmental impact of the recommendations contained in this report: NONE

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Capital Programme budget movements 2011/2012

Scheme name

2011/2012 Budget & Spend Breakdown						
Month 8 Budget 2011/2012	Month 10 Budget Movements Between Schemes	Additional Budget see appendix B	Budget Returned to the Centre	Reprogrammed Budget Between 2011/2012 & 2012/2013	Current Budget 2011/2012	Total Spend (Actual + Commitments) as at Month 10
£m	£m	£m	£m	£m	£m	£m

Education schemes

Wellington Academy
Sarum Academy Salisbury
Extended Schools
Additional Accommodation
NDS Maintenance & Modernisation
Devolved Formula Capital
Access and Inclusion
DCSF Primary Capital Programme
DCSF Targeted Capital 14-19 SEN
Other Projects New Schools
Other Schools Projects - Expansions & Replacements
Sure Start
Aim to High for Disabled Children
Other Education schemes finishing in 2011/2012
Total Education schemes

3.646					3.646	3.765
0.822					0.822	0.332
0.493	(0.418)				0.075	0.082
3.385	(0.012)			(0.445)	2.927	2.633
5.842	0.026			(0.053)	5.815	5.552
1.281					1.281	1.060
0.626	(0.030)			(0.299)	0.297	0.219
6.612	0.013			0.007	6.632	6.458
6.125				(2.039)	4.086	3.467
3.287	0.012			(0.656)	2.643	2.660
1.926	(0.009)			(0.210)	1.707	1.479
0.362	0.418			(0.415)	0.365	0.317
0.249				(0.155)	0.095	0.083
0.377					0.377	0.472
35.033	0.000	0.000	0.000	(4.265)	30.768	28.578

Highways schemes

Integrated Transport
Bridges & Structural Maintenance
Carriageway Repairs
Footways, ALA, Land Drainage & Other Minor Schemes
Total Highways schemes

2.312		0.515			2.828	2.792
14.050		0.041			14.091	11.422
1.443					1.443	1.028
0.903					0.903	0.690
18.708	0.000	0.556	0.000	0.000	19.264	15.931

Campus and Operational Delivery schemes (CAOD)

Hub Programme Office rationalisation
Hub Programme ICT
Operational Estate
Highway Depot & Office Strategy
Libraries, Heritage and Art
Libraries RFID Technology
Campus
Leisure & Amenities (inc Cemeteries)
Total CAOD schemes

12.475					12.475	12.475
6.640					6.640	6.640
1.635					1.635	1.020
4.350				(4.000)	0.350	0.085
0.000				0.025	0.025	0.004
0.547					0.547	0.483
2.000					2.000	0.794
0.404				(0.404)	(0.000)	0.000
28.051	0.000	0.000	0.000	(4.379)	23.672	21.501

Capital Programme budget movements 2011/2012

Scheme name	2011/2012 Budget & Spend Breakdown						
	Month 8 Budget 2011/2012	Month 10 Budget Movements Between Schemes	Additional Budget see appendix B	Budget Returned to the Centre	Reprogrammed Budget Between 2011/2012 & 2012/2013	Current Budget 2011/2012	Total Spend (Actual + Commitments) as at Month 10
	£m	£m	£m	£m	£m	£m	£m
Other Property schemes							
Buildings Repair & Maintenance	2.228					2.228	2.042
Total Other Property schemes	2.228	0.000	0.000	0.000	0.000	2.228	2.042
Housing schemes							
Disabled Facilities Grants	2.436					2.436	1.729
Corporate other housing grants	1.755				(1.200)	0.555	0.210
New Housing	4.666			(0.935)	(0.295)	3.436	2.743
HRA - refurbishment of council stock	4.243					4.243	4.145
Total Housing schemes	13.100	0.000	0.000	(0.935)	(1.495)	10.670	8.827
Waste schemes							
Waste Transformation	7.761				0.465	8.226	8.212
Waste Management & Waste Vehicles	2.579				(0.156)	2.423	2.183
Total Waste schemes	10.340	0.000	0.000	0.000	0.309	10.649	10.395
Other schemes							
Revenue & Benefits IT System	0.479				(0.070)	0.409	0.410
Carbon Reduction	0.894		0.079		(0.200)	0.773	0.180
Planning IT System	1.000				(0.873)	0.127	0.105
Adult Social Care Strategy - Older People, LD & Mental health	1.781				(0.697)	1.085	0.963
Social Care Infrastructure & Community Safety	0.132				(0.105)	0.027	0.010
Area Boards and LPSA PRG reward grants	1.031				(0.400)	0.631	0.511
Economic Development schemes (including Salisbury Vision)	2.055		0.182		(0.877)	1.360	1.145
Rural Estates	0.275				(0.225)	0.050	0.043
Cross Departmental Initiatives & Other Schemes	0.094		0.164			0.258	0.237
Street Scene Vehicles	0.277		0.167			0.444	0.677
Total Other schemes	8.018	0.000	0.592	0.000	(3.447)	5.163	4.280
Total 2011/2012 Programme	115.478	0.000	1.148	(0.935)	(13.277)	102.415	91.555

Director of Finance (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

CCAC Meeting
Financial Year:

21 March 2012

2011/12

SECTION 1 - DELEGATED CFO POWERS - ADDITIONAL FUNDING

"Adjustment/addition of scheme in the capital programme which has no effect on the net funding position of the programme i.e. Additional resources available in the form of Grant, Section 106 contributions etc which fund the addition,"

Project Name: LTP Integrated Transport

Budget Change:	2011/12	2012/13	2013/14
	250,000		

Funding Source: Additional grant from DFT

Project Name: LTP Integrated Transport

Budget Change:	2011/12	2012/13	2013/14
	264,594		

Funding Source: Contribution from Developers, Town and Parish Councils

Project Name: Connect to Cycling

Budget Change:	2011/12	2012/13	2013/14
	776		

Funding Source: Contribution from Sustrans Ltd towards Connect to Cycling Scheme

Project Name: Bridges & Structural Maintenance - Drainage Repairs

Budget Change:	2011/12	2012/13	2013/14
	41,038		

Funding Source: Contributions from Utilities companies to repair damaged drains during excavations

Project Name: Disabled Facilities Grants

Budget Change:	2011/12	2012/13	2013/14
	161,101		

Funding Source: DFG extra grant allocation

Project Name: Climate Change Schemes

Budget Change:	2011/12	2012/13	2013/14
	79,060		

Funding Source: Salix revenue contribution

Project Name: Schools Internal Loans

Budget Change:	2011/12	2012/13	2013/14
	163,747		

Funding Source: Funded through borrowing initially prior to schools revenue budget recovery

Project Name: Street Scene Vehicles

Budget Change:	2011/12	2012/13	2013/14
	167,000		

Funding Source: Allocation of grant from DFT

966,215	161,101	0
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Delegated Changes Approved by Section 151 Officer Totals

SECTION 2 - DELEGATED CFO POWERS - REPROGRAMMED EXPENDITURE BETWEEN 2011/2012 AND 2012/2013

"Schemes within the capital programme which require the reprogramming of expenditure between years due to scheme not progressing as originally anticipated or other circumstances"

