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ASSET MANAGEMENT BOARD MINUTES OF MEETING HELD 1 NOVEMBER 2012

PRESENT: C Addison, A Chambers, S Hume, S Sinclair, J Cash, E Simpson, P Toner, D Scott, J Bashforth (minutes)

Adrian Dean (part), Dennis Holmes (part), Maggie Gjessing (part), John Lennon (part), Liz Ward (part), Emma Lewis (part), Neil Charlesworth (part)

APOLOGIES: M Taylor, D Outram, B Emery

ITEM	ACTION
385 MINUTES OF MEETING HELD 4 OCTOBER 2012 Approved	
386 MATTERS ARISING	
254i East Leeds Leisure Centre See item 390ii	
281ii Redhall Relocation Strategy Timetable and report to future meeting	JC
303iii AT Hub See item 389ii	
307iii Older People's Housing See item 389i Future report required re sheltered housing investment potential and overall land requirements	M Gjessing
308ii Community Asset Transfer Policy NC setting up Community Assets Group. Draft to Directors prepared. South Leeds Youth Hub (Belle Isle) interest from Hunslet Boys Club to be processed by NC	JC/NC
341iii Otley Civic Centre Latest position to be brought to December AMB.	MG
369i Proposed Location of Public Health Staff: Staff moved to Technorth with future plans to be developed.	

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378i	Relocation of the Youth Offending Service A Business Case is required to a future AMB meeting to examine costs and funding options. Justification for a leased in property will need to be very strong.	JH
378i	Rothwell Fulfilling Lives Building Adult Social Care are to meet Property Services with Jane Cash to review if there are any suitable available alternative sites.	JC
383i	Joint Estates Forum Northumberland Model to be circulated	JB
387	CORPORATE ASSET MANAGEMENT ISSUES	
i	Future Work Programme Updated	
ii	Leases In Noted.	
	Decisions required from Children's Services re Land adjoining Aberford C of E Primary School and Study Support Centre at the White Rose Shopping Centre.	SS
iii	NPS Quarter 2 Performance CA is a member of the NPS Board and handed the chair to Sarah Sinclair for this item. Adrian Dean presented the report which was noted. The results indicated an improvement in all key performance indicators. It was confirmed that quality and progress issues were picked up at Client Review Meetings. JB to ensure that all schemes that fall outside these meetings (eg Sovereign Street) are covered	JB
388	CHILDREN'S SERVICES ISSUES None this cycle	
389	ADULT SOCIAL CARE ISSUES	
i	ASC Housing and Care Future Dennis Holmes presented the report which was noted. AMB are comfortable that the proposals are going in the right direction but that AMB needs to take a view on a site by	

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site basis.

AMB members were asked to shred copies of the report due to its confidential nature.

ii **AT Hub**

John Lennon, Liz Ward and Emma Lewis presented the report which was noted.

John Lennon explained that the scheme was a significant advance and had the support of partners and would be the first tangible part of the Health Campus and the aspiration for a centre of excellence. It was good in service terms and the ambitions of ASC, and solved the problems of failing to deliver LCC's obligations and the need to move the equipment store out of Roundhay Road.

AMB require assurance that the proposed development is in the right building and at the right cost.

A project manager (Chris Coulson) is required to work with ASC to:

- challenge the technical work and costings done by NPS
- make an assessment if there are any other sites which would be a viable alternative
- advise on the value of leasing out the property over the 10 years, and current sale value.

AMB require certainty that the site can be reclaimed after 10 years.

AMB require confirmation of which sites ASC will be vacating.

Emma Simpson will check if any capital receipts are relevant to the scheme funding.

ASC intend to proceed with the design work at risk in order to gain Executive Board approval in March 2013.

iii **Shire View**

Steve Hume presented the report which was noted.

AMB agreed to support in principal the proposal that the site be used, for a period of up to 8 years, by LCC and partner organisations as office/service delivery space, subject to a satisfactory business case being approved by a future AMB meeting.

CC

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390 CITY DEVELOPMENT ISSUES

i Hough Top Court

Neil Charlesworth presented the report which was noted.

AMB discussed the following points:

- Hough Top Court is a potential housing site
- The site may be needed for school use
- The need for Gymnastic hubs should be considered across the city
- The use of modular buildings would not be the right way forward for an LCC site
- The club wants sole use of the **hall**
- Care needed in setting precedents to other clubs and activities

AMB require more information on the background of the club and the view from a Sport Service perspective. CA to visit site.

NC

ii Relocation of Artforms, Artemis and Schools Library Service

Neil Charlesworth presented the report which was noted.

AMB agreed to support in principal the proposal to relocate Artforms, Artemis and Schools Library Service to the former East Leeds Leisure Centre subject to a satisfactory business case and support from council members.

NC

Sarah Sinclair expressed concern that the report described the West Park Centre's electrical installation as dangerous and stated that building users must not be put at risk of danger. It was agreed that urgent action was required and that an immediate assessment of the danger had to be made with a view to evacuating staff and closing the building if this was required. It was agreed that Anne Chambers would arrange for urgent confirmation of the state of the electrical installation and any decision to close would be made by City Development Asset Management officers in consultation with the Executive Member.

AC

iii Garforth Leisure Centre

Anne Chambers tabled for information the Executive Board report which recommended that the centre be retained under Council management. AMB noted the report and the need to include in the backlog maintenance figures.

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391 ENVIRONMENT & NEIGHBOURHOODS ISSUES

None this cycle

392 CHIEF EXECUTIVE ISSUES

None this cycle

393 ANY OTHER BUSINESS

i Roseville Site Future Use

Steve Hume presented the information on UCAN who had approached the council regarding possible use of the Roseville site. **The building has a covenant for use with vulnerable people. Before AMB can support this proposal more information is required and the issue needs proper handling. Shelagh Crossley to liaise Adult Social Care and Property Services over potential use of the building.**

SC

ii Asset Review

Christine Addison outlined the proposal to set up a Project Board and project Team to oversee reductions in Council assets and asset running costs linked to an investment plan for the £50m backlog maintenance (non-school). CA to circulate copy of CLT report

CA

394 NEXT MEETING

Thursday 6th December 2012 at 14.00 in Arthur Vollans Room

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ITEMS OUTSTANDING FROM PREVIOUS AGENDAS

Agenda	Item	Title	Action	Comment
03/02/11	208iii	FE College user rights produce up to date list of properties and formalise the lease agreements	Nigel Robinson	Work is proceeding. Date required JB
8/03/12	312i	Area Leaders CA will organise a follow up session between herself and the 3 area leaders	CA/AC	AC meeting on closures and disposals.
	318i	Commercial All Weather Pitch Developments Jane Cash and Charlotte Foley are to look at options.	JC/CF	Timetable to be set. Also include Tony Stringwell and Alex Macleod.
	380iii	Former Playing Fields In future, business cases must address the issue of plots of land that are landlocked or of no use.	JC	Possible linkage to development of all weather pitches.
10/05/12	328iii	West Park Centre Options Appraisal CA requires a report to take to Cllr Lewis. Need to be aware of any potential free school interest. VB and JC to liaise to consider any education use.	NC VB/JC	Options report received. Schools still maintain an interest in this site subject to 8 year rule.
2/08/2012	360i	Swarcliffe Library AMB asked for the report to be brought back to a future meeting Still to remain surplus	SS	May not be required but keep on Future Work Programme
4/10/2012	319i	Groundwork Project Support Funding The project is under review and the service is to look into other means of funding rather than wholly using current funding streams. Sue Lumby to report to future AMB	SL/BC/JC	

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