

Chief Executive
Howard Miller

To: The Members of the Property
Sub-Committee

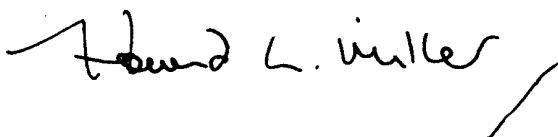
**PLEASE NOTE
THE TIME OF
THE MEETING**

27 October 1999

Dear Councillor

Your attendance is requested at a meeting of the **PROPERTY SUB-COMMITTEE** of the **POLICY AND RESOURCES COMMITTEE** to be held in Room 3 at the Civic Offices, 1 Saxon Gate East, Milton Keynes on **WEDNESDAY 3 NOVEMBER 1999 at 6.30 pm** when the business set out overleaf will be transacted.

Yours faithfully



Chief Executive

Councillors Bartlett, Bristow, Fairweather, Lewis and Long

AGENDA

Item No:

1. Election of Chair

To elect a Chair for the Property Sub-Committee for the Council Year 1999/2000.

2. Apologies

3. Minutes

To approve, and the Chair to sign as a correct record, the Minutes of the meeting held on 8 September 1999.

4. Declarations of Interest

Members and officers to declare any interests they may have in the business to be transacted, in accordance with the Local Government Act 1972.

5. Adjournments to Hear Members of the Public

The Chair to request an indication from members of the public that they would wish the Sub-Committee to adjourn to hear their views during its consideration of a particular item.

6. Deputations and Petitions

No deputations have been received for consideration at this meeting.

Any petitions received will be reported at the meeting.

7. Questions from Members of the Public

To receive questions from members of the public in accordance with Standing Order P28.

8. Ward Matters

No items have been received for consideration at this meeting.

9. Terms of Reference

The Policy and Resources Committee at its meeting held on 13 July 1999 (Minute PR8(a)(v)/00 refers), set the following terms of reference for the Committee:

- (a) To agree a Property Asset Management Strategy for the Council.
- (b) To oversee the Best Value Review of the Council's Property Services.
- (c) To make decisions about the use of Council property when it is no longer needed for the purpose for which it was originally intended.

(d) To receive regular reports from the Capital Programme Working Group.

10. Capital Programme Update - The Single Capital Pot

To consider Item 10 (**Page 6**)

11. Asset Management Strategy

To consider Item 11 (**Page 11**)

12. Best Value Pilot - Property

To consider Item 12 (**Page 25**)

13. Asbestos

(a) Update Report

The Policy and Resources Committee, at its meeting on 13 July 1999 (Minute PR17/00 refers), considered a report which set out the need to undertake measures to comply with the Council's statutory Health and Safety obligations, with respect to asbestos. The Committee approved:

- (i) an Action Plan and associated timescales;
- (ii) a Corporate Asbestos Policy; and
- (iii) that the detailed implementation of the Action Plan be overseen by the Property Sub-Committee within the budget guideline figure of £184,000.

The Health and Safety Executive's (HSE) Improvement Notice was lifted in June 1999, but it was made clear that the HSE will monitor the implementation of the plan to ensure that action is being taken and the agreed timescales are met. The HSE has indicated that a visit is possible later this year.

1. Action Following the Policy and Resources Committee on 13 July 1999

- (a) The Action Plan, agreed at the Policy and Resources Committee, is set out at Item 13a(i) (**Page 36**).
- (b) The Council's Asbestos Policy was approved by the Policy and Resources Committee.
- (c) Provision of Guidance and Information

Guidance documents, asbestos awareness posters and asbestos awareness cards have been prepared and circulated to relevant staff for distribution and display in Council buildings.

(d) Asbestos Training

The first training session (79 delegates) were held on 19 August and 13 October 1999. Upon completion of these sessions, it is anticipated that all relevant staff will have received the awareness training. Further sessions may be required for staff not available for these sessions and for new staff.

(e) Establishment of an Asbestos Register for Non Residential Properties

A number of expressions of interest to supply Asbestos Management Software have been obtained and a draft specification has been prepared for tender purposes.

(f) Establishment of an Asbestos Register for Residential Properties

This is being developed for incorporation into the new Housing Management System.

(g) Survey of the Council's Non Residential Properties

The tendering process for this work is now in hand. The first tranche of surveys will be schools and these are to be completed this financial year.

(h) Survey of the Council's Residential Properties

Sample surveys are due to commence in September 1999 with completion this financial year.

(i) Arrangements for Managing Asbestos in Buildings

Asbestos logbooks are being designed and distributed. The logbook will initially include Guidance Notes and Permits to Work with relevant survey information being included at a later stage.

2. *Project Management*

The project is to be managed by Milton Keynes Architecture, which is in the process of recruiting an Asbestos Officer. Monthly progress reports are being produced for the Strategic Director Resources.

The necessary work to comply with the Action Plan to date, has been undertaken by officers of The Asbestos Working Group. The majority of future asbestos work will be undertaken by:

- (a) Milton Keynes Architecture for non-residential work; and
- (b) Development and Maintenance (Neighbourhood Services) for residential work.

Details of the Implementation Programme for the Action Plan is attached at Item 13a(ii) (**Page 36**).

Contact Officer: Colin Luscombe (Senior Estates Surveyor) - MK252394

Background Papers: None

(b) Repairs and Maintenance Budgets for Asbestos Work

It is proposed to fund the remaining £50,000 costs for asbestos surveys in 1999/00 by top slicing repairs and maintenance budgets across Directorates pro-rata to existing budgets. Subject to final agreement by Directorates, the contributions are:

Learning and Development £33,580

Neighbourhood Services £3,040

Environment £9,180

Resources £4,200

Contact Officer: I Hart (Resources Directorate Finance Manager)
MK252756

Background Papers: None

14. Recommendation from the Environment Committee - Cemetery Use

The Sub-Committee is asked to note the request from the Environment Committee (Minute EN35/00 refers), for the Sub-Committee to identify space for cemetery use.

A copy of the report considered by the Environment Committee and the relevant extract from the Minutes are attached at Items 14a (**Page 39**) and 14b (**Page 44**) respectively.

15. Programme of Future Meetings

(a) Thursday 2 December 1999 at 6.30 pm

(b) Thursday 20 January 2000 at 6.30 pm

(c) Thursday 9 March 2000 at 6.30 pm

16. Questions on Sub-Committee's News Sheet

To ask questions on any items included on the Sub-Committee's News Sheet (if circulated).

17. Members' Items

No items have been submitted for consideration at this meeting.