



CHELTENHAM

BOROUGH COUNCIL

Notice of a meeting of Cabinet

Monday, 30 March 2015
12.00 pm
Pittville Room - Municipal Offices

Membership	
Councillors:	Steve Jordan, John Rawson, Rowena Hay, Peter Jeffries, Andrew McKinlay, Jon Walklett and Chris Coleman

Agenda

	SECTION 1 : PROCEDURAL MATTERS	
1.	APOLOGIES	
2.	DECLARATIONS OF INTEREST	
3.	PUBLIC AND MEMBER QUESTIONS AND PETITIONS These must be received no later than 12 noon on the 24 March 2015.	
	SECTION 2 :THE COUNCIL <i>There are no matters referred to the Cabinet by the Council on this occasion</i>	
	SECTION 3 : OVERVIEW AND SCRUTINY COMMITTEE <i>There are no matters referred to the Cabinet by the Overview and Scrutiny Committee on this occasion</i>	
	SECTION 4 : OTHER COMMITTEES <i>There are no matters referred to the Cabinet by other Committees on this occasion</i>	
	SECTION 5 : REPORTS FROM CABINET MEMBERS AND/OR OFFICERS	
4.	ASSET MANAGEMENT PLAN AND CAPITAL STRATEGY Report of the Cabinet Member Finance	(Pages 3 - 20)
	SECTION 6 : BRIEFING SESSION	

		<ul style="list-style-type: none"> • Leader and Cabinet Members 	
5.		BRIEFING FROM CABINET MEMBERS	
		SECTION 7 : DECISIONS OF CABINET MEMBERS Member decisions taken since the last Cabinet meeting	
		SECTION 8 : ANY OTHER ITEM(S) THAT THE LEADER DETERMINES TO BE URGENT AND REQUIRES A DECISION	
		Section 10: BRIEFING NOTES Briefing notes are circulated for information with the Cabinet papers but are not on the agenda	

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Cheltenham Borough Council

Cabinet – 30 March 2015

Council - 30 March 2015

Asset Management Plan and Capital Strategy Update

Accountable member	Cllr John Rawson, Cabinet Member for Finance
Accountable officer	Mark Sheldon, Director of Resources
Ward(s) affected	All
Key/Significant Decision	Yes
Executive summary	<p>The Council's current Asset Management Plan expires in 2015. The Cabinet Member and officers have been preparing a new plan for some time but have deferred its consideration by the Cabinet and Council because of a fluid set of circumstances which impact upon it, including the Accommodation Strategy and the Cheltenham Transport Plan.</p> <p>The Council also invited CIPFA to review our approach to Asset Management which has helped shape future thinking about our approach including the role of members in making decisions and reviewing the performance of the property portfolio.</p> <p>This report now seeks to establish broad policies for managing the Council's assets and to make provisional allocations of the receipt from the sale of North Place and Portland Street car parks. It also proposes a Planned Maintenance Programme for 2015/16.</p>
Recommendations	<p>Cabinet resolves:</p> <ol style="list-style-type: none"> 1. To approve the Asset Management Policy (forming part of the Asset Management Plan) at Appendix 2. 2. To approve the revised Terms of Reference for the Asset Management Working Group at Appendix 3. <p>Cabinet recommends that Council:</p> <ol style="list-style-type: none"> 3. Approve the Planned Maintenance Programme for 2015/16 at Appendix 5. 4. Approves the provisional allocation of the receipt of North Place / Portland Street car parks to support key property investment aspirations at Appendix 4.