Project Name: Schools Additional Accommodation

Budget Change:	2011/12	2012/13	2013/14
	(445,092)	445,092	

Funding Source: Reprogramming of Scheme to match anticipated expenditure between financial years

Project Name: NDS Maintenance & Modernisation

Budget Change:	2011/12	2012/13	2013/14
	(53,000)	53,000	

Funding Source:

Director of Finance (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

CCAC Meeting 21 March 2012
 Financial Year: 2011/12

Project Name:	School Access & Inclusion		
Budget Change:	2011/12	2012/13	2013/14
	(299,124)	299,124	
Funding Source:			
Project Name:	DCSF Primary Capital Programme		
Budget Change:	2011/12	2012/13	2013/14
	6,738	(6,738)	
Funding Source:			
Project Name:	DCSF Targeted Capital 14-19 SEN - Exeter House Special School		
Budget Change:	2011/12	2012/13	2013/14
	(2,039,322)	2,039,322	
Funding Source:			
Project Name:	Schools Other Projects - New Schools		
Budget Change:	2011/12	2012/13	2013/14
	(656,350)	656,350	
Funding Source:			
Project Name:	Schools Other Projects - Expansions		
Budget Change:	2011/12	2012/13	2013/14
	(209,521)	209,521	
Funding Source:			
Project Name:	Early Years & Childcare		
Budget Change:	2011/12	2012/13	2013/14
	(415,000)	415,000	
Funding Source:			
Project Name:	Aiming Higher for Disabled Children		
Budget Change:	2011/12	2012/13	2013/14
	(154,600)	154,600	
Funding Source:			
Project Name:	Campus & Operational Delivery Programme - Depots Strategy		
Budget Change:	2011/12	2012/13	2013/14
	(4,000,000)	4,000,000	
Funding Source:			
Project Name:	Wiltshire & Swindon History Centre		
Budget Change:	2011/12	2012/13	2013/14
	25,000	(25,000)	
Funding Source:			
Project Name:	Leisure & Amenities		
Budget Change:	2011/12	2012/13	2013/14
	(403,858)	403,858	
Funding Source:			
Project Name:	Corporate Other Housing Grants		
Budget Change:	2011/12	2012/13	2013/14
	(1,200,000)	1,200,000	
Funding Source:			
Project Name:	New Housing Schemes		
Budget Change:	2011/12	2012/13	2013/14
	(295,000)	295,000	
Funding Source:			
Project Name:	Waste Transformation		
Budget Change:	2011/12	2012/13	2013/14
	465,000	(465,000)	
Funding Source:			
Project Name:	Waste Management		
Budget Change:	2011/12	2012/13	2013/14
	(156,000)	156,000	
Funding Source:			
Project Name:	Revenue & Benefits IT System		
Budget Change:	2011/12	2012/13	2013/14
	(70,000)	70,000	
Funding Source:			

Director of Finance (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

CCAC Meeting 21 March 2012
 Financial Year: 2011/12

Project Name:	Climate Change & Carbon Reduction Schemes		
Budget Change:	2011/12	2012/13	2013/14
	(200,000)	200,000	
Funding Source:			
Project Name:	Planning IT System		
Budget Change:	2011/12	2012/13	2013/14
	(872,646)	872,646	
Funding Source:			
Project Name:	Adult Social Care Strategy - Older People, LD & Mental health		
Budget Change:	2011/12	2012/13	2013/14
	(696,523)	696,523	
Funding Source:			
Budget Change:	Social Care Infrastructure & Community Safety		
	2011/12	2012/13	2013/14
	(105,000)	105,000	
Funding Source:			
Project Name:	Area Boards and LPSA PRG reward grants		
Budget Change:	2011/12	2012/13	2013/14
	(400,000)	400,000	
Funding Source:			
Project Name:	Economic Development Schemes		
Budget Change:	2011/12	2012/13	2013/14
	(877,428)	877,428	
Funding Source:			
Project Name:	Rural Estates		
Budget Change:	2011/12	2012/13	2013/14
	(225,000)	225,000	
Funding Source:			
13,276,726	Total Re-programming between years		

SECTION 3 - REQUESTS TO CABINET FOR ADDITIONAL RESOURCES

"Adjustment/addition of scheme to the capital programme which places an additional funding requirement on the programme"

Project Name:	Tidworth Castledown Business Park		
Budget Change:	2011/12	2012/13	2013/14
	182,160		
Funding Source:	Acquisition funded through borrowing. Agreed by CCAC June 2011, budget formally applied.		
	182,160	0	0
	Total requests for additional resources		

In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.

Director of Finance (CFO): Michael Hudson

DATE: 21 March 2012

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Wiltshire Council

**Trowbridge Area Board
15 March 2012**

**Cabinet (Capital Assets) Committee
21 March 2012**

**Subject: Proposal for the Community Asset Transfer of
Trowbridge Town Hall**

**Cabinet member: Councillor Toby Sturgis - Waste, Property, Environment
and Development Control Services**

Key Decision: No

Executive Summary

Trowbridge Town Hall will become vacant during October 2012 when the Coroner's Service relocates to Salisbury. The property has been assessed to be unsuitable for the provision of Council services, and significant investment is required to enable the building to be returned to sustainable and viable use. On that basis, the Town Hall will be declared surplus on vacation of the building later in 2012.

Following an invitation made through the Trowbridge Area Board, a proposal has been submitted by the Trowbridge Town Hall Group, requesting a period of grace during which they intend to explore viable uses further, whilst investigating opportunities for grant funding and undertaking key activities related to the constitution and governance of their group.

The group request that the Council supports the building in a vacant state whilst they undertake a phased process of developing their group, its intended uses of the building and investigating and securing funding opportunities. This exposes the Council to additional revenue costs and risks related to the securing and maintenance of the property during this period of time.

Proposal

That:

- Members of the Trowbridge Area Board consider the proposal made by the Trowbridge Town Hall Group, and make a recommendation to the Cabinet (Capital Assets) Committee on the basis of the issues identified in this paper.
- Members of the Cabinet (Capital Assets) Committee consider the proposal made by the Trowbridge Town Hall Group, and approve

investigation of potential funding opportunities in line with the approach set out in paragraphs 8 and 9 of the report, acknowledging the unfunded revenue pressure this will place on the transformation property revenue budget, as identified in the body of this report.

- Members of both the Area Board and Committee receive a further report on progress later in 2012, to evaluate the way in which the Group's proposals have developed, and to confirm the commitment to maintaining the property vacant for a further period of time. Members should expect to see good progress at this stage and assurance as to the timeframes for the following stages leading up to the transfer of the asset.

Reason for Proposal

To fully explore a long term, sustainable future for a key community asset.

To support the ambitions of the Trowbridge community to bring a locally significant asset back into public use.

To responsibly dispose of a building which is surplus to Council needs, and inefficient to maintain and run without significant investment.

