

KENT COUNTY COUNCIL

PROPERTY SUB-COMMITTEE

MINUTES of a meeting of the Property Sub-Committee held in the Darent Room, Sessions House, County Hall, Maidstone on Wednesday, 13 November 2013.

PRESENT: Mr G Cowan, Mrs T Dean, Mr A J King, MBE (Chairman), Mr R A Latchford, OBE, Mr L B Ridings, MBE and Mrs P A V Stockell

ALSO PRESENT: Mr G Cooke

IN ATTENDANCE: Ms R Spore (Director of Property & Infrastructure Support), Mr A Fox (Disposals Surveyor), Ms E Larner (Senior Project Manager - Capital Programme Delivery), Mr A Newton (NWW Programme Manager) and Mrs A Hunter (Principal Democratic Services Officer)

UNRESTRICTED ITEMS

6. Apologies and Substitutes

(Item)

There were no apologies or substitutes.

7. Declarations of Interest by Members in Items on the Agenda

(Item)

- (1) Mr Cowan declared an interest in Items B2 and C1 – Kent Academies, Batch 2 Procurement – Dover Christ Church Academy as he was a governor at the academy. He left the meeting during the consideration of these items.
- (2) Mr Cooke (Cabinet Member for Corporate and Democratic Services) declared an interest in Item C2 - Proposed Sale and Land-swap, New Line Learning Academy (Future Schools Trust), Boughton Lane, Loose Maidstone as he was a governor of the Future Schools Trust.

8. Minutes of the meeting held on 11 July 2013

(Item A3)

In response to a question about minute 5, Ms Spore (Director of Property and Infrastructure Support) confirmed that sufficient land would be retained to enable Cliftonville Primary School to expand and provide playing fields that would meet its needs.

RESOLVED that the minutes of the meeting held on 11 July 2013 are a correct record and that they be signed by the Chairman.

9. The refurbishment and conversion of Invicta House, Maidstone as part of the New Ways of Working Programme in order to realise revenue savings from the exit of other sites

(Item B1)

- (1) Ms Spore (Director of Property and Infrastructure Support) and Mr Newton (NWW Programme Manager) introduced the report which asked the Property Sub-Committee to consider and endorse, or make recommendations to the Cabinet Member for Corporate and Democratic Services on the proposed decision that:
 - (a) KCC enters into a contract with a suitably qualified building contractor, procured in accordance with Council procedures, for the purpose of undertaking a design and build project to refurbish Invicta House prior to its being restacked to increase the utilisation of the asset;
 - (b) The Director of Property and Infrastructure Support be authorised to finalise terms and enter into all necessary agreements/contracts to allow the exit from Bishops Terrace, Brenchley House and Cantium House, and for the works to be undertaken at Invicta House to accommodate the staff.
- (2) In response to questions Ms Spore and Mr Newton said that:
 - £1m of the £4.5m allocated for the Invicta House project was required for essential maintenance;
 - One of the aims of the New Ways of Working Programme was to de-clutter and rationalise office space;
 - The current occupancy rate of Invicta House was 50%-60% which was typical of office space in both the public and private sectors;
 - Following the refurbishment each new work station would occupy 8 square metres and 7 desks would be provided for every 10 employees;
 - Teams would be allocated space in a particular area and staff would hot desk within those areas and not the whole building;
 - Some staff especially those operating from district offices already worked agilely and the proposal being discussed was not significantly different;
 - The New Ways of Working programme assumed that the number of car parking spaces would be same as in the current estate. Additional parking would be provided to supplement that at Invicta House if necessary;
 - Some windows in Invicta House can be opened but opening the windows unbalances the ventilation system;
 - The current system is a comfort cooling system and given the deep plan nature of the building and the design, natural ventilation on its own would not be adequate.
- (3) It was also confirmed that the proposed changes to Invicta House would comply with building control regulations.
- (4) RESOLVED that the proposed decision of the Cabinet Member for Corporate and Democratic Services be endorsed.

10. Kent Academies, Batch 2 Procurement - Dover Christ Church Academy

(Item B2)

- (1) The report was introduced by Ms Spore (Director of Property and Infrastructure Support) and Ms Larner (Senior Project Manager).
- (2) The report asked the Property Sub-Committee to consider and endorse, or make recommendations to the Cabinet Member for Corporate and Democratic Services, on the proposed decision to:
 - (a) Agree that the Final Business Case for the Dover Christ Church Academy can be submitted to the EFA and the DfE for final departmental approval by EFA, DfE and the Treasury;
 - (b) Authorise the Director of Property and Infrastructure Support to agree final contractual terms provided that no affordability gap occurs;
 - (c) Authorise the Director of Property and Infrastructure Support, in consultation with the Director of Governance and Law, to enter into any necessary contracts/ agreements on behalf of the County Council, following approval to final contractual terms as set out in paragraph 6.1.2 of the report in relation to Dover Christ Church Academy and the Future Schools Agreement;
 - (d) Authorise the Director of Property and Infrastructure Support to be the nominated Authority Representative within the relevant agreements and to enter into variations as envisaged under the contracts.
- (3) Questions were asked about the accuracy of asbestos registers in general. Members also sought assurance that the asbestos register at the Dover Academy was up to date and accurate
- (4) The Property Sub-Committee had regard to the detailed information relating to the proposed decision contained in the exempt appendix in reaching their decision.
- (5) RESOLVED:
 - (a) That the Cabinet Member's proposed decision be endorsed;
 - (b) That a presentation about the Asbestos Policy be made to the Policy and Resources Cabinet Committee.

11. Exclusion of the Press and Public

RESOLVED that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

12. Kent Academies, Batch 2 Procurement - Dover Christ Church Academy - Appendix B
(Item C1)

- (1) Mr Cooke (Cabinet Member for Corporate and Democratic Services) and Rebecca Spore (Director of Property and Infrastructure Support) answered questions about the proposed decision.
- (2) The information in the exempt appendix was noted.

13. Proposed Sale and Land-swap, New Line Learning Academy (Future Schools Trust), Boughton Lane, Loose, Maidstone
(Item C2)

- (1) Mr Cooke (Cabinet Member for Corporate and Democratic Services) said he would not be involved in making any decisions relating to New Line Learning Academy as he was a governor of the Future Schools Trust. Decisions relating to the New Line Learning Academy would therefore be taken by the Leader.
- (2) Ms Spore (Director of Property and Infrastructure Support) and Mr Fox (Disposals Surveyor) introduced the report which set out details of a proposed land-swap and capital receipt transaction at New Line Learning Academy, Boughton Lane, Maidstone.
- (3) The Property Sub-Committee was asked to consider and endorse or make recommendations to the Leader on the proposed decision.
- (4) RESOLVED:
 - (a) That the proposed decision of the Leader to enter into a land-swap agreement and capital receipt transaction on the terms set out in the report be endorsed;
 - (b) That the Leader be asked to assure himself of the future of Five Acre Wood School.