Financial implications	<p>As outlined in the report and appendices. A 10 year financial projection of the funding requirement for the AMP and PMP will be developed for approval as part of the budget setting process for 2016/17.</p> <p>Contact officer: Mark Sheldon, mark.sheldon@cheltenham.gov.uk, 01242 264123</p>
Legal implications	<p>It is essential to have a clear and robust Asset Management Plan in place, in order for decision makers to have regard to such plan when exercising decision making powers.</p> <p>Reference to such plan would be made in the event that a decision by the Authority is challenged.</p> <p>Contact officer: Rose Gemmell , rose.gemmell@teWKesbury.gov.uk, 01684 272014</p>
HR implications (including learning and organisational development)	<p>The HR implications of the AMP have yet to be determined. The resourcing implications are assessed by project managers for individual projects which are considered by SLT quarterly and taken on board in developing the Council's annual corporate plan. There may be a need for additional resource to support property services which will be assessed over the next few months and considered as part of the financial outturn in July 2015.</p> <p>Contact officer: Julie McCarthy, julie.mccarthy@cheltenham.gov.uk, 01242 264355</p>
Key risks	See Appendix 1
Corporate and community plan Implications	The capital investment proposals for investment have been assessed against the outcomes in the corporate plan.
Environmental and climate change implications	The environmental and climate change implications of the potential capital investment proposals for investment have been assessed. A number of them have the potential to make a positive contribution to the environment or climate change.
Property/Asset Implications	<p>As outlined in the report and appendices</p> <p>Contact officer: David Roberts, david.roberts@cheltenham.gov.uk 01242 264151</p>

1. Background

1.1 The Council's current Asset Management Plan (AMP) expires in 2015. This plan included the Asset Management Policy; a description of the decision making process; terms of reference for the Asset Management Working Group (AMWG) and a schedule of the council's assets detailing the work streams associated with them over the course of the plan. The Cabinet Member and officers have been preparing a new plan for some time and have deferred its consideration by the Cabinet and Council as a result of a fluid set of circumstances around particular projects.

1.2 In reviewing the AMP, officers have reviewed the following:

- Council's Asset Management Policy.
- Methodology for considering requests for investment (including assessment criteria).
- Scoring mechanism and the decision making process for investment decisions.
- Corporate Landlord Role of Property Services.
- Building Manager responsibilities for council officers / partner organisations.
- Property service levels and standards.
- Property performance indicators.
- Transparency requirements.
- Approach to the development of the 10 year planned maintenance and equipment replacement programme.

This information will be published to officers in the form of Property Management Guidelines published on the Council's intranet. It will be used to support a new Building Managers Liaison Group which will bring together officers from across the Council and its partner organisations e.g. the Cheltenham Trust who, as leaseholder, have 'day to day' responsibilities for the management of certain council properties.

1.3 In tandem, the Council has been progressing the accommodation strategy but has, so far, been unable to conclude a deal for the acquisition of an alternative office location. This in turn has meant that the amount of pump priming funding required could not be finalised. Similarly, the trial of the Transport Plan which will ultimately determine whether and to what extent the Council invests in public realm at Boots Corner has been delayed resulting in uncertainty over the nature of the scheme requiring funding.

1.4 Despite this uncertainty, the Council is taking an opportunity to indicate broad direction of travel with its investment aspirations for its property portfolio.

2. CIPFA Review

2.1 In developing the AMP, the Cabinet Member and officers invited CIPFA to review the Council's approach to the management of its asset portfolio. This involved a review of the draft AMP and consideration of the decision making processes.

2.2 One of the key recommendations of the review was that the Council, rather than adopting a 'traditional' AMP, should consider approving an Asset Management Policy that sets out broad policies and principles, supplemented by an Asset Management Strategy that sets out the overall strategic direction for the property portfolio and provides 'more life, direction and purpose'. As a

first step towards implementing this approach, an updated Asset Management Policy is attached at Appendix 2.

- 2.3 CIPFA noted the engagement of members in the Asset Management Working Group (AMWG) in considering property issues. They suggested this group could do more to challenge the portfolio and its performance and make recommendations in respect of strategic direction for the Council assets. This is a helpful steer and consequently the terms of reference for the AMWG have been revised to reflect this suggestion at Appendix 3. These revised terms of reference are now recommended for the Council's approval. It is proposed that the AMWG will be consulted in the development of the Asset Management Strategy within the policy agreed by Council.
- 2.4 The CIPFA report and action plan will be shared with AMWG who will monitor the implementation of the actions arising from the review.

