

AGENDA

Meeting: CABINET CAPITAL ASSETS COMMITTEE

Place: Kennet Room - County Hall, Trowbridge BA14 8JN

Date: Tuesday 21 July 2015

Time: 2.00 pm or on the rising of Cabinet, whichever is the later.

Please direct any enquiries on this Agenda to Will Oulton, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713935 or email william.oulton@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 Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Systems Thinking, Procurement and Welfare Reform

Substitutes:

Cllr Keith Humphries	Cabinet Member for Health (including Public Health) and Adult Social Care
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Jonathon Seed	Cabinet Member for Housing, Leisure, Libraries and Flooding
Cllr Stuart Wheeler	Cabinet Member for Hubs, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services), Heritage & Arts and Customer Care
Cllr Philip Whitehead	Cabinet Member for Highways and Transport

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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 and Substitutions**

2 **Minutes of the previous meeting** (*Pages 5 - 8*)

To confirm and sign as a correct record the minutes of the Cabinet (Capital Assets) Committee meeting held on 19 May 2015, previously circulated.

3 **Leader's Announcements**

4 **Declarations of interest**

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

5 **Public Participation and Questions from Councillors**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Questions can also be asked by members of the Council. Written notice of questions or statements should be given to Will Oulton of Democratic Services by 12.00 noon on Thursday 16 July 2015. Anyone wishing to ask a question or make a statement should contact the officer named above.

6 **Swindon and Wiltshire Growth Deal - forward funding project development**
(*Pages 9 - 20*)

 Report by Dr Carlton Brand, Corporate Director.

7 **Demolition of East Wing complex Trowbridge and Bridge Centre
Chippenham** (*Pages 21 - 32*)

Report by Dr Carlton Brand, Corporate Director.

8 **Disposals List** (*Pages 33 - 38*)

Report by Dr Carlton Brand, Corporate Director.

9 **Urgent items**

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

10 **Exclusion of the Press and Public**

This is to give further notice in accordance with paragraph 5 (4) and 5 (5) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of the intention to take the following item in private.

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 Number 11 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 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.

Reason for taking item in private:

Paragraph 3 - information relating to the financial or business affairs of any particular person (including the authority holding that information).

Part II

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

11 **Disposal List** (*Pages 39 - 40*)

Report by Dr Carlton Brand, Corporate Director.


The items on this agenda reflect the key goals of Wiltshire Council, namely 'Work together to support Wiltshire's Communities', 'Deliver high quality, low cost, customer focused services and 'Ensure local, open, honest decision making'.

CABINET CAPITAL ASSETS COMMITTEE

DRAFT MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL,
TROWBRIDGE BA14 8JN on Tuesday, 19 May 2015.

Cllr Fleur de Rhé-Philipe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Systems Thinking, Procurement and Welfare Reform

Also in Attendance: Cllr Jonathon Seed and Cllr Richard Clewer

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

49 Apologies and Substitutions

There were no apologies.

50 Minutes of the previous meeting

The minutes of the previous meeting, held on the 11 November 2014, were presented.

Resolved

To approve as a correct record and sign the minutes of the meeting held on 11 November 2014.

51 Leader's Announcements

There were no announcements.

52 Declarations of interest

There were no declarations of interest.

53 Public Participation and Questions from Councillors

There were no questions.

54 Council House Building Project - Westbury Extra Care

Councillor Jonathan Seed, Cabinet Member for Housing Leisure, Libraries and Flooding, presented the report which recommended that Cabinet agree to provide funding to support the remodelling of a sheltered scheme in Westbury for the provision of accessible, fit for purpose accommodation for older people in the community and to ensure the building can accommodate the provision of an extra care service that could offer an alternative to residential care.

Issues discussed included: How extra-care housing provided a viable alternative to residential care; the additional services available to the wider community through the scheme; that the Area Board had been made aware of the scheme; that the scheme was in a remodelled building which had placed some constraints on the design; that there is some accommodation available for guests; and that the Council will retain all the allocation rights for the scheme.

Resolved

To delegate authority to the Associate Director for Adult Care Commissioning and Housing in consultation with the Cabinet Member for Housing (excluding strategic housing), Libraries, Leisure and Flooding to authorise the commitment of grant funding of £625,000 to support the delivery of the project and to sign a funding agreement on behalf of the Council.

Reason for Decision:

The Westbury scheme will provide good quality, fit for purpose, accessible accommodation for older people with an assessed care need, thus ensuring that they are able to live independently for as long as possible. The scheme will offer an alternative to residential care and will be able to deliver the extra care services outlined in the Older People's Accommodation Development Strategy.

Through the development of the site, the Council would benefit from the provision of remodelled housing to meet the needs of the growing older Population in Westbury. Additionally, this development would improve choice and control for older people with an assessed care need and provide a vital community resource, through the refurbished communal areas. Work is being undertaken to determine how these communal areas can be used to offer services to residents and local people in the future.

This development will protect some of the most vulnerable older people by reducing the likelihood of falls and hospital admissions whilst ensuring independence is maintained and also meets a number of the outcomes in the Business Plan.

55 Urgent items

There were no urgent items.

(Duration of meeting: 2.00 - 2.07 pm)

These decisions were published on the 19 May 2015 and will come into force on 27 May 2015

The Officer who has produced these minutes is Will Oulton, of Democratic Services, direct line 01225 713935 or e-mail william.oulton@wiltshire.gov.uk
Press enquiries to Communications, direct line (01225) 713114/713115

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Wiltshire Council

Cabinet Capital Assets Committee

21 July 2015

Subject: Swindon and Wiltshire Growth Deal – forward funding project development

Cabinet Member: Councillor Jane Scott OBE
Leader of the Council / SWLEP Board Member

Key Decision: Yes

Executive Summary

The Swindon and Wiltshire Growth Deal was agreed between Government and the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) between July 2014 and January 2015. In total £140million of devolved Government funds were allocated to the SWLEP area to support delivery of several major infrastructure projects. In Wiltshire, over £38million pounds has been allocated to eight different projects, attracting an additional £39million of local investment from the private sector, developer contributions and Wiltshire Council.

The project business cases submitted to Government were developed to a level required to secure Government grant funding. Wiltshire Council is now in a position to ensure the successful and timely delivery of our Growth Deal projects by developing them up to Full Business Case status ahead of delivery.

