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To: Councillor Allan; Convener; and Councillors Dickson, Forsyth, McCaig, Milne, Noble, Reynolds, Young and Yuill.

Town House,
ABERDEEN 27 January 2014

PROPERTY SUB COMMITTEE

The Members of the **PROPERTY SUB COMMITTEE** are requested to meet in Committee Room 2 - Town House on **TUESDAY, 4 FEBRUARY 2014 at 2.00 pm.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

DETERMINATION OF EXEMPT BUSINESS

- 1.1 Determination of Exempt Items of Business

MINUTES AND SUB COMMITTEE BUSINESS STATEMENT

- 2.1 Minute of Previous Meeting of 26 November 2013 (Pages 1 - 6)
2.2 Sub Committee Business Statement (Pages 7 - 14)

GENERAL BUSINESS

- 3.1 Condition and Suitability Programme 2014-15 (Pages 15 - 28)

ITEMS WHICH THE SUB COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

- 4.1 Condition and Suitability Programme 2014-15 - Exempt appendix (Pages 29 - 32)
- 4.2 Marischal Square - External Support (Pages 33 - 36)
- 4.3 Common Good - Review of Farmland and Grazing (Pages 37 - 48)
- 4.4 Property Sale - 25 Westfield Terrace (Pages 49 - 58)
- 4.5 Property - Vacant and Surplus Assets February 2014 (Pages 59 - 86)

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PROPERTY SUB COMMITTEE

ABERDEEN, 26 November 2013 - minute of meeting of the PROPERTY SUB COMMITTEE. Present: Councillor Allan, Convener; and Councillors Dickson, Ironside (as a substitute for Councillor Young), McCaig, Milne, Noble, Reynolds, Thomson (as a substitute for Councillor Forsyth) and Yuill.

The agenda and reports associated with this minute can be located at the following link:-

[HTTP://COMMITTEES.ABERDEENCITY.GOV.UK/IELISTDOCUMENTS.ASPX?CID=483&MID=3158&VER=4](http://committees.aberdeencity.gov.uk/ielistdocuments.aspx?CID=483&MID=3158&VER=4)

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be altered retrospectively.

DETERMINATION OF EXEMPT ITEMS OF BUSINESS

1. The Convener proposed that the Sub Committee consider reports 4.1 to 4.8 with the press and public excluded.

The Committee resolved:-

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting for items 4.1 to 4.8 of the agenda (article 4 of this minute) onwards so as to avoid disclosure of information of the classes described in the following paragraphs of Schedule 7(A) to the Act: article 4 (paragraphs 6 and 9), article 5 (paragraphs 6 and 9), article 6 (paragraphs 6 and 9), article 7 (paragraph 6), article 8 (paragraphs 6 and 9), article 9 (paragraphs 6 and 9), article 10 (paragraphs 6 and 9) and article 11 (paragraphs 6 and 9).

MINUTE OF PREVIOUS MEETING

2. The Sub Committee had before it the minute of its previous meeting of 24 September 2013.

The Committee resolved:-

to approve the minute as an accurate record.

SUB COMMITTEE BUSINESS STATEMENT

3. The Sub Committee had before it a statement of pending and outstanding sub committee business, as prepared by the Head of Legal and Democratic Services.

The Sub Committee resolved:-

- (i) in relation to item 1 (Access from the North Proposals (Third River Don Crossing) – Compulsory Purchase Order), to transfer this item to the Finance, Policy and Resources Committee Business Statement;

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- (ii) in relation to item 2 (Property Asset Management Plan), to note that a report was to be considered later on today's agenda and therefore to remove this item;
- (iii) in relation to item 6 (Bobby Calder Park), to remove resolution (iii);
- (iv) in relation to item 10 (Victoria Road School) to suspend Standing Order 22(1) and to instruct officers to report on this matter to a future meeting of the Sub Committee; and
- (v) to otherwise note the updates contained.

In accordance with the decision recorded under article 1 of this minute, the following items were considered with the press and public excluded.

TNRP – MISCELLANEOUS PROPERTIES (EPI/13/228)

4. With reference to article 25 of the minute of the meeting of the Finance and Resources Committee of 28 September 2010, the Sub Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on miscellaneous properties held on property account.