3. Capital receipts allocation

- 3.1 The Council received £7.8m from the sale of North Place / Portland Street car parks in January 2014 and, with further capital receipts, has a total of circa £8m available to finance capital investment. This is a 'once in a lifetime' opportunity to deliver some significant projects for Cheltenham which make a contribution to the local economy and the Council's Medium Term Financial Strategy (MTFS) funding gap.
- 3.2 In July 2014, as part of the financial outturn report, the Council published a list of potential projects which could be funded / part funded from this receipt which exceed the funding available.
- 3.3 Since then, work has been undertaken to refine the list, understand more fully the nature of the requests and evaluate the options against corporate plan and financial objectives. Some of the items better fit in the council's Planned Maintenance Programme (PMP) and have therefore been removed from the list and are now included in the PMP e.g. regular de-silting of Pittville Lake.
- 3.4 In addition, as part of the budget consultation process for 2015/16, the Council went out to consultation on some of the options. The consultation generated a good response from residents, the business community and specific interest groups e.g. the Civic Society. This was summarised in the budget report to Council in February 2015.
- 3.5 Having considered the options, the Cabinet is proposing taking this opportunity to set out its longer term aspirations for where property investment should be made. The allocation of this money may require further review including the development of business cases. In some cases the funding may not be required for a number of years, which provides the Council with an opportunity in the meantime to use the capital receipt to achieve the Council's corporate objectives.
- 3.6 The Cheltenham Trust submitted a revenue bid of £120k to fund the development of a number of key strategies which outline the 10 year vision for the development of the services and buildings now within the Trust. The strategies would support applications to major funding bodies e.g. the lottery or Arts Council. Further consideration of this is required and a source of financing has yet to be identified. Accordingly, it is proposed to defer a decision on support for this until the Council's financial outturn report in July 2015.

4. Planned Maintenance Programme

- 4.1 In approving the budget for 2015/16, the Council agreed to set aside £850k to support the planned maintenance programme (PMP) for 2015/16.
- 4.2 The PMP has been reviewed as part of the work to progress the AMP and a summary of the plan for 2015/16 is attached at Appendix 5 for approval. Work will continue to further update the PMP

to reflect recent condition surveys for the council property in order to arrive at a fully costed updated PMP for a 10 year period.

- 4.3** As part of this process, the Council is developing an equipment replacement programme to include the cyclical replacement of equipment required to deliver services. This will include not only services delivered directly by the Council, but those delivered by its partners e.g. Ubico and the Cheltenham Trust, where the Council is responsible for the replacement and funding of equipment. The programme will provide a comprehensive overview of future equipment needs and funding requirements over a 10 year period.

5. Reasons for recommendations

- 5.1** The Council needs to determine the policy and objectives from which it can develop a more detailed strategy for the use and management of its assets.

6. Alternative options considered

- 6.1** In reviewing the AMP, a number of options for use of the capital receipt from the sale of North Place and Portland Street car parks were considered including the potential to repay debt.

7. Consultation and feedback

- 7.1** Consultation has been undertaken with residents, the business community and specific interest groups e.g. the Civic Society. Internally the AMWG and Budget Scrutiny Working Group have also been consulted.

8. Performance management –monitoring and review

- 8.1** The AMWG will be used to monitor performance of the property portfolio.

Report author	Contact officer: Mark Sheldon, mark.sheldon@cheltenham.gov.uk, 01242 264123
Appendices	<ol style="list-style-type: none"> 1. Risk Assessment 2. Asset Management policy 3. Revised Terms of Reference for the AMWG 4. Cabinet’s key property investment aspirations 5. Planned Maintenance Programme for 2015/16
Background information	<ol style="list-style-type: none"> 1. Budget report to Council February 2015

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If the council do not use the receipt from the sale of North Place and Portland Street car parks wisely, then it may not deliver a financial contribution to the MTFS	Mark Sheldon	11/3/15	4	3	12		Fully and objectively evaluate the financial implications of the options (including the development of business cases) for investment of the capital receipt.	31/3/2020	Mark Sheldon	
	If the council does not use the receipt from the sale of North Place and Portland Street car parks wisely, then it may not deliver the outcomes in the councils corporate plan	Mark Sheldon	11/3/15	4	3	12		Fully and objectively evaluate the options for investment of the capital receipt against the corporate plan outcomes.	31/3/2020	Mark Sheldon	

Explanatory notes

Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)

Likelihood – how likely is it that the risk will occur on a scale of 1-6

(1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)

Control - Either: Reduce / Accept / Transfer to 3rd party / Close

Cheltenham Borough Council - Asset Management Policy

Setting the Asset Management Policy in a corporate context

As part of the current review of the Council's corporate strategy, we have developed a proposed vision statement setting out our aspirational goals for the long-term future of Cheltenham.