Proposal

That Cabinet agrees to cash flow the development costs for Growth Deal projects in the Wiltshire Council geography (recoverable from the allocated Local Growth Funds during delivery), to ensure that our Growth Deal is delivered to time, to cost and to quality.

That Cabinet delegate's authority to the Section 151 Officer in conjunction with the Leader of the Council and the Associate Director for Economic Development and Planning, to resource the upfront development costs for further business case development work on identified projects and to ensure that forward funding is cost neutral over the period of cash flow.

Reason for Proposal

To ensure that projects proposed by Wiltshire Council as part of the Swindon and Wiltshire Growth Deal are sufficiently developed to enable efficient delivery to time, to cost and to quality.

Dr Carlton Brand
Corporate Director

Wiltshire Council

Cabinet Capital Assets Committee

21 July 2015

Subject: Swindon and Wiltshire Growth Deal – forward funding project development

Cabinet Member: Councillor Jane Scott OBE
Leader of the Council / SWLEP Board Member

Key Decision: Yes

Purpose of Report

1. This report seeks permission from Cabinet Capital Assets Committee to forward fund through Wiltshire Council resources the further development work required on a number of Growth Deal projects. These costs will be capitalised and recovered through the Local Growth Fund allocations secured for each project.

Relevance to the Council's Business Plan

2. The following key actions and outcomes in the Council's Business Plan are relevant to this report:

Key Action Two: Stimulate economic growth in partnership with the SWLEP

Outcome One: Wiltshire has a thriving and growing economy

Outcome Three: Everyone lives in a high quality environment

3. The Swindon and Wiltshire Growth Deal provides much needed capital investment towards a range of infrastructure projects that underpin our economy, including highways improvements, urban regeneration and business and economic development.

Background

4. The Swindon and Wiltshire Growth Deal was agreed between Government and the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) between July 2014 and January 2015. In total £140million of devolved Government funds were allocated to the SWLEP area to support delivery of several major infrastructure projects. In Wiltshire, over £38million pounds has been allocated to eight different projects, attracting an additional £39million of local investment and supporting the creation of over 7,000 jobs locally.

5. The project business cases submitted to Government were developed to a level required to secure Government grant funding. Wiltshire Council is now in a position to ensure the successful and timely delivery of our Growth Deal projects by developing them up to Full Business Case status ahead of delivery in 2016/17, as per the requirements of the SWLEP Assurance Framework. The indicative collective cost of this work is £670,000.
6. Whilst these costs present a short term revenue implication to the Council which is in addition to £391,000 (please see Appendix 1) of funds already spent against future secured Local Growth Fund allocations (obtained through an Earmarked Reserve Drawdown Request in July 2014), the costs incurred to develop the projects will be recovered from the Local Growth Fund allocation for each project. Therefore the request is to cash flow the development work and not to provide additional funding on top of the allocated Local Growth Fund grant.

Main Considerations for the Council

7. The project business cases that were submitted to Government as part of the Growth Deal negotiations in spring 2014 and winter 2014/15 were strategic outline business cases representing an early stage of project development. Because of this the successful projects require further development work to ensure that they are properly costed, deliverable and offer good value for money prior to delivery commencing. In addition, it is a requirement of the newly adopted SWLEP Assurance Framework that project sponsors develop projects to Full Business Case status, in line with HM Treasury and Department for Transport standards, prior to commencing delivery and the release of funds.
8. This section of the report details the costs attributed to the development of funded projects and the timeframe within which the funds will be returned to the Council. The table below gives an overview of costs of work required, when the costs will be incurred and when they will be repaid to the council through LGF allocations. A summary of each scheme is then given below.

9. **Table 1. Project development summary**

Project	Work required	Cost of work	When required	When recovered
Chippenham Station redevelopment	DfT OBC. Detailed design. Planning.	Circa £350k	2015/16	2016/17
Corsham Digital Campus	HMT FBC. Detailed design. Planning.	Circa £350k	2015/16	2016/17

10. **Chippenham Station Redevelopment**

The Chippenham Station Redevelopment project has been ‘retained’ by the Department for Transport (DfT) as a ‘Major Scheme’. As such, Wiltshire Council as scheme promoter is now required to complete a DfT compliant WebTAG Full Business Case for the scheme prior to an additional funding agreement being reached with DfT. The cost of this task is anticipated to be up to £350,000.

These costs will be recovered by the Council in 2016 when the allocated LGF funds for the project become available. Should the business case not be successful in achieving sign off and agreement from DfT, DfT have indicated they would honour the costs spent on developing the business case. This will be followed up to ensure we have an official written response from the department to this affect which will de-risk the investment for Wiltshire Council. The Wiltshire Council section 151 officer will keep the Cabinet Capital Assets Committee informed of developments in this regard.

13. Corsham Digital Campus

The Corsham Digital Campus requires developing up to and including detailed design. This includes an in depth review of the scope and scale of the project including specialised client support, full site surveying, architectural design, planning and construction project management. The collective costs of these activities are anticipated to be up to £350,000. £30,000 was approved as part of the original business case so this report is seeking a further £320,000. These costs will be recovered by the Council in 2016 when the allocated LGF funds for the project become available. Without carrying out this work the project is unlikely to be delivered inside the 2016/17 window due to lead in times for the works to be completed and approved by the planning authority.

14. Future Project Development Costs

This report refers to those projects which require additional development work due to be delivered or commence delivery in the 2016/2017 delivery period. Within the Swindon and Wiltshire Growth Deal there are several other projects due to be delivered in later years in the Growth Deal delivery period 2015 – 2021. A number of these projects will require additional development work which could be carried out in advance of the allocated grant funds being made available. Officers are continuing to develop these potential costs in order to provide an ongoing review of potential future expenditure. All future requests to forward fund pre-delivery requirements will continue to be communicated to the Cabinet Capital Assets Committee for review and decision.

15. In addition the SWLEP are currently carrying out a review and refresh of the Strategic Economic Plan (SEP). This work is likely to identify and prioritise a number of new projects that were not part of the original SEP, and therefore not part of the original funding bid. Cabinet Capital Assets Committee (CCAC) has identified and recognised through monitoring reports the need to allocate up to £800,000 to develop the business cases for future projects. The costs incurred from this allocation have since been recorded against the future grant funding amounts following success in securing funds through Growth Deal Round Two. As part of the SEP refresh, officers are continuing to identify a prioritised list of projects which will be presented to CCAC with a view to realigning the project development fund allocation to the new priority project list.