The report recommended –

that the Sub Committee –

- (a) agree that the following sites remain as is until completion of the road widening project;
 - (1) Berryden Business Centre
 - (2) Ground 203 Great Northern Road
 - (3) Ground 36 - 38 Great Northern Road;
- (b) agree that the following sites should remain as is until reviewed in terms of their leases and request that an update will be provided following the review;
 - (1) Danestone Doctor's Surgery,
 - (2) Denwood Rifle / shooting Range
 - (3) Fairview Street Community Site
 - (4) Fairview Street Nursery
 - (5) Hayfield riding school including Westwood Lodge
 - (6) Land Mains of Dyce
 - (7) Land Mill of Mundurno
 - (8) Pitmedden Road (Compound)
 - (9) Satrosphere, 179 Constitution Street Aberdeen
 - (10) 76-81 Skene Square
 - (11) Stoneywood Road Dyce Road Verge; and
- (c) agree that the following sites be considered for long term lease or sale;
 - (1) 41 Belvidere Street/ Victoria Park Boundary Wall
 - (2) Danestone Facility Site

The Sub Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to request officers to advise members, by way of email, of the expected rental income at the next rent review, of the land at Pitmedden Road.

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AUCHMILL GOLF COURSE – LONG LEASE (EPI/13/170)

5. With reference to article 23 of the minute of the meeting of Council of 25 March 2009, the Sub Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on the current position of the lease of Auchmill Golf Course and the outcome of negotiations with the Management Committee of Auchmill Golf Club (MCAGC).

The report recommended –

that the Sub Committee –

- (a) approve the provisional terms for the granting of a long-term lease of Auchmill Golf Course to the MCAGC as described in the report subject to any variations to the user term (5.5.3) that the Court of Session might stipulate to safeguard use of the golf course by members of the public;
- (b) agree to remit it to the Head of Legal and Democratic Services to take appropriate legal action to petition the Court of Session for consent to lease Common Good land; and
- (c) agree that on the assumption that such consent was obtained, remit it to the Head of Legal and Democratic Services to formally conclude the lease of the golf course to the MCAGC on terms and conditions as were necessary to protect the Council's interests.

The Sub Committee resolved:-

to approve the recommendations.

BON ACCORD INDOOR BOWLING CENTRE AND SKYLINE RESTAURANT – FUTURE USE (EPI/13/222)

6. The Sub Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the current interest generated to date in the Bon Accord Indoor Bowling Centre.

The report recommended –

that the Sub Committee –

- (a) pending confirmation that F and C Reit wished to incorporate the Bon Accord Indoor Bowling Centre and Skyline Restaurant within the Bon Accord Shopping Centre, instruct the Head of Asset Management and Operations to cease the ongoing marketing effort, for a period of nine months, from the date of this meeting;
- (b) agree that if such wish was confirmed, remit the Head of Asset Management and Operations to provisionally negotiate terms and conditions for the renunciation of the City Council's lease of the Bon Accord Indoor Bowling Centre and Skyline Restaurant;
- (c) agree that if provisional agreement could be reached, remit the Head of Asset Management and Operations to report back on the details of the agreement to this Sub Committee, in order that the formal approval of such provisional agreement might be considered;

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- (d) agree that in that event, remit the Head of Legal and Democratic Services to liaise with F and C Reit's solicitors to agree the formal renunciation of the lease, on terms and conditions as were necessary to protect the City Council; and
- (e) agree that if F and C Reit indicated that they did not wish to make use of the premises, instruct the Head of Asset Management and Operations to resume the marketing effort and consider any options for the building's future, reporting to Committee at that time of progress; Or
- (f) instruct the Head of Asset Management and Operations to continue the marketing effort and consider any options for the building's future, reporting progress to the Sub Committee at a later date.

The Sub Committee resolved:-

to approve recommendations (a) to (e) contained in the report.

GROUND ADJACENT TO 5 REDMOSS WALK, NIGG (EPI/13/225)

7. The Sub Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of a further request received from the tenant of an area of ground adjacent to a property owned by the individual at 5 Redmoss Walk, Nigg.