Dr Carlton Brand
Corporate Director

Wiltshire Council

**Trowbridge Area Board
15 March 2012**

**Cabinet (Capital Assets) Committee
21 March 2012**

**Subject: Proposal for the Community Asset Transfer of
Trowbridge Town Hall**

**Cabinet member: Councillor Toby Sturgis - Waste, Property, Environment
and Development Control Services**

Key Decision: No

Purpose of Report

1. The purpose of this report is to outline the proposal that has been developed by Trowbridge Town Hall, for the future transfer of Trowbridge Town Hall for the purposes outlined in the proposal contained in Appendix A.

Background

2. Trowbridge Town Hall has been used by the Coroners Service for the past few years, but this use will cease by the end of October 2012. An item was presented to the Trowbridge Area Board in July 2011, to request expressions of interest from community groups who may be interested in expressing interest in the property under the Council's Community Assets Transfer policy. NB: At that time the property was expected to become vacant in January 2012.
3. In line with the policy, expressions of interest were requested at which point it was intended that the Area Board would decide whether any expressions warranted further exploration and development into a Business Case for transfer.
4. The building is in need of significant investment to make it fit for use for any viable purpose, due to its antiquated mechanical and electrical systems, issues around condition of the building fabric, accessibility and suitability for a long term, sustainable future. The Council have recently carried out stonework repairs to the building to address elements of deterioration in the external fabric.

Main Considerations for the Council

5. Officers of Strategic Property Services have been in discussion with the Trowbridge Town Hall Group, who have identified an interest in developing the Town Hall as a public facility centred around the provision of a venue for the professional arts.
6. The group has as yet not been formally constituted, but are receiving advice from the Asset Transfer Unit (www.atu.org.uk) on issues of Governance and Business Case preparation. The Asset Transfer Unit offer advice and input to community groups, funded by DCLG up to 5 days, to support them through an asset transfer process. A preliminary meeting has been held with members of the group to commence this process.
7. The Group seek to develop their proposals, contained in Appendix A, with a view to making applications for grant funding for capital and revenue funds, from funding bodies such as the Heritage Lottery Fund and the Arts Council.
8. The Group therefore seek from the Council an initial period up to September 2012 during which they intend to fully resolve the governance of the group, make preliminary enquiries with funding bodies, to carry out pre-feasibility work to appraise them of the likely scale of the works necessary in the building and to evaluate potential revenue income streams which would diversify the source of funding for their proposals. A more thorough definition of the stages of work is identified on pages 5-7 of the group's proposal at Appendix A.
9. Following this initial period, it is expected that it will take at least a further year to be in a position to secure funding through appropriate bodies, through two further stages of development. The transfer of the asset would take place once funding is secured, although the Council may be requested to confirm its intention to transfer ahead of this point, subject to appropriate conditions.
10. The Group are conscious of making links with the now constituted Community Operations Board (COB), to tie up community needs across the Community Area. Tracy Sullivan, one of the group's lead members, is a deputy member of the COB.
11. The asset is generally considered to be non-strategic in nature, due to its unsuitability for delivering Council services, and its relatively low market value. On this basis alone, it would be normal for the Town Hall to be considered a "Category 2" asset under the Council's Community Asset Transfer policy. The recent Committee paper confirming the Council's Community Asset Transfer policy is included in Appendix B for reference purposes.
12. However, in this instance, due to the period over which the building will need to be maintained as vacant whilst the Town Hall Group progress their project to secure funding, the revenue burden of this decision is

considered important to the decision to support the proposal. For this reason, this application is proposed to be dealt with as a “Category 1” or Strategic Asset, to vest the final decision making with the Cabinet (Capital Assets) Committee, based on a recommendation from the Area Board.

13. Any future transfer of the asset is proposed to be a freehold transfer in accordance with the Councils policy on this matter.

Environmental and climate change considerations

14. Any development of the Town Hall will be expected to demonstrate key improvements in the energy efficiency of the building, and therefore to reduce its CO₂ emissions. This is likely to be a requirement of any funding body, but the Group have also confirmed their commitment to fully exploring opportunities through their proposals, which in themselves will reduce the revenue burden of the building in the long term.
15. Due to its historic wood panelling, the building needs to be kept at a constant temperature. Whilst the building is vacant, the council will ensure the energy and heating provided to the building will be kept to the minimum required to protect the building, in order to reduce the council’s CRC liability.
16. An eventual transfer of the building to a third party will include the transfer of responsibility for energy and heating, and this will therefore reduce the council’s own emissions responsibility.

Equalities Impact of the Proposal

17. Likewise, any development of the Town Hall will be expected to demonstrate key improvements in the equality of access to the functions undertaken in the building. The Council will expect to see a demonstration of how these issues are addressed in any eventual scheme prior to commitment to the transfer.

Risk Assessment

18. Key risks:
 - Financial impact of maintaining the building in a vacant state – eg. heating, security.
 - Ongoing maintenance risk related to keeping the building whilst vacant – eg. deterioration of external fabric.
 - Failure of the Group’s to achieve their funding ambition – deferring commencement of a sale on the open market.

Financial Implications

19. The annual costs of maintaining the Town Hall as a vacant building are considered to be in the order of £40-60,000. The use of the building by the Coroners' Service is expected to last until October 2012, contributing a sum of approximately £12,500 to the running costs of the property during the period from 1 April to 30 October. The residual cost would be allocated the property revenue budget, but would in itself present an unfunded revenue burden. A contribution in the order of £25,000 per annum are paid by the Coroners' Service, but this arrangement will cease on vacation of the service, expected to be in October 2012 when the service relocates jury hearings to refurbished premises in Salisbury.
20. These costs would be bourn if the property were placed on the open market, whilst suitable purchasers are secured. An open market sales process is expected to be a lengthy process regardless of when this happens. The full impact of the proposal is therefore to cover over 18 months of revenue costs prior to sale in the event that the transfer does not happen.
21. In the absence of a special purchaser, the market value of the property is considered by Strategic Property Services to be below £250,000. Early soft market testing over the past year or so has indicated a severely depressed market for this type of property. It is expected that a significant marketing period would be required, with no guarantees as to the robustness of proposals for its future use. Any sale would have to be made in accordance with English Heritage's guidance on the sale of heritage assets, which seeks to provide assurances of responsibility of purchasers.
22. The Trowbridge Town Hall Group have secured an Area Board Grant of £8,000 which has been matched by the Trowbridge Area Communities Future (TCAF). The Group therefore have funds of £16,000 available to develop their feasibility work over the next six months.

Legal Implications

23. No legal implications at this stage, although input will be provided by the Legal Services to the proposed approach to a future transfer. The Town Hall Group are aware of the need to appoint their own legal advisors to assist with matters related to the constitution of their group and the eventual transfer.

Options Considered

24. Open market disposal of the property – this would progress attempts to dispose of the property at an earlier stage than would be possible should the proposal not result in a transfer.

25. Use of the building for delivery of Council services – the building has been considered on a number of occasions over previous years in relation to the feasibility for its use for provision of Council services. This has previously led to a conclusion that any possible uses have not been considered viable due the extent of works required to the building, and the long term revenue burden presented by the property. In addition to this, the Town Council have also given consideration to their own use of the building, and likewise drawn the same conclusion.