Safeguarding Implications

16. There are no safeguarding issues related to this report.

Public Health Implications

17. The local economy is a known contributor to the wider determinants of health. A struggling local economy can lead to higher unemployment throughout the local population. This in turn can impact on the mental and physical health of the population in terms of increasing levels of personal debt and associated mental ill health, fuel poverty, child poverty and homelessness.
18. The work of the SWLEP delivered through nationally competitive Growth Deals, aims to deliver over 25,500 jobs in Wiltshire and attracts over £500 million of private sector investment to our economy. This will help ensure that Wiltshire's economy remains strong and resilient and that employment figures remain high.
19. There are potentially large population-level health gains to be made by shifting to more active modes of commuting, which include public transport alongside walking and cycling. The majority of commuters in Wiltshire use private motor transport as their main mode of travel. Redevelopment of one of the county's key rails stations should be a welcome boost to public health, promoting both increased physical activity as well as wider health gains offered by more sustainable transport solutions.

Corporate Procurement Implications

20. The project development works discussed in this report will be procured from relevant parties in line with the Wiltshire Council regulations and process pertaining to corporate procurement. Advice and guidance will be sought from the Corporate Procurement Unit prior to embarking on any procurement activities.

Environmental and Climate Change Considerations

21. Through the development of the Growth Deal there will be an increase in demand for, and consumption of, energy in Wiltshire. However, these proposed developments also present opportunities for innovative and pioneering solutions in terms of meeting the challenges ahead of rising energy costs and disrupted supply.
22. The Growth Deal offers the chance to support the necessary transition to a low carbon economy which will reduce energy costs and consumption, as well as securing supply for businesses and residents. Through the Growth Deal

Wiltshire can develop and grow into a low carbon business destination of choice.

23. The planned housing, road improvements, and business growth and expansion, provide an opportunity to embed the development of a low carbon infrastructure and sustainable building practices. This in turn will also support the local skills agenda, offering opportunities for apprenticeships, up-skilling of the workforce and supporting emerging technologies and patent development.
24. The planned road and rail improvements will also ensure that innovative sustainable transport solutions and networks are fully explored. This will enable affordable low carbon travel throughout the county for business, domestic and tourism.

Equalities Impact of the Proposal

25. The Department for Business, Innovation and Skills published its Equality Impact Assessment (EQIA) for Growth Deals in July 2014. The report concludes that the Growth Deal programme has no adverse impact on any protected group and that the proposed funding decision is neutral in advancing equality of opportunity between persons who share the relevant protected characteristic and persons who do not share it.
26. As projects develop, Wiltshire Council officers will continue to consider the equality implications locally and ensure that there are no negative impacts. This will be done throughout the life of their development and delivery.

Risk Assessment

27. The table below captures the risks together with impacts and probability assessments and mitigation suggestions.

Risk	Impact (0-4)	Prob (0-4)	Total	Mitigation
Approved grant funding is withdrawn causing the projects to be undeliverable and creating unbudgeted revenue cost for the Council.	4	2	8	The Council is in receipt of a written provisional allocation of funding from Government outlining the extent of the LGF grant. Where necessary officers have sought assurances from Government departments that repayment of forward spending on project development will be honoured should the project funding be withdrawn. This needs to be progressed so that we have official written confirmation. Officers will continue to communicate with Government officials and monitor any change to this agreement.
Detailed design and Full				Business Cases have been

Business Case development increases project costs due to discovery of abnormalities.	4	2	8	developed to Outline Business Case level and have been reviewed and approved by Government. A staged approach to Business Case development seeks to reduce the overall risk of the investment. Any changes to scope and scale will be reviewed by the SWLEP Board and Wiltshire Council Capital Assets Committee before proceeding to delivery.
Business Cases are rejected by SWLEP and/or Government	3	1	3	The Business case development has followed the HMT Green Book methodology and staged approach. At each stage the detail has been improved upon and agreement has been sought. Engagement and enthusiasm for the delivery of the project remains from all stakeholders who will continue to be informed of developments.

Risks that may arise if the proposed decision and related work is not taken

28. Should the funds not be made available ahead of planned delivery then there is a likely risk that the projects will not be delivered within the planned delivery timeframe.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

29. The approved grant funding agreement has not been received by Government for any of the projects which require further development work ahead of their grant funding allocation becoming available. Grant funding confirmation for project starting delivery in 2015/16 was received five weeks before funds were made available. Therefore it is unlikely that confirmation for projects starting delivery in 2016/17 and beyond will be received more than a month prior to the start of the funding year for each project. Therefore there is a small risk that the funding could be withdrawn from the SWLEP and reallocated. This would ultimately cause an unbudgeted revenue cost for Wiltshire Council for the funds spent developing the projects in advance of grant funding.
30. Where possible, officers have sought assurances from Government departments that costs incurred to develop the projects to a level of deliverability will be honoured, regardless of whether the project is delivered or not. This needs to be followed up with official written assurance from the relevant departments.

Financial Implications

31. CCAC approved £800,000 of Development costs for specific Local Growth Fund projects in July 2014. Actual spend to date totals £165,000 on these identified

schemes, leaving a balance of £635,000. £226,000 has also been spent on LTB Scheme A350 North of Chippenham Bypass which was subsumed into the Local Growth Fund. The first allocation of Local Growth Fund funding has now been released for this project.

32. Therefore in total £391,000 has been spent so far on developing business cases. All of this spend has been on projects that have now secured Local Growth Fund grant. These costs have been recorded against capital and will be retrospectively applied to the Local Growth Fund grant. As these costs have been incurred prior to Local Growth Fund grant being received Wiltshire Council has had to cashflow them; some schemes do not get an allocation until 2019/2020.
33. If these schemes do not progress and create an asset these costs will need to be moved to revenue or when official written assurance has been received could be honoured by the departments and can still be allocated against the Local Growth Fund grant. Officers need to follow up indicative assurances to ensure official letters from the relevant departments are received.
34. Porton Science Park Development costs have not been included in this report as this was covered separately in the Cabinet report on 7 October 2014 due to the different circumstances surrounding the project.
35. This report is requesting approval to cashflow a further £670,000 for two Local Growth Deal projects (£350,000 less £30,000 already approved for Corsham Mansion House - see paragraph.13, and £350,000 for Chippenham Station). Both projects have Local Growth Fund grant allocations in 2016/2017. If approved this would result in Wiltshire Council having to cashflow up to £1,470,000 for Local Growth Fund development costs until the Local Growth Fund grant is received. This is set out in Appendix One and includes the £670,000 requested in this report and the £800,000 already agreed by CCAC in July 2014. In addition to this, approval was also given on 17 March 2015 to cashflow £1,670,000 to accelerate the delivery of A350 Dualling Chippenham Bypass (Bumpers Farm) to enable completion in 2015/2016.
36. This new request would take the overall cashflow position for Local Growth Fund to a total of £3,140,000. This potential means a loss of interest of circa £18,800, and/or incurring borrowing costs of circa £314,000 (although at present forecasts suggest there is less need to borrow and as such these costs are not felt likely before 2018). The benefit of cash-flowing these projects over the potential cost is the continued development of key economic and transport projects in Wiltshire and attracting monies from Government to support that agenda. As such at this stage the cash flow option is supported. Continued monitoring of project development is required to CCAC to assess at the earliest opportunity any costs that are unlikely to materialise in a capital asset in order