The report recommended –

that the Sub Committee –

- (a) refuse the request to purchase land, as requested by the tenant; and
- (b) agree that the tenant be advised that the lease shall continue to run until expiry on 27 May 2039.

The Sub Committee resolved:-

to approve the recommendations.

PREMISES AT 132 WELLINGTON ROAD (EPI/13/211)

8. With reference to article 29 of the minute of the meeting of the Finance and Resources Committee of 21 February 2013, the Sub Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on the ongoing discussions with Glencraft Aberdeen Limited (Glencraft) concerning the company's occupation of the premises at 132 Wellington Road.

The report recommended –

that the Sub Committee –

- (a) agree that if the sub lease governing the continued occupation of the premises was not signed by 10 January 2014, the Head of Asset Management and Operations and the Head of Legal and Democratic Services should be instructed to recover vacant possession of the premises; and
- (b) instruct the Head of Asset Management and Operation to continue without prejudice discussions with the head landlord, and if satisfactory terms could not be reached the Council might have no option other than to seek a sub tenant or assignee, which the head landlord could not reasonably refuse.

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The Sub Committee resolved:-

to defer consideration of the report to its next meeting to enable the occupier to hold further discussions with the Scottish Government and Scottish Enterprise regarding its business plan and to instruct officers to provide an update on the negotiations at the Council meeting on 18 December 2013.

PROPERTY SALE – 102 NORTH DEESIDE ROAD (EPI/13/226)

9. The Sub Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised on the outcome of marketing activities in relation to a surplus property at 102 North Deeside Road and the offers subsequently received.

The report recommended –

that the Sub Committee –

- (a) accept the highest offer submitted by Peterkins, on behalf of Mr and Mrs Calder;
- (b) agree that the Head of Legal and Democratic Services be instructed to conclude missives for the sale of this property incorporating various qualifications as were necessary to protect the Council's interests.

The Sub Committee resolved:-

to approve the recommendations.

PROPERTY SALE – RAEDEN WALLED GARDEN (EPI/13/227)

10. The Sub Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the outcome of the joint marketing exercise between the Council and NHS Grampian (The Scottish Ministers (TSM)) for the former Raeden Centre and walled garden.

The report recommended –

that the Sub Committee –

- (a) accept Dandara Limited as the preferred bidder;
- (b) agree that the Head of Legal and Democratic Services be instructed to conclude missives for the sale of this property incorporating various qualifications as were necessary to protect the Council's interests; and
- (c) note the apportionment of the sale price for the site between TSM and the Council as indicated in the report.

The Sub Committee resolved:-

to approve the recommendations.

PROPERTY - VACANT AND SURPLUS ASSETS APRIL 2013 (EPI/13/198)

11. With reference to article 16 of the minute of its meeting of 24 September 2013, the Sub Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided members with an update on activities in relation to

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26 November 2013

properties which had been declared surplus to the Council's requirements or were currently vacant awaiting a decision on future use.

The report recommended –

that the Sub Committee –

- (a) note the position in relation to all the vacant and surplus assets, as identified in Appendices A, B and C of the report;
- (b) note the lease of the following properties held on the tenanted non residential portfolio, concluded since the Sub Committee's meeting on 24 September 2013:-
 - Unit 8 Farburn Industrial Estate, Dyce, £21,600
 - Suites 2,3B,4,5 10-14 27-29 King Street, Aberdeen, £76,100
 - Units 4,5 and rear compound, Kirkton Avenue, £45,000
 - Unit 3 Tillydrone Shopping Centre, £2,400
 - Unit 4, 61 Cotton Street, 17,500
 - Units 7 and 8 Woodlands Road, Dyce, £35,000
 - Unit 9 Kirkhill Place, Dyce, £19,500;
- (c) note the update on the former Victoria Road School.

The Sub Committee resolved:-

- (i) to approve the recommendations;
- (ii) to instruct officers to provide an update on the status of Leadsie Road Community Centre at its next meeting; and
- (iii) in relation to Tillydrone Shopping Centre Unit 7, Hayton Road, Tillydrone, to instruct officers to write to the Director of Housing and Environment asking for confirmation as to when this unit would be required as part of the forthcoming regeneration works in that area.