Conclusion

26. The Town Hall will cease to be used by Wiltshire Council in October 2012, following which the building will become surplus to requirements.
27. The proposal from the Trowbridge Town Hall Group enables a sustainable, long term use of the building by members of the community to be explored fully, before further decisions can be made as to whether to complete a Community Asset Transfer to the group, or to seek disposal of the property on the open market.

Dr Carlton Brand
Corporate Director

Report Author:

Neil Ward
Head of Strategic Property Services

24 February 2012

Background Papers

None

Appendices

Appendix A – Trowbridge Town Hall Group – Proposal for Council Asset Transfer

Appendix B – Cabinet (Capital Assets) Committee paper – Policy for the Transfer of Community Assets, 26 July 2011

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Proposal for Council Asset Transfer – Trowbridge Town Hall



Trowbridge Town Hall Group

February 2012

Introduction

This submission is made by the Trowbridge Town Hall Group (“TTHG”) to seek a strategic partnership with Wiltshire Council to effect an asset transfer of Trowbridge Town Hall. TTHG intends to make a formal application for asset transfer but needs first to undertake a robust feasibility exercise under the guidance of the Asset Transfer Unit (“ATU”). The purpose of this submission is to seek the commitment of the Council to work with TTHG and allow it the necessary time and opportunity to undertake the feasibility process required to complete the application.

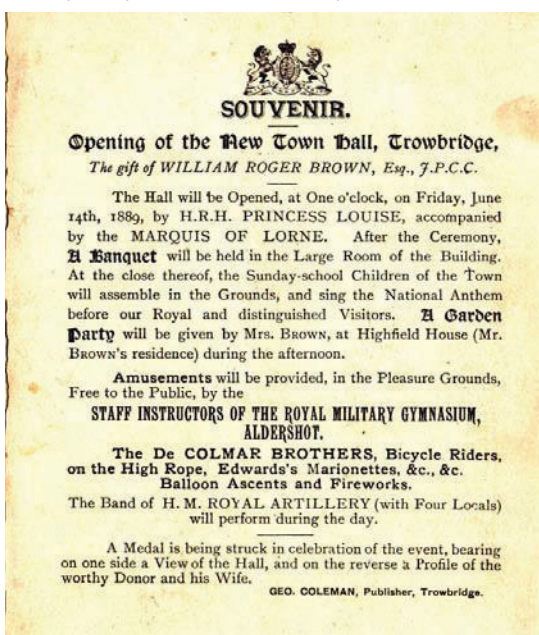
Our vision is to create a public facility in the centre of town which complements and enhances the existing civic, commercial and leisure infrastructure, centred around the provision of a venue for the professional arts.

Background

Trowbridge Town Hall was given to the people of Trowbridge by Sir William Roger Brown, a wealthy local clothier and philanthropist. At the ceremony to mark the laying of the foundation, timed to commemorate also the golden jubilee of Queen Victoria, Mrs Brown announced, to loud cheers:

“In the name of God the Father, God the Son and God the Holy Ghost, I declare this stone well and truly laid, that on it a Town Hall may be erected for the benefit of the inhabitants of Trowbridge, as a memorial of the blessings vouchsafed to us, the people of England, during the fifty years of Her Majesty’s reign, completed on this day. God Save the Queen!”

The opening, two years later in June 1889, was awaited with great anticipation. Princess Louise, daughter of Queen Victoria, was invited to preside and the town went to great lengths to celebrate the occasion. A processional route was laid out through the town with masts and scarlet cloths every 25 yards and a triumphal arch erected on Wicker Hill. Shops and houses were bedecked with



flowers. Shops and factories were closed for the day and entertainments were laid on in the park. The building represented a sense of great pride, confidence and ambition in a town that had not only grown wealthy but, by the time of the opening, had also become the county town.

Over the next century or so, the building remained a central part of life in Trowbridge with the building holding dances, meetings and concerts in addition to its civic function. Centenary celebrations in 1989 extended over five days, including a re-enactment of the opening ceremony by schoolchildren, exhibitions, street markets, bands and a centenary ball.

Today, however, the building stands anonymous and completely disconnected from town life. Given over to use as a magistrates court in the 1970's the

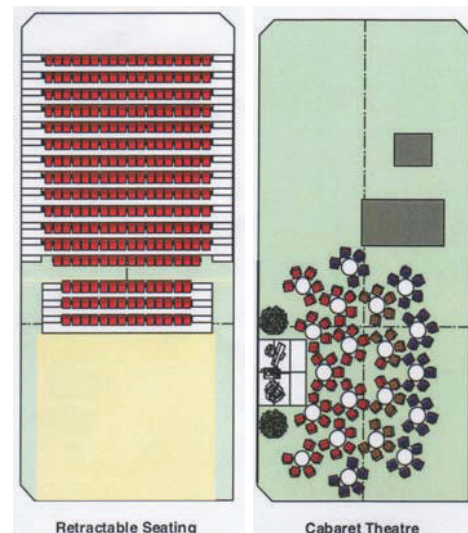
building has become effectively closed to the public with the consequence that few residents below the age of around 50 and none of the many people who have moved to the town in recent years are likely ever to have been inside.

The Council's declaration that it wishes to dispose of the building presents a golden opportunity to regain the building for the benefit of the people of Trowbridge as Roger Brown intended. The Trowbridge Town Hall Group was formed following a public meeting held in September 2011 and our aim is to grasp this opportunity with both hands.

Our Vision

Our proposal is to create a cultural facility in the building with a key focus on the provision of a professional arts venue and a place for emerging artists to develop. Spaces will be multi-use where possible to encourage a wide spectrum of supplementary uses (and revenue streams) and a central location for community activities, clubs, workshops, etc. Our aim is not only to return the building to community use but to bring a cultural amenity to the town that is currently lacking, raise the profile of Trowbridge in the region and create a catalyst for subsidiary activity in the town centre.

The building's suitability as an arts venue has been considered by theatre design consultants, TheatrePlan LLP. The building incorporates a number of spaces of differing sizes which lend themselves very well to this use and potentially with limited intervention/alteration. Their outline plans (see appendix A) propose a theatre space within the Great Hall which, with retractable seating, could also be used for dance, cabaret or large functions, the Council Chamber as a studio theatre, the Supper Room as a dance studio and some of the smaller rooms used for incubation spaces for up-and-coming artists. We would look to secure the basement as a youth-led space for young people to run and use with the support of the arts professionals running the rest of the venue.



Indicative Layouts for the Great Hall

Flexibility and multiple use of space is considered key to financial viability because it will maximise use of the building and broaden the range of potential revenue streams and capital funding. We have held initial meetings with Nash Partnership, architects and urban regeneration specialists and we will engage them to prepare a strategic plan on this basis. They have identified the potential for forging strategic partnerships between activities within the building and organisations outside and there is currently a timely opportunity to consider how the building might fit into the Trowbridge Masterplan being commissioned by Transforming Trowbridge and the Community Campus proposals.

The following will be key design considerations in the realisation of our vision:

- Ensuring improved access into and around the building for people of all abilities;
- Working to minimise the environmental impact of the building both in construction and in use;
- Engaging the community in learning and participating in the heritage value of the building;
- Working in partnership with the custodians of the Sensory Garden.