Our vision is of a Cheltenham that delivers the very best quality of life for its people. We believe that the key elements in achieving this vision are to protect and enhance the built heritage and green spaces that have shaped the unique character of the town; to create the conditions in which businesses can thrive, innovate and provide good quality jobs; to make the town a world-class cultural and learning centre which is outward-looking and welcoming to visitors; to build strong, safe and healthy communities for residents and their families; and to accept our responsibility to present and future generations to live within environmentally sustainable limits.

The corporate strategy also focuses our efforts on three high level outcomes covering the issues that matter most to our residents, businesses and visitors. We also have a fourth, internal "transformation" outcome covering commissioning, asset management, business improvement and financial management. The outcomes are:

- Cheltenham's environmental quality and heritage are protected, maintained and enhanced.
- Cheltenham's economic and cultural vitality are sustained and increased.
- People live in strong, safe and healthy communities.
- Our Council is transformed so that we can continue to deliver our outcomes for Cheltenham and its residents.

The Council's management of its assets clearly has a role to play in achieving the corporate vision and the Asset Management Policy has been prepared with this in mind. The Policy also reflects the role that the property portfolio can have in helping to achieve the objectives of the Economic Development Strategy; and the important part that it can play in bridging the gap in future Council budgets.

Establishing a vision and clear objectives for Asset Management

VISION

Our vision for the Council's Asset Portfolio is:

'A fit for purpose property portfolio which drives delivery of our corporate vision and outcomes'

ASSET MANAGEMENT POLICY

Our specific asset management policy objectives are:

1. **To use our assets to sustain and grow Cheltenham's economic and cultural vitality and make a positive contribution to people's lives.**
 - To invest in quality, public realm renewal (supported by the Cheltenham Development Task Force) in order to improve the street scene, attract business and remain economically competitive.
 - To use our own investment programme to encourage and promote private sector infrastructure investment and lever in other funding in order to strengthen the local economy and the town's cultural offer.

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- Wherever possible, to bring forward vacant sites for development to help businesses set up, invest and create employment in the town.

2. To maintain a 'fit for purpose' property portfolio to support service delivery

- To provide specialist property support and advice where appropriate to facilitate and improve service delivery, by implementing the corporate landlord model.
- To minimise the environmental impact of the portfolio, particularly water and energy use and the associated level of greenhouse gas emissions.
- To maintain the portfolio to a standard that complies with current legislation in particular, health and safety and to ensure that buildings are fit for purpose, sustainable and provide access for all members of the community, through our planned, routine and reactive maintenance programmes.

3. To make a positive contribution to the Council's financial position.

- To optimise the utilisation and rationalisation of property assets, thereby minimising the level of void and surplus property and associated maintenance spend.
- To optimise growth and regeneration opportunities through the release of surplus sites.
- To realise capital receipts from disposal of surplus property, where option appraisals demonstrate that retention is unviable or less financially attractive than alternative options.
- To optimise the rental income of existing non-operational investment properties, while also seeking opportunities to grow rental income through selective property investment.
- To minimise the management costs associated with holding property assets.
- To plan for the current and future spending on the portfolio.
- To demonstrate value for money in the management and maintenance of the portfolio, supported by effective procurement.
- To work with partners and other public bodies to ensure that the shared use of assets is explored and optimised wherever possible using a joined up approach to service delivery to improve outcomes for our customers and communities which will reduce property costs, generate income and better value for money.
- To explore opportunities to manage the portfolio differently where properties are performing poorly.
- To work closely with Cheltenham Borough Homes to refurbish properties, regenerate neighbourhoods and deliver new and affordable housing.
- To regularly review the Third Sector policy.