- COUNCILLOR YVONNE ALLAN, Convener.

**PROPERTY SUB COMMITTEE
SUB COMMITTEE BUSINESS**

4 February 2013

Please note that this statement contains a note of every report which has been instructed for submission to this Sub Committee. All other actions which have been instructed by the Sub Committee are not included, as they are deemed to be operational matters after the point of committee decision.

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Finance and Resources 15/03/12 article 36	<p><u>Review of Commercial Office Properties</u></p> <p>The Committee resolved amongst other things to instruct the Head of Asset Management and Operations to review and report on possible options for the future of 1 Queens Gardens, prior to the current lease expiring in April, 2014.</p>	<p>Following an initial appraisal, discussions are ongoing between the Council and their existing tenant. A report will be brought to the Sub Committee in due course.</p> <p>An information bulletin report was available for the Sub Committee's meeting on 26 November 2013.</p> <p>Officers have reached provisional agreement with Monitor to lease the whole of 1 Queens Gardens, on a new full repairing and insuring lease, for a period of 5 years. The new lease will commence on 23 February 2014</p> <p>A rent free period in exchange for the Tenant undertaking refurbishment works to the second floor of the premises (previously occupied by the Emergency Planning Service) has yet to be agreed. However, it is anticipated that this will be finalised and the deal concluded before the meeting of the Committee. Officers are satisfied that this deal (and the</p>	Head of Asset Management and Operations	06/12/12	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
			<p>big rent increase) represents the best possible outcome for the City Council at this time.</p> <p>On the basis of the above information it is recommended that this item be removed.</p>			
2.	<p>Finance and Resources 04/10/12 article 34</p>	<p><u>Newhills Expansion – Initial Consultants Appointment</u></p> <p>The Committee resolved, amongst other things, to note that this commission would be the 1st phase of the programme of work for the implementation of a Development Framework for the site, and that a further report would be submitted to this Committee.</p>	<p>A report dealing with Common Good development and investment requirements is on the agenda, which includes an update on this site. An update was reported to the Sub Committee on 24 September 2013. Further updates will be brought forward as appropriate.</p>	Head of Asset Management and Operations	21/2/13	22/4/14
3.	<p>Finance and Resources 21/2/13 article 28</p>	<p><u>Supplementary Review of Advance Factories 2013</u></p> <p>The Committee resolved amongst other things:</p> <p>(i) instruct the Head of Asset Management and Operations to report to future meetings of this Committee on the outcome of the implementation of recommendations (b), (c) and (d) contained in the report, in order that Committee might consider the approval of offers for advance factories or authorising the implementation of repair and upgrading works programmes, or any other potential property</p>	<p>An information bulletin report was available for the Sub Committee's meeting on 26 November 2013.</p> <p>Further to the aforementioned bulletin report Members are asked to note progress in actioning the various remits and instruct the Head of Asset Management and Operations to submit further bulletin and/or reports to future Sub Committee meetings, as and when significant developments occur in the case.</p>	Head of Asset Management and Operations	13/6/13	10/06/14

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>schemes for groups of advance factories; and instruct the Head of Asset Management and Operations to report to future meetings of the Committee on the outcome of the implementation of recommendations (f) and (g) contained in the report, in order that the Committee might consider the approval, in principle, of such potential development schemes.</p>				
4.	Finance and Resources 21/2/13 article 31	<p><u>Bobby Calder Park</u></p> <p>The Committee resolved amongst other things:</p> <p>(i) agree that as the identification of a site for a new secondary school to the south of the Dee was amongst the Council's key priorities, Bobby Calder Park be reserved as a possible site for this project until such time as a final site was approved for the new school; and</p> <p>(ii) authorise officers to progress more detailed negotiations with Cove Rangers Football Club (or their trustees) with the view to a more modest project being taken forward by them, subject to a long ground lease being agreed, on the basis that such a use would be compatible with any proposals for a new secondary school.</p>	<p>The site is identified as a preferred location for a new secondary school. As initial design work is advanced it will be possible to hold more detailed conversations with Cove Rangers and other interested parties. This design work is being advanced by Education, Culture and Sport.</p>	Head of Asset Management and Operations	13/6/13	22/4/14