that the risk of costs reverting to revenue is managed as well as identifying where this cost would be funded. In addition, the Council will pursue legal agreements with third parties for some or all of this liability to mitigate and transfer any risks.

37. A summary table has been provided in Appendix 1.

Legal implications

38. Lead officers have been working closely with colleagues in Legal Services to ensure that Growth Deal projects comply with European State Aid Regulations and other legal requirements. An officer group has been established between lead officers, finance officers and senior solicitors to ensure that legal issues are identified and discussed at the soonest opportunity in project development so that support and advice can be provided.
39. The Monitoring Officer at Wiltshire Council has been engaged with colleagues from SWLEP and Swindon Borough Council to ensure efficient and robust governance arrangements are in place to monitor Growth Deal delivery and development.
40. As part of the SWLEP Assurance Framework all Growth Deal project promoters are required to develop full business cases up to HMT Green Book or DfT WebTAG compliant standards. The Assurance Framework states that the Accountable Body section 151 officer will be responsible for approving the Full Business Case and that the conditions of funding will be based on this review. Therefore Wiltshire Council as Accountable Body has a responsibility to ensure these standards are maintained.

Options Considered

41. The following options have been considered:
- a) Option One: Forward fund the development of those Growth Deal projects that have received a Local Growth Fund allocation and seek the costs back from the grant allocation once available. (Preferred Option)
 - b) Option Two: Do not forward fund the development of those projects that have received a Local Growth Fund allocation and delay project development until the funding has become available, accepting the slippage to project delivery that this will cause.

Conclusions

42. Wiltshire Council has been successful in securing significant funding to deliver a number of high value infrastructure projects. In order to deliver the projects within the timeframes stipulated by Government a level of pre-delivery detailed design work needs to be completed on four of the projects at a cost of £700,000. Whilst

Wiltshire Council could delay the completion of this work until the allocated grant funds the impact of this will be felt on the delivery timetable and projects will ultimately suffer significant slippage on delivery.

Alistair Cunningham
Associate Director Economic Development and Planning

Report Author:
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Strategic Economic Programmes Manager
01225 713965
Jay.gascoigne@wiltshire.gov.uk
31 March 2015

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



SWLEP%20AF%20MA
STER%20FINAL%20ar

SWLEP Assurance Framework



Business%20Plan%20
Priority%20Earmarked

Growth Deal' Earmarked Reserve Drawdown Request – July 2014

Appendices:



Appendix 1.xlsx

Appendix One: Local Growth Fund Summary Position

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Wiltshire Council

Cabinet Capital Assets Committee

21st July 2015

Subject: Demolition of East Wing complex Trowbridge and Bridge Centre Chippenham

Cabinet member: Cllr Toby Sturgis Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing)

Key Decision: No

Executive Summary

The council has a long standing business plan commitment to continue to rationalise its property portfolio. At the same time the council is actively working to promote the economic wellbeing of the county as a whole and Trowbridge and Chippenham specifically. To further this agenda the opportunity to demolish both the East Wing complex and Bridge Centre Chippenham has presented itself. The predicted cost of the demolition of both the East wing Complex and the Bridge centre is between £1m to £1.27m

Before demolition can commence, each of the buildings needs to be vacant so that utilities can be disconnected. There are a number of council services staff and 3rd party groups occupying buildings at the two sites. These include...

- Library Service
- Wiltshire and Swindon Learning Resource centre
- Bustard Club (notice served, will vacate by 31st October 2015)
- Learning and Development team
- Unison
- Chippenham Folk Festival
- Paper and Equipment Storage (purge, cataloguing and removal already underway)

As well as the costs of the physical demolition of the buildings, there will be associated costs for the relocation of the above services from the Chapmans building. Funding for the demolition of Chapmans is not available until after April 2016 and relocation costs of services need to be quantified. As such the demolition of Chapmans will form phase 2 of the demolition and will commence post April 2016 subject to further approval.

A further option in respect of the Bridge centre is the potential to turn it into a carpark prior to it being redeveloped. The options for car parking include a pay and display, staff car parking or residents permit parking. The viability for car parking and whether this investment pays back will be dependent on the speed at which the site can be redeveloped.

Proposal(s)

Authorise the Head of Strategic Asset and Facilities Management to proceed with the demolition East Wing complex Phase One and treat it as a 'cost of sale'.

Authorise the Head of Strategic Asset and Facilities Management to proceed with the demolition of the Bridge Centre and treat as a 'cost of sale'. Execute this demolition in line with option one- demolition and clearance.

Authorise the Head of Strategic Asset and Facilities Management, in consultation with the Cabinet member for property to secure vacant possession of the Bridge centre site.

Reason for Proposal

To support the ongoing rationalisation of the Council's estate and prepare the sites for sale.

Barry Pirie

Associate Director People and Business

21st July 2015

Subject: Demolition of East Wing complex Trowbridge and Bridge Centre Chippenham

Cabinet member: **Cllr Toby Sturgis** Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing)

Key Decision: **No**

1. Purpose of Report

- 1.1. To outline the phasing and process for the demolition of both East wing complex Trowbridge and the Bridge centre Chippenham.
- 1.2. To seek authorisation to relocate existing services and groups currently occupying the buildings to alternative accommodation.