Who we are

The Trowbridge Town Hall Group was formed essentially as a steering group. Our members include:

- Tracy Sullivan: Former director of The Arc Theatre, Development Manager for Wiltshire Arts Promoters (a network of professional arts organisations from across Wiltshire) and Project Officer for the Trowbridge Community Area Partnership.
- Ian Walker; a chartered quantity surveyor specialising in the conservation and reuse of historical buildings; trustee of the Warminster Preservation Trust.
- Mary Pearce; ex town-councillor, head and owner of Roundstone School; member of the Sensory Garden Steering Group
- Glyn Bridges; retired teacher, Town Councillor, Chairman of the Trowbridge Civic Society, Wiltshire Rural Music School, the Town Council's Museum and Tourism Committee and the Trowbridge Almshouses Trust.
- John Knight; town and county councillor; Trowbridge deputy Mayor; 30 years in the building industry. Active supporter of the various Town Hall projects since 2003.
- Andrew Bryant; town councillor and chairman of the Trowbridge Arts Festival
- Rosemary Hawkes: Specialist Supply Teacher in Primary Education; experienced in writing promotional copy for youth theatre
- Jonathan Hawkes: communications engineer with practical experience of building renovation, particularly in an arts context. Web designer.
- Diana King: Former manager of a government office in the town; committee member of BA14 Culture and Trowbridge Civic Society.

In shaping our plans we have received initial professional advice from:

- Nash Partnership, a Bath-based architectural practice with a strong track record in urban regeneration, reuse of redundant buildings and the conservation of heritage buildings
- TheatrePlan, consultancy for performing arts venues. A specialist consultancy providing advisory and design services to performing arts companies, venue managements, architects, project managers and engineers. They specialise in creating theatres, opera houses and music venues, conference centres and education facilities in existing and listed buildings, found spaces and new structures
- Arts partners from across the county

What we have achieved so far

In preparation for this application and the processes that would follow the Council's approval, we have taken several important steps already:

1. Initial meeting held with Wiltshire Council Strategic Property Services, held 21 December 2011, which resulted in broad support for our proposal.
2. Following contact with the Asset Transfer Unit in January 2012, our application for their free consultation sessions was approved on 30 January 2012 and our first session was held on 14 February with representatives of Wiltshire Council and the Town Hall Group in attendance.
3. Grant funding totalling £16,000 has been allocated by the Trowbridge Area Board and Trowbridge Communities Area Future ("TCAF") for the purposes of undertaking the feasibility study.
4. Advice has been sought and received from Wiltshire Historic Buildings Trust.
5. Initial consultations with Nash Partnership Architects to assist us in mapping out a strategy towards our vision and undertaking the feasibility study.
6. Initial consultations with TheatrePlan LLP to consider suitability of space within the building for various arts uses.
7. Consultation with the Director of Transforming Trowbridge.
8. Research into feasibility work previously undertaken on the town hall.
9. Creation of a web site (currently: www.hawkes.gb.com/townhall/history.html).

Action Plan

Following our first consultation session with our Asset Transfer Unit consultant, we have mapped out a preliminary action plan. This provides for a step-by-step approach with staged approvals to proceed by Wiltshire Council.

Stage 1 – Pre-feasibility stage (Approximating to RIBA Design Stage A)

Target Date: September 2012; funding already in place

In this phase we will undertake research to establish potential uses for the building around our core vision of provision for the arts and formulate an outline business plan and a delivery strategy. We will also need to evolve from an informal body of concerned residents into a properly structured and legally constituted organisation with the appropriate skills and capacity to take the project forward and with the necessary credibility to gain the support of potential funding organisations. Our objectives include the following (not necessarily in chronological order):

-
1. Establishing a board with the necessary skills, experience and capacity to take the project forward. We will advertise for candidates and undertake a selection process with advice from the ATU.
 2. Establishing contact with other groups who have successfully achieved completed projects. This will also inform our selection process for board members.
 3. Establishing a formal governance structure and constitution.
 4. Undertaking consultation with the local community, community groups, civic and quasi-civic bodies (including Transforming Trowbridge and the Community Operations Board) to identify needs and opportunities, including potential strategic 'fit' with wider policy objectives (such as, for example, campus services and the proposed Trowbridge Masterplan).
 5. Setting out a key role for the Town Hall in meeting these needs and objectives.
 6. Establishing contact with potential funding organisations
 7. Alongside the above, encourage public interest and involvement in the project by developing the web site, involving the press and holding open days in the building.
 8. Assessing options for patterns of use of the spaces within the building.
 9. Formulating an outline business plan including revenue streams and capital and running costs.
 10. Making pre-application enquiries to potential funding bodies to establish likelihood of achieving funding.
 11. Submitting details to Wiltshire Council and seeking approval to proceed to project development phase.

Stage 2 – Full feasibility/ project development stage (Approximating to RIBA Design Stages B and C)

Target Date: 12-14 months after completion of Stage 1, funding to be sought from the Lottery, Arts Council and Community Right to Bid funds through the ATU/ Locality

In this phase we will further develop our proposals to a stage where we can apply for capital funding from grant aiding bodies. This will include:

1. Applying for project development funding to enable us to appoint professional design and cost consultants in order to further develop the scheme.
2. Appointing design and cost consultants.
3. Developing the scheme to RIBA design stage C which includes preparation of the concept design (including proposals for structural and building services) and a preliminary cost plan. Developing the business plan accordingly.

4. Submitting details to Wiltshire Council and seeking approval to proceed.

Stage 3 – Finalising Proposals (Approximating to RIBA Work stage D)

In this phase we will further develop the scheme to a stage where funders can give the go-ahead to procurement and project delivery. It is difficult at this time to suggest a target delivery date as we are likely to be applying to numerous grant-aiding bodies and will be subject to their timetables.

1. Formally applying for capital funding.
2. Provided funding is secured, developing the scheme to RIBA Work Stage D which includes development of the concept designs and the cost plan.
3. Securing go-ahead from funders and Wiltshire Council.

Stage 4 – Procurement and project delivery

Our Partnership with Wiltshire Council and what we are Seeking

We do not underestimate the challenges of achieving a successful transfer of this building. Success will rely on the positive and sustained collaboration between TTHG and the Council. At this stage, we need:

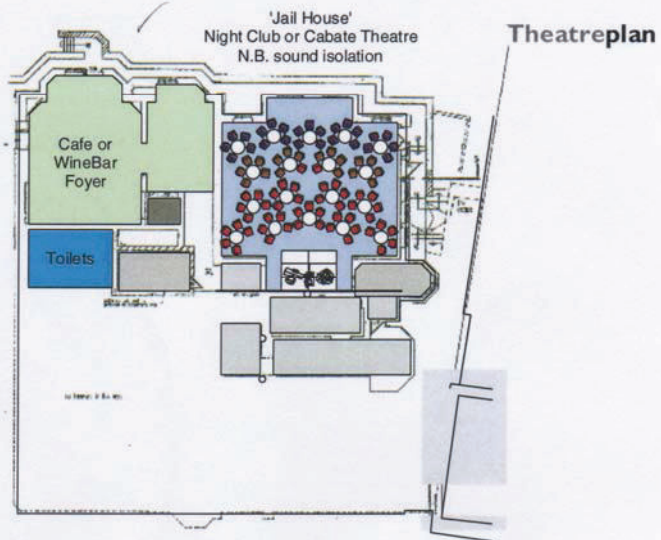
1. A commitment, by way of a memorandum of understanding or similar, to transfer the tenure of the building to the Trowbridge Town Hall Group (or the properly constituted not-for-profit organisation that supersedes it) in the event that we establish a viable project. This is necessary in order to give funders and other organisations and individuals the confidence to offer their financial and other support to the project.
2. Time to undertake the various stages of the action plan described above and to make a formal application for asset transfer.
3. A commitment that the Council will continue to maintain the building and meet the costs of maintenance until the asset transfer can be completed or unless the process is terminated.