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
5.	Finance and Resources 21/2/13 article 32	<p><u>Ferryhill Engine Shed – Current Status</u></p> <p>The Committee resolved amongst other things:</p> <p>(i) to agree to the continuation of the Licence to Occupy granted to FRHT on a month to month basis, for up to a maximum of six months, to allow discussions on the key issues to be clarified; and</p> <p>(ii) instruct the Head of Asset Management and Operations to report back to this Committee on any variation of circumstances.</p>	<p>At its meeting on 24 September 2013, the Sub Committee agreed that the license to occupy be allowed to continue on a month to month basis with a report being brought back to the Sub Committee in early 2014 setting out the preferred arrangements for the long term.</p> <p>A meeting is being arranged with the Trust to discuss the status of their applications. An oral update can be provided to the Sub Committee.</p>	Head of Asset Management and Operations	13/6/13	4/2/14 – oral update
6.	Finance and Resources 21/2/13 article 33	<p><u>Greenferns Development Update</u></p> <p>The Committee resolved amongst other things:</p> <p>(i) instruct the Head of Asset Management and Operations to bring a future report to the Committee on the outcome of these actions detailed in the report; and</p> <p>(ii) note that a further report in relation to the Greenferns Holding would be submitted to the Committee in early course.</p>	<p>An update was reported to the Sub Committee on 24 September 2013.</p> <p>The Bucksburn Farm site continues to form part of discussion for affordable housing and an ASN School. Further updates will be provided as these schemes progress.</p>	Head of Asset Management and Operations	13/6/13	22/4/14
7.	Finance and Resources 13/6/13 article 20	<p><u>Westburn House</u></p> <p>The Committee resolved to request officers undertake a review of activities and report back to this Committee with a revised marketing strategy and options appraisal, such report to be circulated to all local members.</p>	<p>An internal team incorporating estates, cost consultancy, engineering, conservation, planning and architectural disciplines is being put together to consider the property with a view to reporting to a future meeting. This report will be brought forward in 2014.</p>	Head of Asset Management and Operations	26/11/13	22/4/14

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
8.	Finance and Resources 13/6/13 article 20	<u>Victoria Road School</u> The Committee resolved in relation to Victoria Road School, Torry, approve the request by Torry Community Council to place the demolition and marketing of the building on hold for six months while they undertake a feasibility study on the property, and to request officers to continue to liaise with the Community Council and to report back on progress to the next meeting of the Committee.	At its meeting on 24 September 2013, the Sub Committee agreed: (a) to note that only limited information has been forthcoming from Torry Community Council in relation to their plans for the building; and (b) to instruct officers to write to the Torry Community Council requesting that their initial proposal, programme and action plan for the building must be submitted to officers in time to permit a report to the Finance, Policy and Resources Committee on 5 December 2013 to be prepared. At its meeting on 26 November 2013, the Sub Committee agreed to suspend standing orders instructed officers to report on this matter to a future meeting of the Sub Committee.	Head of Asset Management and Operations	26/11/13	4/2/14 – update in the vacant/surplus report
9.	Property Sub Committee 24/9/13 article 7	<u>Wallace Tower, Tillydrone Road</u> The Sub Committee agreed, amongst other things, to instruct the Head of Asset Management and Operations to report any outcomes relating to this matter to the Sub Committee at a later date.	An update is provided in the vacant surplus property report. The Tillydrone Community Development Trust (T.C.D.T.) advise that they expect to know the outcome of their grant funding applications in the Spring of 2014. It is intended to submit a report to this Committee's meeting on 10 June or, if the grant funding outcome is known sooner, to the meeting on 22 April, 2014.	Head of Asset Management and Operations	4/2/14	10/06/14

