

Area West Committee – 17<sup>th</sup> April 2013

## 8. Area West Land and Property

*Strategic Director:* Mark Williams, Chief Executive  
*Assistant Director:* Donna Parham, Finance and Corporate Services  
*Service Manager:* Amanda Card, Finance Manager  
*Lead Officers:* Diane Layzell, Property and Land Officer  
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### Purpose of Report

To update members of the land and properties interests through ownership, part-ownership, or leasehold held by South Somerset District Council within Area West.

### Recommendation

That members note the report.

### Public Interest

SSDC owns land and buildings within the district. This may be for offices, car parking, commercial letting, economic development, leisure, and other public uses. This report outlines the land and property interests South Somerset District Council has within Area West.

### Background

SSDC owns land and property within the District. Managing the upkeep of property is overseen through the Assistant Director – Environment, and Asset Management i.e. leases, rent collection etc. through the Assistant Director – Finance and Corporate Services.

In terms of Portfolio Holders the Finance and Spatial Planning Portfolio Holder oversees Asset Management while the Portfolio Holder Property and Climate Change oversees the upkeep of properties.

The Strategic Asset Management Group is chaired by the Strategic Director (Operations and Customer Focus). The group is made up of the following members and gives their individual areas of relevance:

- Ric Pallister, Leader: **Strategy & Policy** (including **Housing**, LSP, HR, Efficiency Agenda, Performance, **Area Development**, oversight of Civil Contingencies)
- Tim Carroll, Deputy Leader: Spatial Planning & Finance (including Finance & Legal Services, Strategic Car Parks Income, Revenues & Benefits, Spatial Planning, Strategic **Asset Management**, South West Audit Partnership, Procurement)
- Henry Hobhouse, Property & Climate Change (including Strategic Transport, **Property & Engineering Services**, Climate Change, ICT, GIS, Civil Contingencies, Business Continuity, Somerset Waste Board)
- Jo Roundell Greene, Environment & Economic Development (including Waste and Recycling, Streetscene, Somerset Waste Board, **Economic Development and Regeneration**, Equalities and Diversity).

- Area Perspective. Area Chairman/men to be invited to attend for specific agenda items where the discussion specifically affects that Area alone. The recommended portfolio attendance incidentally has four portfolio holders, one from each area.

Officer representation:

- Vega Sturgess, Strategic Director (Operations & Customer Focus)
- Rina Singh, Strategic Director (Place & Performance)
- Donna Parham, Assistant Director (Financial & Corporate Services)
- Laurence Willis, Assistant Director (Environment)
- Martin Woods Assistant Director (Economy)
- Diane Layzell, Senior Land & Property Officer
- Garry Green, Property and Engineering Services Manager

Other Portfolio Holders, members or officers will be invited to attend meetings as and when appropriate to deal with specific issues.

Its terms of reference are:

- Develop and maintain a clear understanding of the corporate objectives as reflected in the Council Plan, Community and other Strategies as well as the Directorates' short, medium, and long-term service needs in respect of property.
- To formulate and keep under quarterly review an Asset Management Plan which identifies current issues and prioritises areas for action.
- To ensure that all property held by the council is required for operational, social or investment purposes and links with the corporate objectives.
- To ensure that Area Offices are filled in a cost-effective manner using the following hierarchy principle: firstly by SSDC area development staff, secondly by other SSDC staff requiring accommodation, thirdly by partners and lastly by other suitable tenants (this hierarchy may be revised following the area review).
- Assess the impact of corporate initiatives and service plans on the council's property portfolio, its suitability for service delivery and make recommendations for change.
- Carry out a rolling review of the property portfolio, a property category at a time, to identify any surplus or underused property and recommend appropriate action. Each property to be formally reviewed at least biennially via this process.
- Ensure that adequate funding streams are identified to deal with property refurbishments, repair and maintenance, suitability and sustainability issues.
- Develop a Property Maintenance Strategy.
- Promote and support shared use of premises in joint working arrangements with other public and private service providers.
- Monitor the Capital Programme bids to ensure that the land or property implications of capital projects are recognised and consistent with the Asset Management Plan.

- Undertake property option appraisals to identify solutions for all accommodation requirements.

It is an advisory body and any property sales and purchases are approved through District Executive.

### **Land and Property Holdings in Area West**

The Land and Property Officer will make a short presentation to members of the committee on how to review all land holdings on line. Each member has a copy of those addresses. Members have also been sent a property booklet showing property and car park ownership within Area West. A full list of addresses is included in Appendix A of this report.

### **SSDC Corporate aims**

Land and property assists with delivering all four focus areas of the Council Plan.

### **Financial Implications**

There are no financial implications in approving the recommendation in this report.

### **Carbon Emissions & Adapting to Climate Change Implications (NI188)**

None specifically arising from this report.

### **Equality and Diversity Implications**

None specifically arising from this report.

***Background Papers: None***

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