Asset Management Working Group (AMWG)

Terms of reference

- To serve as a forum for consultation on property decisions to support the formal decision making process in line with the constitution.
- To support and make recommendations on the strategic direction of the management of the Council's assets.
- To scrutinise and review the performance of the asset portfolio.
- To review and challenge the commercial property portfolio to ensure that assets are held which provide benefits and outcomes for the Council and the community and provide the most effective return, minimising cost and maximising return.
- To review the policy for property support to the third sector, voluntary and community groups and the financial implications for the council.
- The Working Group will have no delegated authority to make any decisions or commitments

Membership

- Cabinet Portfolio Member
- Other representative members of the political groups

The Head of Property Services, Director of Corporate Resources (Section 151 Officer) and solicitor will attend meetings of the Working Group, as well as other Cabinet members, strategic directors and officers as appropriate.

Meetings

- Regular meetings will be scheduled in the council diary
- Additional meetings may be convened if urgent items need to be considered ahead of Cabinet / Council meetings.
- The Group will elect its own chairman, who will not necessarily be the Cabinet Member responsible.

Reporting Structure

- Briefing Notes will be prepared for Cabinet where the AMWG considers it appropriate
- Where items require a decision reports will be prepared and submitted either to the Cabinet Member, Cabinet or full Council under the appropriate procedure in the constitution.

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New capital projects

The “wish list” of new capital projects which was drawn up last summer has been through a number of processes, namely:

- It has been assessed against corporate objectives.
- It has been assessed for deliverability, likely costs and potential return on investment.
- It has been submitted to a public consultation process as part of the 2015 budget.

As a result of this process, the 10 most deliverable and well-supported projects are as follows (in order of public preference):

1. Town Hall redevelopment scheme (estimated at £2.4 million)
2. New sports and play hub at the Prince of Wales Stadium (£1.843 million)
3. New public square at Boots Corner (£2 million)
4. Improved facilities for community sport and new gym facilities at leisure@Cheltenham (£433,000)
5. Relocation of the council HQ to another office building to cut the council’s ongoing accommodation costs (£2.5 million)
6. Investment in the crematorium to replace the cremators and improve facilities (£1 million)
7. Improvements in car parking provision (£3.7 million)
8. Investment in the Pittville Park play area (£300,000)
9. Small scale renewable energy initiatives including solar panels on council-owned buildings (£1 million)
10. Permanent electricity supply to Imperial and Montpellier Gardens for events (£180,000)

On these projects, the Cabinet’s view is as follows:

1. Town Hall redevelopment

The opportunity to move forward with a redevelopment of the Town Hall, in order to make it a 21st century venue, is too good to miss. Our aim here would be to contribute £2.4 million of council capital in order to attract grants from the Heritage Lottery Fund and trusts and also maybe from commercial partners. However, further work needs to be done to work up a detailed scheme, to cost it, and to fully explore the business case. The Cabinet therefore proposes to allocate the £2.4 million in two separate amounts, of which £400,000 will be committed immediately for further detailed work in order to design a scheme that is robust and detailed enough to present to external funders; and £1.8 million will be held in reserve as the Council’s contribution to the works, with the intention of topping this up to £2 million, pending a detailed scheme being approved.

2. New sports and play hub

The Cabinet supports this scheme in principle but would like to see further work carried out on it to establish a business case and explore whether the additional income stream from the new facilities could support prudential borrowing.

3. New public square at Boots Corner

In supporting the Cheltenham Transport Plan, the Council committed itself to funding public realm works in and around Boots Corner. It may be some time before the precise nature of the road arrangements at Boots Corner is known. However it is important that the Council should stand ready to meet its commitment; and for that reason the Cabinet proposes that £2 million should be held in reserve for this scheme.

4. Improved facilities for community sport and new gym facilities

As with the sports and play hub, the Cabinet supports this scheme in principle but would like to see further work carried out on it to establish a business case and explore whether the additional income stream from the new facilities could support prudential borrowing.

5. Relocation of the council HQ

This relocation has been a key element in the Council's medium term financial strategy for some years. The current accommodation strategy was supported almost unanimously (with only one abstention and no votes against) when it came to Council last March. The Council is working to deliver an annual saving target of £200,000. Work has been in hand to identify suitable accommodation for the past three years. If it can be found, at an acceptable price and in a way that meets the Council's other agreed requirements, it is likely that the acquisition cost would be met by a combination of a contribution from capital and prudential borrowing. The Cabinet therefore proposes that £2.5 million should be held in reserve for this project.