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
10.	Property Committee 24/9/13 article 9	<u>Development Agreement, Devil's Den, Woodside</u> The Sub Committee agreed, amongst other things, to instruct the Head of Asset Management and Operations to report the outcome of the marketing of the site to a future meeting of the Sub Committee.	An update is provided in the vacant surplus property report.	Head of Asset Management and Operations	4/2/14	4/2/14 – update in the vacant/surplus report
11.	Property Committee 24/9/13 article 14	<u>Station House Community Centre</u> The Sub Committee agreed to authorise officers to negotiate a temporary License to Occupy in favour of the Station House Media Unit, in the meantime to run on a month to month basis, with a report being brought back before the Sub Committee as soon as arrangements for the future of the occupation and control of the building had been agreed.	Negotiations ongoing in terms of the temporary license. At the date of writing this update SHMU have still not signed the licence and the Committee will be informed of progress of this at the next meeting. Future arrangements for the disposal, either by lease or Community Asset Transfer (CAT) are still in discussion. Work on the policy of CAT is still underway.	Head of Asset Management and Operations	4/2/14	22/4/14
12.	Property Committee 26/11/13 article 6	<u>Bon Accord Indoor Bowling Centre And Skyline Restaurant – Future Use</u> The Sub Committee agreed, amongst other things: (i) agree that if provisional agreement could be reached, remit the Head of Asset Management and Operations to report back on the details of the agreement to this Sub Committee, in order that the formal approval of such provisional agreement might be considered; and		Head of Asset Management and Operations	22/4/13	10/06/14

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		(ii) agree that if F and C Reit indicated that they did not wish to make use of the premises, instruct the Head of Asset Management and Operations to resume the marketing effort and consider any options for the building's future, reporting to Committee at that time of progress.				
13	Property Sub Committee 26/11/13 article 8	<u>Premises At 132 Wellington Road</u> The Sub Committee agreed to defer consideration of the report to its next meeting to enable the occupier to hold further discussions with the Scottish Government and Scottish Enterprise regarding its business plan and to instruct officers to provide an update on the negotiations at the Council meeting on 18 December 2013.	Council at its meeting on 18 December 2013, agreed to note that a report would be submitted to the next meeting of the Property Sub Committee. A report on the case is being prepared, with the intention of submitting it to the Finance, Policy and Resources Committee meeting on 20 February, 2014. An oral update on the case will be given by the Head of Asset Management and Operations to today's meeting.	Head of Asset Management and Operations	4/2/14	4/2/14 – oral update
14	Property Sub Committee 26/11/13 article 11	<u>Leadside Road Community Centre</u> The Sub Committee agreed, amongst other things to instruct officers to provide an update on the status Leadside Road Community Centre at its next meeting.	An update is included in the vacant/surplus report. Recommended for removal.	Head of Legal and Democratic Services	4/2/14	4/2/14

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ABERDEEN CITY COUNCIL

COMMITTEE	Property Sub- Committee
DATE	4 February 2014
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Condition & Suitability Programme 2014-15
REPORT NUMBER:	EPI/13/268

1. PURPOSE OF REPORT

This report advises on the provisional Condition and Suitability Programme that is included in the approved Non-Housing Capital Budget allocation for 2014/15.

2. RECOMMENDATIONS

It is recommended that the Committee;

1. Approves the Condition & Suitability Programme 2014-15 projects listed in Appendix A.
2. Instructs appropriate officials to implement the detailed programme.
3. Delegates authority to the Head of Asset Management & Operations, in consultation with the Corporate Asset Group and the Convenor of this Committee and the Convener of Finance, Policy & Resources, the power to amend the Programme should priorities change due to unforeseen circumstances during the year. With such changes to be reported to the Committee as a bulletin report.
4. (i) Authorises the Director of Enterprise, Planning and Infrastructure, the Head of Asset Management & Operations and the General Manager – Asset Management, in connection with the Programme, to undertake or instruct tendering procedures or competitive quotes procedures as appropriate and the awarding of contracts following thereon, subject to the necessary funding being available in the approved Non-Housing Capital Budget and

(ii) exempts all such procedures and contracts from Standing Order 1(3) of the Council's Standing Orders relating to Contracts and Procurement"

5. Notes the amendments to the 2013/14 Programme and the progress with the approved projects.

3. FINANCIAL IMPLICATIONS

Expenditure will be in accordance with the Council's approved Non-Housing Capital Budget. The current annual figure identified in the five year Capital Programme for the Condition & Suitability programme is £7.4m per year. The flexibility of the five year programme allows for approved projects to cross over into subsequent years. This may result in spend above or below £7.4m in 2014/15. However, overall spend will not exceed the total five year budget.