2. Relevance to the Council's Business Plan

- 2.1. The council has a long standing business plan commitment to continue to rationalise its property portfolio. At the same time the council is actively working to promote the economic wellbeing of the county as a whole and Trowbridge and Chippenham specifically. Both Trowbridge and Chippenham represent 'principle settlements' as defined by the core strategy. The principle settlements are strategically important centres and the primary focus for development. This will safeguard and enhance their strategic roles as employment and service centres.

3. Main Considerations for the Council

- 3.1. The predicted cost of the demolition of both the East wing Complex and the Bridge centre is between £1m to £1.27m
- 3.2. Before demolition can commence, each of the buildings needs to be vacant so that utilities can be disconnected. There are a number of staff from different council services and 3rd party groups currently occupying the buildings at the two sites. The East Wing site is also used for storage of paper and equipment. These include...
 - Library Service
 - Wiltshire and Swindon Learning Resource centre
 - Bustard Club (notice served, will vacate by 31st October 2015)
 - Learning and Development team
 - Unison
 - Chippenham Folk Festival
 - Paper and Equipment Storage (purge, cataloguing and removal already underway)

- 3.3. Funding for the demolition is only available to cover phase one of the East Wing complex and the Bridge Centre. this means that Chapmans will remain in situ until April 2016.
- 4.
- 4.1. As well as the costs of the physical demolition of the buildings, there will be associated costs for the relocation of the above services. After a number of discussions with local agents and a search on-line, the general consensus is that there is a real shortage of industrial space for the size required by the Library Service and WSLR centre. A number of units are either let or the quality of the accommodation will not suit the space requirements for these services These Alternative locations are
- 4.2. The demolition of the Bridge Centre can be achieved within 7- 9 months and is likely to be redeveloped within 2 years. As such the provision of car parking at the site will not pay back in time.
- 4.3. One of the out buildings in the bridge centre is currently used by the Chippenham Folk Festival and the nature of their occupation is unclear. Negotiations to relocate this use are ongoing at this time.

5. Background

- 5.1. Both the East Wing complex and the Bridge Centre represent strategic sites within Trowbridge and Chippenham respectively.
- 5.2. The East Wing complex is made up of 6 buildings as shown in figure 1. While the intention for a number of years has been to sell the East Wing complex, it forms part of the wider aspirations of regeneration and potential campus proposals in Trowbridge. Economic Development and Planning are leading the development of a masterplan and feasibility for the redevelopment of the site.

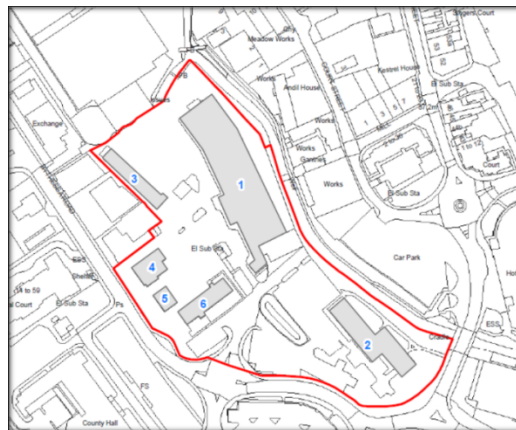


Figure 1: East Wing Site plan

- 5.3. The Bridge Centre, shown in figure 2, was subject to a development agreement pre Nov 2014. CCAC subsequently agreed the following in terms of the development agreement back in Nov:
- To allow the Development Agreement to end on the 18th of November without further extension;
 - To authorise officers to work with local partners and the community to produce a development brief for the site which will meet the needs of the town in the future as outlined in the Chippenham Masterplan.

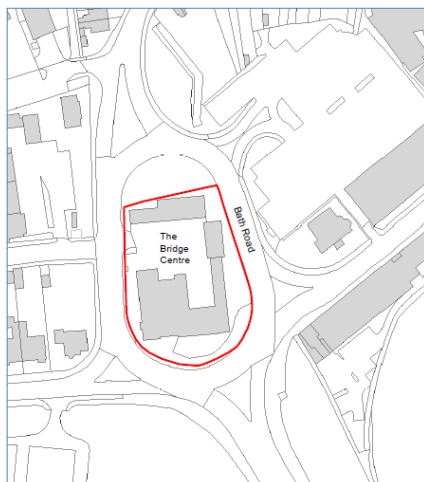


Figure 2: Bridge Centre, Chippenham

5.4. In order to further the redevelopment of both sites and deliver the wider regeneration aspirations in both towns, the sites are to be demolished. The demolition of the sites will also aid the marketing and ultimate sale of the sites by increasing the attractiveness of the sites for redevelopment.

6. Demolition of East Wing Complex

6.1. Half the buildings standing on the East Wing site are void while the remainder are occupied by either council or third parties. The predicted revenue cost of keeping site in its current state for 2015/2016 is approximately £221,654.

6.2. The current status of the buildings and their running costs are summarised in table 1. The learning and development service is in the process of being relocated and the Chestnuts building will be vacated by September. This would leave only the Bustard Club (until 31st October) and Chapman's as occupied buildings.

6.3. Notwithstanding the users of the buildings, the area around the building is currently used as a staff carpark. These car parking spaces will be impacted by the process of demolition as contractors set up on site and make the area safe during demolition.

Key	Building	Status	Occupier	Current building revenue cost
1	Chapman's	occupied	Swindon and Wiltshire Learning resource centre IT Library Central Service Storage	£70,763
2	East Wing Building	vacant	N/A	£127,194
3	Old Brook House	vacant	N/A	£4,080
4	Bustard Club	Occupied (until 31 st October)	Third party social club	£6,289
5	New Brook House	vacant	N/A	£4,073
6	Chestnuts	occupied	Learning and development service	£9,253
Total				£221,654

Table 1: East Wing Complex current status

- 6.4. Indicative timings suggest that the entire site can be demolished within 32-36 weeks. However given that funding does not exist to cover the demolition costs of the Chapman's or the costs of relocating the library service the demolition is to be phased. The demolition will be carried out in 2 phases as set out in table 2.