6. Investment in the crematorium

There is clearly going to be a requirement to invest in the crematorium to replace the cremators in the next few years and this may also be an opportunity to improve the facilities more generally. Part of the cost of this investment could potentially come from prudential borrowing, as the facility has very substantial income-earning potential. However the Cabinet proposes that the Council should also earmark £1 million from capital for this project.

7. Improvements in car parking provision

Part of the rationale for this item was that the Council might consider decking one of the surface car parks in the town centre, with the intension of releasing an existing surface car park/s for potential redevelopment. This will be the subject of a separate car parking strategy review.. The Council has also committed to creating a temporary new car park on the Shopfitters/Synagogue Lane sites. Work will continue to secure the new public car park which the new owners of the North Place site are committed to providing.

8. Investment in the Pittville Park play area

This project was initiated with a view to creating a state of the art play area capable of attracting not just families from across the town but visitors from a wide area outside it. It is seen as a £490,000 scheme with £300,000 being contributed by the Council and £190,000 by other funders. This scheme has the benefit of being deliverable more quickly than some of the bigger projects on the list. It is also different from the other leisure proposals on the list in catering more directly for the needs of families with young children. The Cabinet proposes that £300,000 be allocated to this project.

9. Small scale renewable energy initiatives

The Cabinet wishes to explore this further as a 'invest to save' initiative but is not proposing at present to allocate capital to it, as there may be other ways of funding it.

10. Permanent electricity supply to Imperial and Montpellier Gardens

This proposal was originally suggested as a way of relieving residents from the noise and other damage caused by the use of heavy generators at events in the gardens. However, the two local organisations FISG and FOMBAG have now objected strenuously to the idea. At the same time, work recently done by our property maintenance officers has revealed that the work is likely to be more costly and complicated than was at first thought, with a cost estimated at £300k for the two gardens. It would also involve creating a substantial permanent building at each location, with a resulting visual impact. The proposal is not therefore being proceeded with, though further discussions will certainly take place with interested parties including FISG, FOMBAG and Cheltenham Festivals and alternative solutions may come forward.

The Cabinet's proposals in summary

To summarise the Cabinet's proposals to Council, they are:

- (i) To allocate £400,000 for preliminary work on the Town Hall redevelopment scheme; and to hold a further £1.8 million in reserve as the Council's contribution to works, subject to the Council approving a detailed scheme and a business case.
- (ii) To hold £2 million in reserve for public realm improvements pending the completion of the Cheltenham Transport Plan process.
- (iii) To hold £2.5 million in reserve for relocation of the council HQ.
- (iv) To hold £1 million in reserve for investment in the crematorium, pending the Council approving a detailed proposal including a business case.
- (v) To allocate £300,000 for investment in the Pittville Park play area.

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Appendix 5 - Planned Maintenance Programme 2015-2016

Summary By Budget Category

Budget Definitions

PMR Planned Maintenance Revenue
 FFE Furniture, Fixtures & Equipment
 MCS Minor Capital Schemes