Appendix A

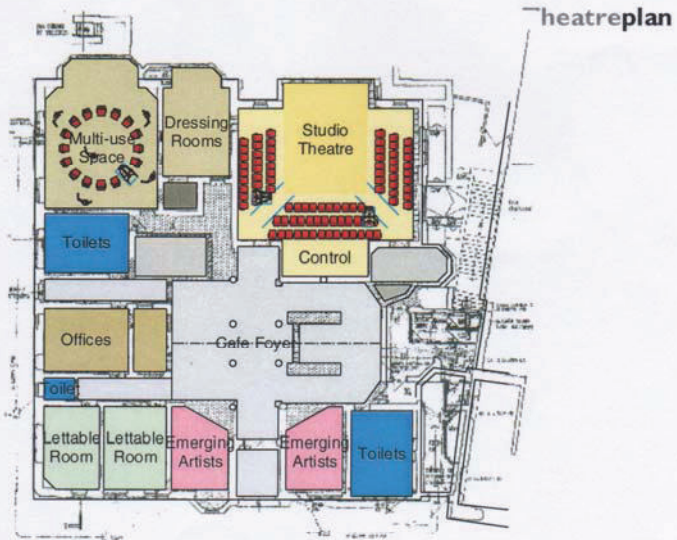
TheatrePlan LLP Indicative Layout Plans

Trowbridge Town Hall

Sketch Usage Diagrams
13 October 2011

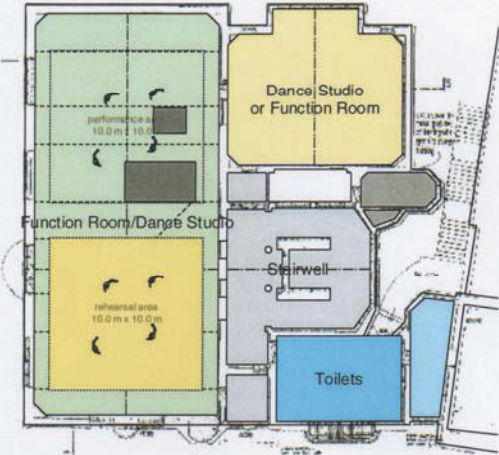


Basement Plan



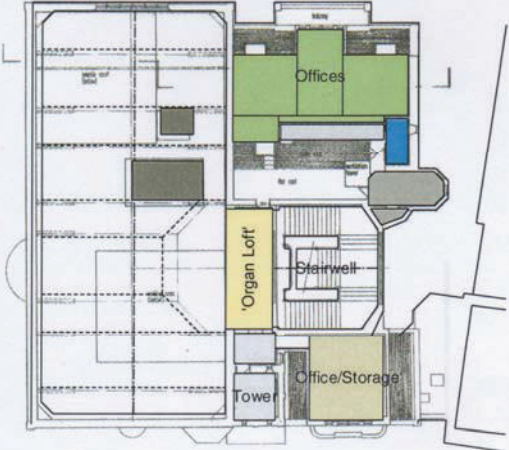
Ground Floor Plan

Theatreplan



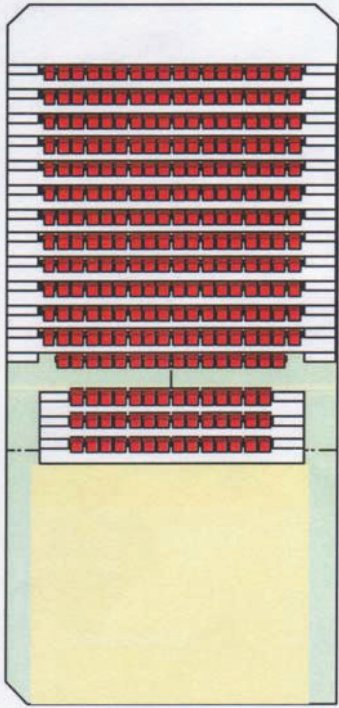
First Floor Plan

Theatreplan

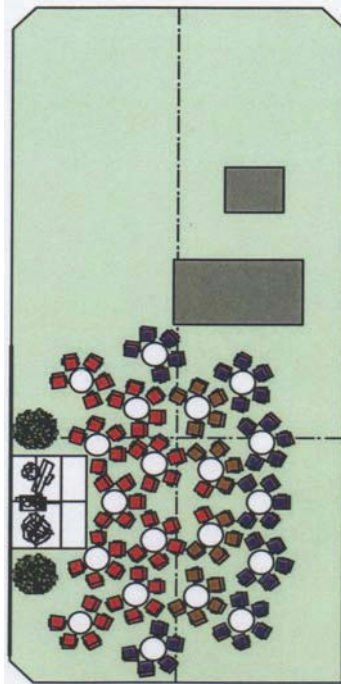


Second Floor Plan

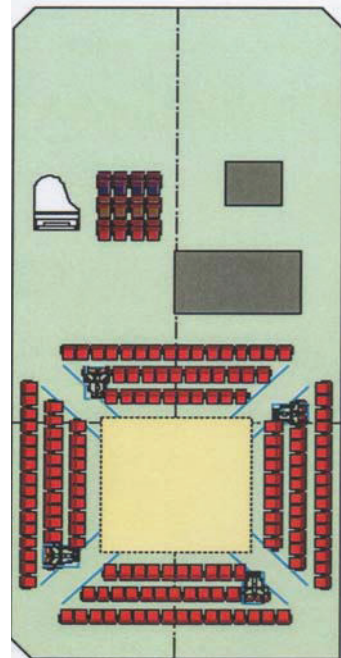
Theatreplan



Retractable Seating

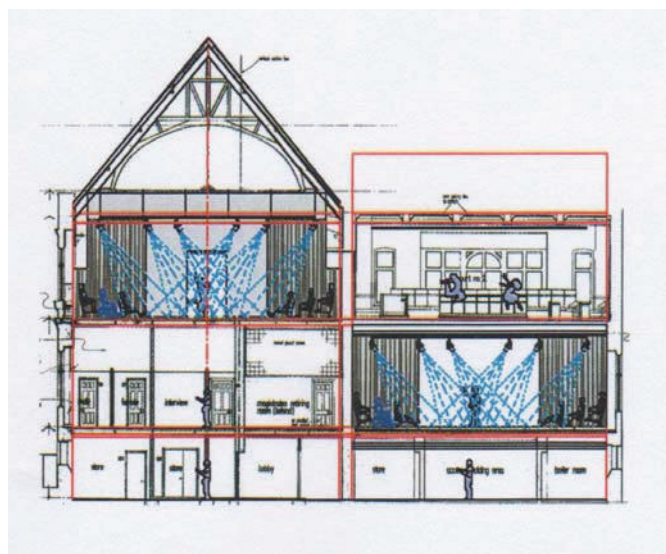


Cabaret Theatre



Studio Theatre

Alternative Layouts For Great Hall



Section

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WILTSHIRE COUNCIL

CABINET (CAPITAL ASSETS) COMMITTEE
26 July 2011

Subject: Policy for the Transfer of Community Assets

Cabinet Member: Toby Sturgis – Waste, Property and Environment

Key Decision: Yes

Purpose

1. To request that members confirm the Council's policy in respect of the Transfer of Community Assets.

Background

2. The Community Asset Transfer Policy was approved by Cabinet on 15th December 2009. It set out a framework whereby all properties declared surplus by the Council would be subject to consultation with Area Board members. There were three main strands:
 - Area Board Members should be pro-active in identifying priority community projects to ascertain whether the Council can assist delivery of that project through asset transfer;
 - There should be some tangible benefit to the community with the transfer being a specific catalyst to achieve a specific objective.
 - To make the process quick and easy, through the use of short-form templates and applying standard transfer documents as far as possible.
3. Cabinet resolved on 14th September 2010 to apply a further clarification to the process, by proposing a distinction between strategic and non-strategic property sales recognising the need to streamline the process to reflect the volume of sales expected through the Workplace Transformation Programme and the Corporate Plan. A strategic property is defined as having a value in excess of £250k, or if it has been identified to fund a strategic corporate project. A similar approach is taken where the property is being sold or transferred to a third party to deliver a corporate policy or statutory function.
4. The Cabinet Capital Assets Committee resolved on 10 January to request the Director of Resources to carry out a review of the Community Asset Transfer policy, and to report to a future Committee meeting with a proposed amended policy.

Main Considerations

Policy Description

5. The Council will promote and facilitate the transfer of assets currently in its ownership to community groups where the community value of such a transfer can be demonstrated to exceed the strategic value to the Council. The policy should sit alongside the equivalent policy regarding the delegation of services to Parish and Town Councils, but seeks to take a pragmatic approach to avoid unnecessary duplication between them.

Categorisation of Assets

6. Applications for a Community Asset Transfer will be considered in three main categories.
 - Category 1 – Applications for an asset that is defined as “Strategic” in terms of its contribution to the Council’s aims.
 - Category 2 – Applications for an asset that is not defined as strategic, but where the asset has third party land interests, complicated legal title issues, or where the asset is a building. Applications in this category may include instances where the status of the community group requires further confirmation.
 - Category 3 – Applications for an asset that is not defined as strategic, where the transfer would be a straightforward exercise following satisfactory legal title verification, and the community group’s status is clear or requires no further investigation.
7. By categorisation in this way, the following process will be tailored to suit the level of complexity associated the application and the asset in question.

The application process

8. It is proposed that further work be carried out between the relevant Area Board Manager, officers in Strategic Property Services, Legal Services and the Community Governance team to develop and update the guidance documents available to community groups, members, Area Board members and officers, to provide a clear and concise guide to the process and their roles within it.

9. It is proposed that three main stages exist for all community asset transfer requests:
 - 1) Pre-application Stage
