



Strategic Property Division

WORK PLAN 2013/14

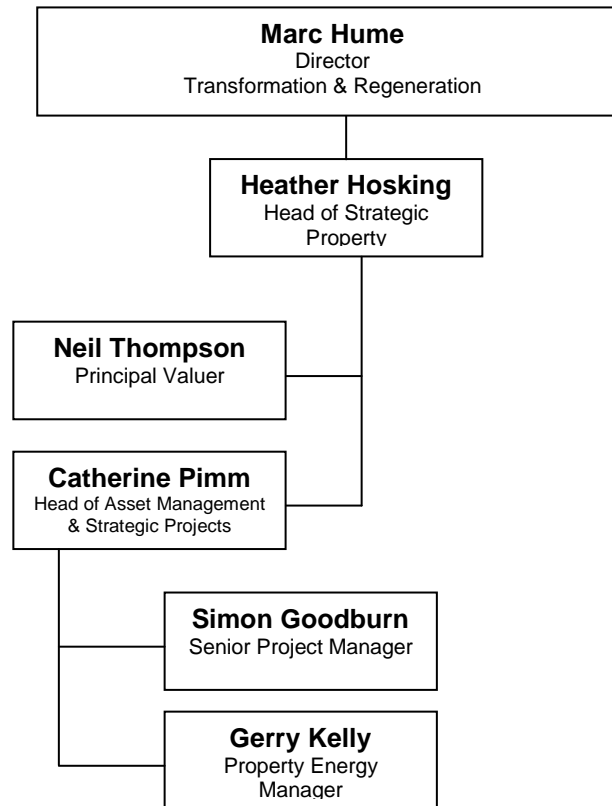
A Vibrant, Thriving Borough
An Excellent Council

APPENDIX 4

The work of the Strategic Property division falls within the remit of the Resources Portfolio. However, the work of the division also contributes towards the delivery of the Renewal & Recreation Portfolio's key priority: a vibrant, thriving borough.

In 2013/14, the division will be working towards its strategic aim: **managing property assets to support the delivery of the Council's key objectives**. In addition to reviewing the use of the Council's operational property to ensure that we are making the best use of our property assets, we will also be looking to maximise income from our Council's property investment portfolio through the identification of strategic property acquisitions and sensible management of our existing estate to ensure that it achieves its full potential.

Strategic Property Structure Chart



APPENDIX 4

OUTCOME: MANAGING PROPERTY ASSETS TO SUPPORT THE DELIVERY OF THE COUNCIL'S KEY OBJECTIVES.

Outcome Statement: The Council want to manage its property assets responsibly to ensure that it derives the maximum benefit from it's portfolio for residents and visitors to the borough.

- Excellence Indicators**
1. Efficient utilisation of operational properties
 2. Total rental income
 3. Reduction in carbon output
 4. Completion of capital projects on time and in budget

Aim a: Maximise income from the Council's property investment portfolio

Action	Target(s)	Milestone(s)	Resources	Lead Officer
Identify strategic property acquisitions and investments	Seek permission to acquire two properties in Q2	Report to the Council's Executive Committee in May 2013.	Property budgets	Heather Hosking
	Seek permission from Full Council to amend the regeneration and investment fund to pursue other investment opportunities.	Determine investment in strategic regeneration opportunities providing options for the allocation of the investment fund.		
Manage the existing estate to ensure that it achieves its full potential.	Continue to market properties to minimise voids	The delivery of these targets is reactive to market conditions therefore an update to be provided six monthly.	Property budgets	Neil Thompson
	Renew leases and review rents to maximise income			
	Explore opportunities with partner agencies to lease vacant Council operational space			

APPENDIX 4

Aim b:	Conduct a comprehensive strategic property review of the Council's operational and investment portfolio			
Action	Target(s)	Milestone(s)	Resources	Lead Officer
Complete a strategic review of the Council's property portfolios	Appoint specialist consultants to support the review process.	May 2013	Property budgets	Heather Hosking/ Catherine Pimm
	Complete the review process	July 2013		
	Report to the Council's Executive Committee on the outcomes of the review and make recommendations on the future of the portfolios.	Quarter 2		
	Subject to approval from the Executive Committee, implement recommendations from members.	Progress will be ongoing dependent on the nature of the recommendations agreed. Progress will be reported in Quarter 3 and Quarter 4.		
Market and progress the sale of surplus properties to achieve best consideration.	Progress the sale of Manorfields, Orpington.	Report to the Council's Executive Committee on offers received in Quarter 2.	Property budgets	Heather Hosking
	Complete the sale of the Leasons Centre	May 2013		
	Complete the sale of Shelia Stead House	June 2013		
	Report on future options for Anerley Town Hall to the Executive Committee	July 2013		
	Undertake feasibility reports for any projects identified for review.	As this is a reactive target, progress will be monitored on an ongoing basis.		

APPENDIX 4

Aim c:	Effectively manage projects which develop existing property assets to support the Council's finances.			
Action	Target(s)	Milestone(s)	Resources	Lead Officer
Deliver schools basic needs projects to accommodate the increase in demand for primary school places between 2013 and 2014.	Complete the Churchfields Primary School extension.	Complete Phase 2 (internal adaptations) by September 2013.	Basic need capital grants (Education, Care and Health Services)	Simon Goodburn
		Undertake initial feasibility studies and design work for Phase 3 – a courtyard extension and nursery new build by March 2014.		
	Complete the Crofton Infant School extension	January 2014		
	Look at a new extension to Riverside Autistic Spectrum Disorder School.	Complete feasibility and design work by January 2014.		
	Manage a new build extension to Parish Church of England Primary School.	Works to progress to RIBA Stage C (Concept Designs) by Quarter 3.		
	Explore feasibility for extensions to the Glebe School	March 2014		
Continue to manage and monitor the Council's energy consumption to reduce spend in a market with energy costs increasing. Reduce carbon output to reduce costs incurred under the carbon reduction scheme.	Reduce energy consumption in Council properties during 2013/14.		Property budgets	Gerry Kelly