Sum of Estimated Cost				Financial Year	Priority	Budget Code	
				2015/16			2015/16 Total
				1			
Property Name	Asset Use	Element	Description	PMR	FFE	MCS	
All Properties (H&S)	All	All	Consequential works from FRAs/ risk management inspections	15,000.00			15,000.00
			Professional Services to prepare new asbestos registers for all Operational buildings	25,000.00			25,000.00
			Professional Services to prepare new legionella registers for all Operational buildings	25,000.00			25,000.00
	Infrastructure	Fixings	Replacement of advertising banner lamp post brackets/ fixings	20,000.00			20,000.00
Beeches Pavilion	Leisure	Doors	Redecorations to doors/frames, including minor repairs	1,500.00			1,500.00
		RWGoods	General repairs to rainwater goods	500.00			500.00
		Walls	Redecoration to render, including minor masonry/render repairs	1,500.00			1,500.00
Civic Amenity Centre	Industrial	Equipment	Replacement of compactors		75,000.00		75,000.00
		Fixtures	Repainting of all Borough re-cycling storage bins		4,000.00		4,000.00
			Replacement of 'Battery' storage containers		4,000.00		4,000.00
			Replacement of re-cycling storage bins		10,000.00		10,000.00
Naunton Park Pavilion	Leisure	All	Refurbishment of sports changing room facilities	100,000.00			100,000.00
Pittsville Boat House	Leisure	Woodwork	Redecorations to timber frame, cladding, doors and windows, inc. minor repairs	3,000.00			3,000.00
Pittsville Pump Room	Leisure	Mechanical	Replacement of front entrance door curtain	5,000.00			5,000.00
Pittsville Recreation Centre	Leisure	Drainage	Replacement of flood water discharge pipework	45,000.00			45,000.00
		Floors	Replacement of vinyl floors to Squash Courts	5,000.00			5,000.00
Pittsville Swimming Pool	Leisure	Transportation	Repairs to poolside spectator access lift for disabled patrons	4,000.00			4,000.00
Prince of Wales Stadium	Leisure	Control Systems	Fire detection systems upgrade (all areas)	20,000.00			20,000.00
		Electrical	Emergency lighting upgrade (all areas)	15,000.00			15,000.00
		Surfaces	Re-formation of ground levels/ replacement of defective car park grasscrete panels	80,000.00			80,000.00
Promenade Long Gardens	Leisure	Electrical	Reconfiguration of historic lighting electrical supplies to CBC metered supply	10,000.00			10,000.00
Royal Well Bus Station	Community	Any	Removal of existing waiting rooms & provision of new waiting concourse/ shelters			50,000.00	50,000.00
Town Hall	Leisure	Covering	Replacement of flat roof covering over Catering Office	24,000.00			24,000.00
		Mechanical	Replacement of 2Nr roof extract fans serving the Buffet Room	4,500.00			4,500.00
			Replacement of air handling unit/system serving Buffet Room	5,000.00			5,000.00
		Walls	General repairs to external stonework	5,000.00			5,000.00
Tramway Cottage	House	Doors	Replacement of front door and associated furniture/ironmongery	1,000.00			1,000.00
Christmas Illuminations	Leisure	Lighting	Replacement LED lighting festoons and lamp-post sails	5,000.00			5,000.00
St Mary's Churchyard	Community	Walls	50% contribution to rebuilding of boundary wall	10,000.00			10,000.00
Arle Nursery	Workshop	Equipment	Irrigation System repairs	5,000.00			5,000.00
			Thermal Screens repairs	5,000.00			5,000.00
		Roof	General repairs to glazing/seals including cleaning	7,000.00			7,000.00
		RWGoods	Clean box gutter and re-seal mastic joints as necessary	1,000.00			1,000.00
		Structure	Replace polythene sheeting to poly-tunnel (rolling programme)		2,500.00		2,500.00
Municipal Offices	Office	Equipment	Replacement of AV equipment with iGel compatible TV screens		2,500.00		2,500.00
		Scaffolding	Scaffolding for remedial repairs to front elevation fascia stonework	3,000.00			3,000.00
		Stonework	Remedial repairs to front elevation fascia stonework	9,000.00			9,000.00
Central Depot	Industrial	All	Professional services to carry out CAD measured building survey	12,000.00			12,000.00
		Mechanical	Replacement of central heating pumps	5,000.00			5,000.00
		Surfaces	General repairs to access roads/kerbs	10,000.00			10,000.00
Cheltenham Crematorium	Other	All	Professional services to carry out CAD measured building survey	5,000.00			5,000.00
		Equipment	Replacement of Ash Processor equipment		24,000.00		24,000.00
St. George's Road Car Park	Car Park	Surfaces	Surface patch-repairs to macadam warring course and line painting	20,000.00			20,000.00
High Street Car Park	Car Park	Surfaces	Surface patch-repairs to macadam warring course and line painting	10,000.00			10,000.00
St. James's Street Car Park	Car Park	Surfaces	Surface patch-repairs to macadam warring course and line painting	10,000.00			10,000.00
Town Centre East Car Park	Car Park	Surfaces	Relining of all levels to accommodate larger parking spaces			100,000.00	100,000.00
			Rolling programme - deck surface/ expansion joint repairs & line painting	40,000.00			40,000.00
All Properties (Pavilions)	Leisure	Doors	Replacement of 'pass' keys and lock cylinders (all Pavilions and key-holders)	2,000.00			2,000.00
Sub Totals:				574,000.00	122,000.00	150,000.00	846,000.00