4. OTHER IMPLICATIONS

Certain works contained within the programme relate to Health & Safety, Fire Risk and DDA matters and are necessary enable compliance with statutory requirements. Although the works identified in this programme are based on the current information available, these elements require to remain flexible as inspections by Health & Safety and by the Chief Fire Officer may require additional works to be carried out at short notice.

Some of the proposed works will require the obtaining of a Building Warrant or Planning Approval prior to commencing.

It should be noted that the proposed funding level for the C&S programme is not sufficient to address the backlog maintenance or all the suitability issues detailed in the Council's Property Asset Management Plan. It primarily focuses on wind & watertight works, Health & Safety works and mechanical/electrical issues. Even with this focus it will not be able to address all the higher category works identified within the condition surveys and it will be very difficult to improve suitability. In addition lower category works such as replacement of doors, replacement of fixtures/fittings or flooring are generally not considered for inclusion within the C&S programme. These may be more sensibly funded from devolved budgets within individual services e.g. Developed Education Management Budgets.

There are significant risks attached to not tackling the backlog, which could have implications such as property closures, adverse publicity and loss of value. To minimise this risk, projects are carefully selected taking in account various factors including condition, Health & Safety issues and types of users.

5. BACKGROUND / MAIN ISSUES

This report brings together, for Members' approval, the proposed 2014/15 programme for the condition and suitability works on the Council's non-housing property stock. This programme was prepared utilising the detailed property information gathered as part of the development of the Property Asset Management Plan (as detailed below), and after discussions with all the relevant Services. It was approved by the Corporate Asset Group at its meeting on 10 January 2014.

The progress and amendments to the 2013/14 programme are also brought to this Committee for information.

Proposed 2014/15 Programme

An annual Capital budget of £7,400,000 has been allocated to allow the continued condition and suitability work to be progressed. Significant elements of the programme are specifically aimed at increasing the expected useful life of the buildings. The proposed programme is contained in **Appendix A**. A confidential version of Appendix A is included within today's confidential reports, which details the approximate cost for each project.

The provisional programme for 2014/2015 will allow substitution of projects should it not be possible to implement any of the projects on the primary list, or should a statutory requirement arise. Potential projects for future programmes have been identified and could be brought forward in some instances. These projects are shown in **Appendix B**. It should be noted that Appendix B it is not a definitive list of the capital spend required.

In addition to the major works contained in the overall programme, a sum of £250,000 has been identified for minor works. These works are primarily related to Health and Safety, Asbestos removal and Disability Discrimination Act projects. This list requires to be flexible as works often have to be carried out at short notice to address health and safety issues or to remove asbestos after it has been identified.

Standing Orders relating to Contracts and Procurement

When inviting tenders or awarding contracts Standing Order 1(3) as shown below should be followed.

"1(3) No tender shall be invited or contract entered into unless the total estimated expenditure has been previously approved by the Council. This requires specific Committee approval or the use of appropriate delegated powers. The allocation of a budget as part of the Council's budget setting process is insufficient."

However it should also be noted that standing order 1(6)(a) as shown below allows for an exemption when justified by special circumstances.

"1(6) Subject to compliance with the provisions of the 2006 Regulations [now the 2012 Regulations] or any other rule of law: -

(a) any contract may be exempted by the Council from any or all of the provisions of Part A of these Standing Orders, provided the Council is satisfied that the exemption is justified by special circumstances and a record shall be kept of these circumstances."

It is recommended that the Committee grant such an exemption from Standing Order 1(3) for the contracts within the C&S programme for two primary reasons. Firstly the programme will comprise of forty individual projects, which under standing order 1(3) would require Council approval of each contract. This would be very time consuming and create a potentially unnecessary burden on Officers and this Committee.

Secondly projects could potentially be delayed if contracts could not be awarded until after Committee approval is granted. This could make the overall programme unachievable within the timescales.

Property Asset Management Plan

As part of the 2013 Property Asset Management Plan (PAMP) the following vision for property assets was stated:-

"The Council will provide property, working with partners, where appropriate, which supports the Council in the delivery of quality services by being fit for purpose, accessible, efficient, suitable and sustainable."