 - 2) Application Evaluation and Decision Stage
 - 3) Legal implementation Stage
10. At the end of each stage, a key gateway exists. Key aspects of each stage are outlined below:

Pre-application Stage

11. Advice is available from officers in Strategic Property Services in advance of an application being made, to assist enquiries from groups who may be looking for piece of land or a building to meet a specific need.
12. During this stage, it should be possible to identify which of the above categories an eventual application may sit within, and to enable the depth of supporting business case and application information to be tailored accordingly.
13. This stage of the process should culminate in the following being produced:
 - Completed Community Asset Transfer Application Forms
 - Applicants Business Case
 - Community Area Managers Report
14. At the pre-application stage, any links between an Asset Transfer within scope for this policy, and a Service Delegation should be identified. It should be established at between the parties and officers of the relevant Council Departments which is the predominant factor. The predominant factor should dictate which policy prevails, in order to avoid duplication in processes and unnecessary complexity to the application and approval processes.

Application Evaluation and Decision Stage

15. On receipt of the application, Strategic Property Services will allocate it to the appropriate category. The governance and decision making process proposed is as follows:
16. For Category 1 applications – the application must first be considered by the Area Board to determine whether they support the application, and are satisfied by the credentials of the applicant and its business case. This should be based on the template report, and completed by the Area Board Manager.
17. If the Area Board recommends the approval of the application, they should submit the Community Area Manager's report to the Cabinet (Capital Assets) Committee for consideration as a strategic asset. The Committee

will decide whether the application's community benefits outweigh the strategic importance of the asset either in terms of its continued ownership by the Council or in terms of its importance to the Council's financial planning.

18. For Category 2 applications – the application will be considered by the Area Board on the basis of the Community Area Manager's Report. The Area Board has delegated authority to approve or reject the application, noting any complexities associated with the transfer process. A suitable outline timescale for the transfer should be identified, and the applicant should be able to confirm that they have the support available to progress the transfer process and respond to complex title issues within reasonable timescales.
19. Area Board Members in consultation with officers may need to consider:
 - (i) Any Legal matters relating to the property/terms of transfer.
 - (ii) Any financial costs/benefits/issues arising from the proposal.
 - (iii) Experience/capacity/capability of the Council/organisation involved.
 - (iv) Detailed risk assessment of the proposal.
 - (v) Details of the transfer agreement.
20. For Category 3 applications – the application will be considered by the relevant Area Board who will have delegated authority to approve or reject an application, on the basis of adequate checks by Strategic Property Services and Legal Services. Subject to the satisfactory input from the applicant, and reasonable timescales for responses from their legal advisors, such applications are expected to be completed within an eight week period from the point of approval of the application.
21. Where this period is likely to be exceeded for reasons that emerge through the process, the Council may consider the use of a licence to pass early possession of the asset to the applicant ahead of the formal transfer being completed. However, this approach should be reserved for exception cases, and priority focused on completing the land transfer within the timescale outlined in 20. above.
22. In all cases, the community proposal applicant would be required to submit a formal Business Case to support the proposal. This would enable officers to fully consider the implications to the Council of any asset transfer.
23. In straight forward cases, this could be done using a short form, the template for which could be prepared and managed by the Community Area Manager in conjunction with the applicant to speed up the process of assessing applications.