Phase	Building	Predicted demolition time	Projected Costs
1	Old Brook House	16-18 weeks	£400- £450k
	New Brook House		
	Chestnuts		
	Bustard Club		
	East Wing Building		
2	Chapman's	16 weeks (inc 12 weeks for asbestos removal)	£250k-£350k
Demolition Total			£650k – £800k
Surveys			£14k-£17k
Contingency @ 15%			£98k- £122k
Total		32-34 weeks	£850k-£939k

Table 2: projected cost for the demolition of Easting Complex

- 6.5. The predicted demolition cost of the East Wing Complex is between **£850,000 and £939,000**. This includes the cost of asbestos removal from all of the buildings which is estimated to be £381,936.
- 6.6. Demolition consent for the entire site has been secured following submission in May. This should mean that application is determined in early June. Between then and now, further investigative works are being undertaken and quotes for contractors and consultants are being sought.
- 6.7. The physical demolition of the buildings is dependent upon utilities being disconnected. Disconnecting utilities is dependent on vacant possession of the buildings and supplier and District Network Operator workload. Assuming all notifications have been served, the disconnection process is likely to take 4 weeks. The steps involved in disconnection can be summarised as...
- Supplier removes meter
 - Supplier sends data flow to DNO saying meter is removed
 - DNO book in removal supply (dependent on their workload)
 - DNO attend, there are no issues and supply can be removed
 - Supply removed
- 6.8. . Due to lease arrangements, vacant possession of the Bustard Club will be secured until the end of October 2015. Following vacant possession of the Bustard Club, the process of disconnection can be implemented allowing phase 1 of the demolition to be commenced from the 1st November.
- 6.9. The East Wing building is also vacant; however the gas connection to Chapmans is routed via the East Wing Building. As such, disconnection of East Wing will require alternative heating supply for Chapmans to be secured until phase 2 is underway post April 2016.
- 6.10. Between now and April 2016, further work will be undertaken to quantify the costs and practicalities of relocated the library service and WSLR centre.

An indicative timeline has been prepared (appendix 1) showing the main stages of the demolition.

7. Demolition of Bridge Centre Chippenham

7.1. The Bridge Centre is a less complicated site than the East Wing Complex. As such the demolition of the site will be less complicated and costly. The estimated cost of demolition and clearance of the site is estimated to be £150,000. Demolition of the Bridge Centre is likely to take between 7 to 9 months.

7.2. The main part of the Bridge Centre is already vacant but one of the out a buildings is used for storage by the Chippenham Folk Festival. It would seem that this arrangement dates back to before the formation of Wiltshire Council and the nature of the agreement is un-defined. This has the potential to impact on the ability of the council in securing vacant possession of the site. Since direct delivery of youth activity ended at the site attempts have been made to provide suitable alternative accommodation. These negotiations have, to date, proved unsuccessful but are ongoing.

7.3. The council's Economy and Planning service is working on a development brief for the site and it is expected that redevelopment will commence within 18 months to 2 years. The key consideration for this site is whether to turn it into a carpark prior to it being redeveloped. Table 3 shows the various options, additional costs, income and pay back for various parking options.

	Nature of the works	Demolition costs	Additional cost	Total	Estimated income p.a	Estimated annual running cost
Option 1 Demolition only	Demolition and clearance of site only	£150,000	None	£150,000	n/a	n/a
Option 1 Permanent Pay and display carpark	Resurfacing with tarmac, associated highway works	£150,000	£133,000	£288,000	£50,000	£4,000
Option 2 Staff permit only	Loose gravel with permit only enforcement	£150,000	£45,000	£195,000	None	£4,000
Option 3 Shop workers long stay	Loose gravel with permit only enforcement	£150,000	£45,000	£195,000	£14,560	£4,000

Table 3: Estimated costs of each option

7.4. There is one existing vehicle access into the Bridge Centre located on the western side. This serves both in and out movements. If converted to a car park this arrangement will be inadequate due to the increased vehicle numbers and the potential danger of vehicles turning in having to turn across outbound vehicles. To avoid this, outbound vehicles would have to be directed onto the offside of the exit which is counter intuitive. A better option would be to split the inbound movements from the outbound by creating a new exit on the eastern side and utilising the existing access point for inbound only. The position of the new exit will need some careful thought to provide both sufficient visibility to traffic on the bridge centre circulatory and for those exiting the car park to have sufficient room and time to get into the correct lane of the gyratory.

7.5. As well as alterations to the access, the provision of a carpark will create a larger surface catchment area than currently exists. Current practise from

Wessex Water and the Environment Agency is that discharge rates should match that being experienced prior to development taking place. In practise this means that some form of onsite attenuation and a controlled rate of discharge will be required. This can be achieved through buried tanks or shallow pipes under the new car park construction.

7.6. While it is possible to reshape the site into a carpark following demolition, it does not make financial sense to do so. Implementing option 1 would require a carpark to generate £70,000 in income to pay back within the 2 year redevelopment time frame. While the options are cheaper to implement, their potential incomes are lower (or nil) which extends the payback period. If income targets are missed or the redevelopment of the site is brought forward, the council would retain the financing and interest costs over a 25 year period.

7.7. Demolition of the Bridge Centre is likely to take between 7 to 9 months. A detailed plan will be drawn up once confirmation has been received in respect of the approach to carparking

8. Safeguarding Implications

8.1. None

9. Public Health Implications

9.1. The appointed contractors would hold the relevant public liability insurance and need to comply with the latest best practice. Both sites will be secured during the demolition process in order to minimise any risk to the public and staff. Specialist contractors will be used for the removal of asbestos from the buildings in a controlled way.

10. Corporate Procurement Implications

10.1. Consultants are being procured following the councils procurement procedure. Following procurement of a consultant, a contractor will be sourced. This will require a tender as per the council's procurement process.

11. Equalities Impact of the Proposal (detailing conclusions identified from Equality Analysis, sections 4 and 5)

11.1. None

12. Environmental and Climate Change Considerations

12.1. The demolition of and ultimate disposal of the East Wing complex and Bridge Centre will remove these buildings from the councils portfolio. This will have a knock on impact on the energy consumption.

12.2. The execution of the demolition will ensure that, while asbestos is removed from site, spoils will be left on situ. This will allow the future developer to use the spoils as aggregate for the development. This will reduce the amount of vehicle movements required to bring material to the site.

13. Risk Assessment

Risks that may arise if the proposed decision and related work is not taken

13.1. Keeping both sites in situ increases the potential for the sites being a target for vandalism and graffiti. As well as this being a reputational risk, it

runs counter to the objective of regenerating the towns of Chippenham and Trowbridge.

- 13.2. The demolition of the sites will enable them to be presented as 'development ready' in order to further the regeneration aims in both Chippenham and Trowbridge. Furthermore works to demolish the site serve to remove barriers to redevelopment. As such leaving the sites standing, and leaving the demolition and clearance to the developer could impact on the development potential of the sites.

14. Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

- 14.1. The key risk with the demolition of each site is securing vacant possession of the buildings. For The East Wing vacant possession will require the re-location a number of services including, libraries, IT, Learning Development and Unison. Failure to relocate these services will result in a delay to the overall demolition programme. Furthermore it will result in additional costs for increased utilities, NNDR and potential costs for remedial works following the electrical safety check in February. 2016.
- 14.2. Disconnection of utilities is a notorious fickle process which relies on both the supplier and district network operator (DNO) and is outside the influence of the council. As such the disconnection could add significant delay to the process. This could be further exacerbated by a delay in relocated staff and storage from the various buildings. Any delay in securing vacant possession will delay the contract and have cost implications.
- 14.3. The cost of demolition is expected to be funded as a 'cost of sale' meaning it will be netted off the final capital receipt of the sale of the site. Failure to sell the site, or otherwise achieve a lower than expected sale price will mean the funds cannot be recouped.
- 14.4. It should be noted that continued use of the East Wing car park whilst demolition works are being carried on may have safety implications for employees using the car park and its use will have to be effectively managed to ensure the safety of users. The contractor will be required to provide adequate public liability insurance and to indemnify the Council in respect of all costs, claims, liabilities etc.

15. Financial Implications

- 15.1. The combined cost for the demolition of both the East Wing Complex and the Bridge centre are predicted to be between £1m and £1.27m. Split into 2 phases the demolition can be financed in two parts from the Capital Financing Review. Both phase one of the East Wing complex and the Bridge Centre will be funded in 2015 while phase 2 of the East Wing demolition (Chapmans) will be funded in 2016.

16. Legal Implications

- 16.1. Any delay in securing vacant possession will delay the contract and have cost implications. Unison appears to have a long standing informal arrangement (in property terms) with the Council as to occupation of one of the buildings. They do not pay rent, so whilst it might be unlikely that they would be able to claim a secure business tenancy, this might be a risk.

16.2. Where alternative accommodation for staff (and/or Unison) cannot be found, a lease in property might need to be found and terms negotiated.

16.3. The only users of the Bridge Centre are the Chippenham Folk Festival who use part of a building for storage. Their occupational basis is long standing and uncertain but appears to have been informal since Wiltshire Council took over the property. There is a lack of documentation regarding their occupation. However, it appears that Wiltshire Council has not required them to pay rent. Therefore, whilst it might be unlikely that they would be able to claim a secure business tenancy, this might be a risk.

16.4. They have been requested to enter into a formal arrangement (which would take away any security of tenure which they might possibly have gained) and enable the Council to charge them some contribution to running costs. They have resisted this. They have also been offered other accommodation but so far this has been unsuitable. They no longer seem to be engaging with the Council. This situation will need to be resolved so that vacant possession can be obtained and any delay of the contract, avoided

17.Options Considered

- Leave the buildings in situ

18.Conclusions

19.Proposal

Authorise the Head of Strategic Asset and Facilities Management to proceed with the demolition East Wing complex Phase One and treat it as a ‘cost of sale’.

Authorise the Head of Strategic Asset and Facilities Management to proceed with the demolition of the Bridge Centre and treat as a ‘cost of sale’. Execute this demolition in line with option one- demolition and clearance.

Authorise the Head of Strategic Asset and Facilities Management, in consultation with the Cabinet member for property to secure vacant possession of the Bridge centre site.

20.*Reason for Proposal

To support the ongoing rationalisation of the Council's estate and prepare the sites for sale.

Barry Pirie
Associate Director People and Business

Report Author:

Vincent Albano
Asset Portfolio Manager
Tel. 01225 756198

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10th July 2015

Background Papers

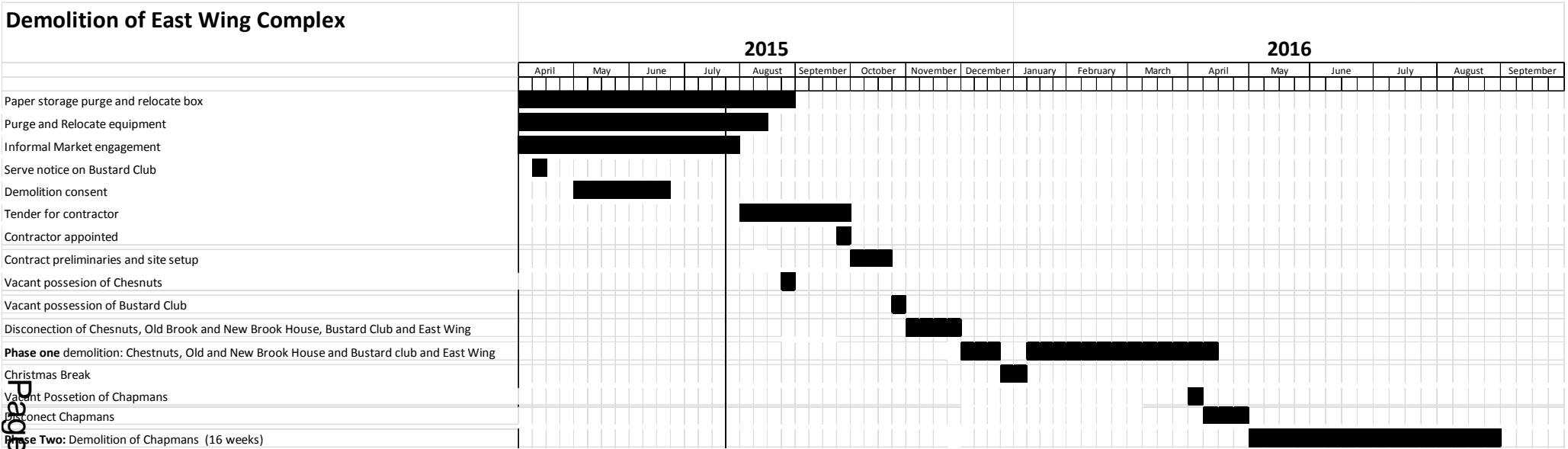
The following documents have been relied on in the preparation of this report:

None

Appendices

Appendix 1: indicative timescale

Appendix 1: indicative timeline.



Wiltshire Council

Cabinet Capital Assets Committee

21 July 2015

Subject: Disposal of Assets

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

Key Decision: No

Executive Summary

Since 2009 the council has disposed of circa £50m of assets on the open market. A further £31.2m worth of assets are currently forecast for sale up to 2017 and have been previously declared surplus.

