

Appendix 2 - Action Plan - Former residential properties utilised for non residential/ community/ office purposes

Property Use	Action	Timescales
1. Warden/ Caretaker office/ bases	<ol style="list-style-type: none"> 1. Liaise with ALMOs to assess the need for caretaker/ warden provision on site 2. Where provision is not needed agree a programme for option appraisals to assess the cost and suitability of bringing the property back into charge 	September 2012
2. ALMO Offices	<ol style="list-style-type: none"> 1. Liaise with ALMOs to assess the need for office accommodation in the area 2. Where provision is not needed agree a programme for option appraisals to assess the cost and suitability of bringing the property back into charge 	October 2012
3. Properties leased on a formal basis to community groups	<ol style="list-style-type: none"> 1. Check the status of leases and when they are due for renewal/ rent review 2. Ensure that tenants are fully complying with the terms of the lease and that the facility is well utilised by the group and/or the community 3. Ensure all rental payments are up to date 	September 2012
4. Void Properties - formerly community use	<ol style="list-style-type: none"> 1. Assess with ALMOs the suitability of the properties to be refurbished for residential use 2. Assess the cost of refurbishment 3. Seek approval via E&N Panel and ALMO Board to re-model where appropriate 4. Seek alternative uses for property if no longer suitable for residential use 	September 2012
5. Communal rooms within sheltered complexes	<ol style="list-style-type: none"> 1. Assess with the ALMOs the requirement for on site communal rooms 2. Assess properties' suitability to be refurbished for residential use 3. Decide whether to retain as communal rooms or seek to remodel back to residential 4. Seek approval via E&N Panel and ALMO Board to re-model where appropriate 	October 2012
6. Committee Tenancies	<ol style="list-style-type: none"> 1. Assess who is currently occupying the properties and for what 	October 2012

	<p>purpose</p> <ol style="list-style-type: none"> 2. Agree if LCC/ BITMO will continue to subsidise the use of this property on that basis 	
7. Informal use by Tenants and Residents Associations	<ol style="list-style-type: none"> 1. Assess who is currently occupying the properties/ for what purpose and how often is the property being used 2. Agree if LCC/ ALMOs will continue to subsidise the use of this property on that basis 3. Establish if there are any other community facilities/ centres in the area the TRA could use as an alternative 3. Seek agreement with the TRA on the long term use of the property 	August/ September 2012
8. Guest room within sheltered complex	<ol style="list-style-type: none"> 1. Assess with ALMO the requirement for an on site guest rooms 2. Assess property's suitability to be refurbished to be let 3. Decide whether to retain as guest rooms or seek to remodel back to residential 4. Seek approval via E&N Panel and ALMO Board to re-model if appropriate 	October 2012
9. Property on licence agreement with Police/ youth Service	<ol style="list-style-type: none"> 1. Discuss with the Police/ Youth Service if there is still the requirement for a locality base 2. Assess property's suitability to be refurbished for residential use 3. Decide whether to retain as locality base or seek to remodel back to residential 4. Seek approval via E&N Panel and ALMO Board to re-model if appropriate 	September 2012