Legal Implementation Stage

24. This is the stage at which the legal transfer will be completed. During this stage, contact between Strategic Property Services, Legal Services and the applicant and their legal advisors will be ongoing. Even in straight-forward Category 3 transfers, this process may involve numerous exchanges, and this should be expected. The timescales within which each party responds should be reasonable, but it should be noted that the Council will do all that is reasonable to expedite the transfer once a decision has been made.
25. The use of standard template documentation is intended to ensure consistency and fairness, but also to help speed up the process of transfer.
26. Where the property concerned is land, in order to be consistent then this should be transferred to the community group (including Parish or Town Councils) on the same terms as those which were passed across to Salisbury City Council.
27. Where the property concerned is a building, there may be more complex terms to be applied. This should be noted by all parties, and explained carefully to applicants to avoid expectations on the speed of transfer to be unduly raised.

Environmental and climate change considerations

28. None.

Equalities Impact of the Proposal

29. The Business Case submitted by community groups should identify how they intend to provide equality of access for their proposed use of the asset. This should be a core consideration in evaluating applications.

Risk Assessment

30. Whilst there is a clear intention in favour of transfer of assets to provide local community services in appropriate cases, the Council has to consider its statutory and financial obligations as part of any such arrangements.
31. Members should note that this policy should not seek to pass across properties that become liabilities to community projects. There is a risk that a community proposal identifies a property that is not fit for purpose thereby undermining the sustainability of that project through an opportunistic transfer.
32. There may be risks resulting from some specific proposals but these will be dealt with as part of the individual assessment of each case.

Financial & Legal Implications

33. Members will be aware that in some cases the asset will underpin the Council's budget in terms of specific service reviews, including the Campus and Operational Delivery Programme. The loss of a significant capital receipt may be financially and legally unacceptable without being off-set by identified compensatory savings, irrespective of the merits of the community proposal. These implications will be assessed by the Cabinet Capital Assets Committee in evaluating Category 1 applications as determined in paragraph 16.
34. There may be other financial and legal issues connected with some specific proposals but these will be dealt with as part of the individual assessment of each case.
35. Since its introduction in December 2009 a high number of applications and pre-application requests have been received. This has thus far placed an unfunded revenue pressure on Strategic Property Services and Legal Services. The Council's Section 151 Officer has confirmed that the Council's internal staffing costs in Property and Legal Services associated with applications under this policy are able to be legitimately recovered from Capital Receipts. This will enable resource to be dedicated to the operation of this policy and would enable applications to be dealt with more pro-actively than has been possible until now.
36. Members are asked to note that since its introduction a backlog of requests has built up. This backlog will take some time to clear, but the above described policy and process will enable applications to be dealt with more swiftly in future.

Conclusions

37. This paper proposes a number of amendments to the Community Asset Transfer policy that are intended to improve the speed and clarity with which applications are dealt.
38. The implications of implementing the changes are considered to be minimal on applicants to the process, but will assist officers in progressing straight forward applications with a minimum of delay.
39. Further guidance will be developed to ensure that all parties involved in transfers are clear of the policy, its implementation and the roles and responsibilities of those involved.

Proposal

40. That the Cabinet (Capital Assets) Committee approves the above approach to the transfer of community assets.
41. That Cabinet (Capital Assets) Committee approves the following delegations of authority under this policy:

- a) Decisions related to Category 2 applications under the policy are delegated to Area Boards;
 - b) Decisions related to Category 3 applications under the policy are delegated to the Director Of Transformation & Resources following consultation with the Cabinet Member, Property and Development Control;
42. That a plan for communication of this decision be developed in conjunction with Democratic Services, Area Board Team and Communications, together with the development of an improved guidance document to support all parties involved in the process.

Reason for Proposal

43. To ensure that the Community Asset Transfer policy continues to be deliverable and that the policy remains relevant to the Council's objectives in line with the Business Plan, and evolving work related to building resilient communities.

Dr Carlton Brand
Director of Transformation & Resources

Report Author:
Neil Ward
Head of Strategic Property Services
Tel. 01225 713298

Date of report:
4th July 2011

Background Papers

The following unpublished documents have been relied on in the preparation of this report:

None

Appendices

None

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Wiltshire Council

Cabinet (Capital Assets) Committee
21 March 2012

Subject: Award of Facilities Management Service Contracts

Cabinet Member: Councillor John Noeken – Resources

Key Decision: No

Executive Summary

As part of the Council's Procurement and Commissioning Programme, Strategic Property Services are in the process of rationalising its existing contractual arrangements for the management and maintenance of its facilities.

Service Contracts relating to various aspects of Facilities Management (FM) on non-residential Council-occupied property stock is currently undertaken by a large number of contractors. Each of these contracts has its own individual service specification and contract terms, inherited from legacy arrangements that were in place prior to the creation the Unitary Authority. As such it is very difficult to ensure consistency across our facilities, and particularly difficult to manage performance, cost and risk across such a high number of disparate contractual arrangements.

In parallel with these operational difficulties, the Council is substantially rationalising its property stock, and in the process rapidly changing the way its buildings are used. The next two years are therefore seen as a period of change where the status quo of existing arrangements are untenable, but entering into long-term contractual arrangements is unadvisable due to the amount of change that will result over a relatively short period of time. In that period of time, the operating model for new Community Campus buildings will also become clear. The proposed contracts will therefore have a term of 2 years, with an ability to extend beyond that.

Procurement of new FM Service contracts is being conducted under the overarching governance of the Procurement and Commissioning Programme. An analysis of existing contractual arrangements has been completed ensuring that existing service provision is understood and lessons are learned from previous contracts, and that opportunities are identified, captured and implemented to maximise the opportunities to develop a consistent and pragmatic model through the procurement process.

A contract strategy has been devised and is being implemented to reduce considerably the total number of separate servicing contracts and to achieve efficiencies and economies of scale. Three main facilities functions are being procured through this exercise as separate "lots" within the exercise – Cleaning, Security and Keyholding, and Catering. The contracts are being procured under the OJEU Restricted Procedure comprising a Pre-qualification stage followed by a Tender stage, and tenders for the first contracts were returned during the week of 5th March 2012, with a view to award of contract in April to enable a transition between existing and new contracts to take effect

in the following months leading up to the occupation of the new MECH building on completion of Phase 1 of the County Hall refurbishment project.

The early stage of procurement included a bidders day, advertised locally and in the OJEU notice, and well attended by local Small and Medium-sized Enterprises as well as larger national firms, to explain the Council's aims with respect to the proposed new contracts, the nature of change across the estate and the longer term plans for future procurement of the services. At this event, representatives of the Wessex Chamber of Commerce were available to offer support to small business unfamiliar with such a procurement process. The tender shortlist has included a number of local SMEs on merit.

On receipt of tenders, the submissions from shortlisted firms will be evaluated against quality and price objectives determined within the tender documents.

Proposal

That Cabinet (Capital Assets) Committee authorises the Cabinet Member, Resources to use delegated authority to award FM Service Contracts for Cleaning, Security and Keyholding and Catering, following the satisfactory conclusion of the formal tendering processes.

Reason for Proposal

To put in place the means to consistently and cost effectively manage the Council's built facilities over a period of significant change in both service levels and occupied properties.

Carlton Brand
Corporate Director