A total of 12 assets are recommended to be added to the list for disposal. These are deemed surplus to council requirements and should therefore be sold.

Proposal(s)

- That cabinet note progress on the disposal of land and property to date
- That cabinet ratify the disposal list as set out in appendix 1
- That the cabinet declare the additional sites surplus as set out in appendix 2

Reason for Proposal

To authorise the disposal of assets in order to support the MTFP and delivery of the councils business plan.

**Carlton Brand
Corporate Director**

Subject: Disposal of Assets

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

Key Decision: No (delete as appropriate)

Purpose of Report

1. The purpose of this report is to...
 - a. Update members on the disposal of assets between 2009/2010 and 2015
 - b. Ratify the current disposals list
 - c. Authorise additional assets to be declared surplus and added to these to disposals list

Relevance to the Council's Business Plan

2. The disposal of assets is central to the delivery of the council's business plan in a number of ways. Firstly, declaring assets surplus represents the final stage of the council reviewing its services in an effort to become more efficient. Essentially, for an asset to be declared surplus, it presupposes that the occupying service or previous business need has been re-evaluated. This in turn allows the asset to be vacated and marketed for sale.
3. Secondly the capital receipt helps contribute to the overall business plan by contributing to the Capital Programme and the council's ability to manage its finances. .

Main Considerations for the Council

4. Since 2009 the council has disposed of circa £50m of assets on the open market. A further £31.2m worth of assets are currently forecast for sale up to 2017 and have been previously declared surplus.
5. A total of 12 additional assets are recommended for disposal. These are deemed surplus to council requirements and should therefore be sold.

Background

6. Since the creation of Wiltshire Council in 2009 the Strategic Assets team has generated a capital receipt of **£51.2m** from the disposals of assets¹. This has been achieved through the sale of some **69 transactions** involving land and property.
7. During the same period some 116 transactions of land and buildings have been completed under by way of asset transfer. This includes some 55 transfers under the academy's act and 61 Community Asset Transfers (CATs).
8. Between 2009 and 2015 some 20 assets which were previously declared surplus have been reclassified as **Operational- Strategic Delivery** within the council's portfolio. Rather the being disposed of, these assets have been deployed or are being held to enable delivery of other business plan priorities.
9. The disposals list, minus those redeployed as **Operational – Strategic Delivery** are shown in appendix 1. This represents the current disposals programme for the council and includes some 34 assets. These are forecast to yield a capital receipt of circa **£31.82m** between 2015/2016 and 2017 onwards.
10. The land and property contained in Appendix 2 are existing assets which are recommended for disposal. These 12 additional assets are recommended for disposal as they are not required for operational purposes. Furthermore, they do not represent opportunities to become **Investment- Revenue** assets. These 12 assets should yield a capital receipt of circa £650k. Once declared surplus the sites will be programmed into the disposals programme.

Safeguarding Implications

5. There are no safeguarding implications with this proposal

Public Health Implications

6. There are no safeguarding implications with this proposal

Corporate Procurement Implications

7. The decision to declare assets surplus does not have any procurement implication in and of itself. However, in order to prepare assets for sale, various surveys may be required e.g Asbestos surveys. Where this is the case, the council's procurement rules will be followed.

Equalities Impact of the Proposal (detailing conclusions identified from Equality Analysis, sections 4 and 5)

¹ It should be noted that capital receipts quoted in this paper represent the total 'book price' that the land or property was sold for. It does not include any costs incurred by the council in completing the transaction such as works before asset sale.

8. Many or most of the properties being disposed of fall below equalities act compliance, or best practice guidance in respect of accessibility and equality of access. These disposals are, in most cases, brought about by the rationalisation of the estate and subsequent investment in retained facilities which enables the Council to offer greater equality of access for its customers and staff as a result. In other cases they are properties that were previously let out, are now vacant and there is no identified operational need for them.

Environmental and Climate Change Considerations

9. The disposal of properties from the Council's property portfolio will have the consequential impact of removing their carbon emission from the Council's carbon footprint. Most proposed sales have been previously agreed as part of a wider business case (e.g. those becoming surplus through the Hub and Campus Programmes), and hence the carbon reduction impact of many of these disposals has previously been accounted for within projections made by the ECO team. The carbon saving applies only where the council directly pays the energy bill. For some of the properties in this disposal programme this is not the case.

Risk Assessment

10. Regular reports on progress of property disposals are provided to the Committee within the Capital Monitoring Report. These reports are based on a review of risks on disposals, and will enable future forecasts on the out-turn position on receipts to be tracked during the course of the year.

Risks that may arise if the proposed decision and related work is not taken

11. The MTFP for the council is, in part, dependent on the success of the disposal of property and assets. Failure to declare new assets surplus or to sell those that are currently declared will impact on the council's ability achieve the MTFP.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

12. Declaring assets surplus is low risk in and of itself. However, the main issue is the fact that many of the buildings are empty and that there will be vulnerable to vandalism

Financial Implications

13. The disposal of surplus assets is integral to the council's medium term financial planning.. Capital receipts generated through the sale of land and property go towards funding the council's Capital Programme. The approved (Council Feb 2015) capital receipts target for 2015/2016 is £11.188m. As the council continues to review services and declare more assets surplus to requirements, this should generate higher capital receipts. This will present the council with a choice as to what it does with the additional funds e.g pay off debt.

Legal Implications

14. There are no legal implications with the paper other than it will result in legal work formalising property transactions

Options Considered

15. Options for specific property disposals are considered on a site by site basis.

Conclusions

16. Since 2009 a capital receipt of £51.2m has been generated through land and property sales. The future capital receipts generated from the sale of those assets on the disposals list will contributed to the councils wider capital programme. Declaring additional assets surplus will provide additional funds for the Capital Programme and Treasury Management.

***Proposal**

- That the cabinet note progress on the disposals to date
- That the cabinet ratify the disposal list as set out in appendix 1
- That the cabinet declare the additional sites surplus as set out in appendix 2

***Reason for Proposal**

18. To authorise the disposal of assets in order to support the MTFP and delivery of the councils business plan.

Dr Carlton Brand
Corporate

Report Author:

Vincent Albano, Asset Portfolio Manager, Strategic Assets and facilities Management

22 June 2015

Background Papers

None

Appendices

Appendix 1: The disposals List

Appendix 2: additional assets to be declared surplus

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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