In terms of Condition and Suitability this means that the aim is to have all assets in A or B Condition and A or B Suitability. The definitions of the gradings are contained in **Appendix C**. The Condition and Suitability programme clearly has an important role in supporting this vision and has been compiled accordingly.

Targets for improving the percentage of assets in satisfactory condition and reducing the backlog maintenance are also identified in the 2013 PAMP. This programme along with the rationalisation of our portfolio and the main capital programme will provide the main tools for meeting these targets.

Approved Programme 2013/14

The 2013/14 programme totalling £7.4m of work was approved by the Finance & Resources Committee on 21 February 2013. Work has progressed on the programme and some changes were made to the programme in line with the approved recommendations. It should be

noted that some of the projects will not be completed during 2013/14, with the subsequent spend carrying over. This will not impact on the 2014/15 programme as capital funding is spread across five years. **Appendix D** shows the status of the projects and the changes made.

6. IMPACT

Corporate - The continued implementation of Asset Management will ensure that the Council is utilising its assets to support Services in implementing the Single Outcome Agreement. In addition the plan contributes to achieving the vision set out in 'Aberdeen: The Smarter City'. Property assets have a particularly important role to play in Smarter Living, Smarter People and Smarter Environment.

Public - The continuing improvement to the Council's properties through good asset management practices will help ensure that services are being delivered from buildings that are "fit for purpose". This report may also be of interest to the public as it outlines the Council's capital spending on assets.

7. MANAGEMENT OF RISK

Robust procedures are in place for the management of projects within the programme. This includes managing asbestos, building warrants and adherence to the Construction, Design & Management Regulations.

The Corporate Asset Group monitors the spend on the programme and all other capital projects to help ensure the delivery of the overall capital programme. In addition the recommendations of this report allow the group to make changes to the programme to deal with priorities and reduce the risk to users/buildings in some cases.

8. BACKGROUND PAPERS

Property Asset Management Plan 2013 (Non-Housing)

9. REPORT AUTHOR DETAILS

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Appendix A - Proposed Condition Suitability Programme 2014/15

Location	Property Type	Proposed Works	Notes
Aberdeen Crematorium	Crematorium	Refurbishment of chapels.	
Airyhall Library	Library	Flat roof replacement and upgrade fire alarm system. H&S works to be part of project.	Asbestos works, emergency lighting and intruder alarm to be funded from H&S budget.
Ashgrove Nursery Infant School	Family Centre	Flat roof replacement.	Roof is in C (Poor) condition.
Ashley Road School Nursery	School-Primary	New heating system and associated work in nursery.	Jointly funded with Central Energy Efficiency Fund (CEEF).
Ashley Road School	School-Primary	Refurbishment of Girls toilet block.	
Beach Ballroom	Hall	Refurbishment of Star Ballroom toilets. Revenue works to be part of project.	Render repairs, external decoration and replacement of cast iron rain water goods funded through R&M.
Bridge Of Don Academy	School-Secondary	HE kitchen refurb. Windows, external doors, corridor lighting, Building Energy Management System (BEMS) and ventilation.	School contributing towards HE kitchen refurbishment. Windows, external doors and ventilation are in C (Poor) Condition.
Bridge Of Don Academy	School-Secondary	Replace games hall and fitness hall flooring	
Cornhill Primary School	School-Primary	Kitchen refurbishment including ventilation and heating improvements.	Catering kitchen identified as high priority for refurbishment.
Craigielea Childrens Centre	Childrens Home	Refurbishment.	Moved from main Capital Programme.
Cults Primary School	School-Primary	Perimeter road resurfacing and car park extension.	Road is not part of the adopted roads network.
Cults Primary School	School-Primary	Roof and ceilings replacement.	Roof and ceilings are in C (Poor) condition.
Cults Primary School	School-Primary	Replace water supply pipe.	
Cummings Park Community Centre	Community Centre (Leased)	Window replacement and surface drainage works.	Deferred from previous programme.
David Welch Winter Gardens	Leisure Facility	Phase 2 of green house works.	Works to main green house and corridors.
Deeside Family Centre	Family Centre	Phase 2 of refurbishment.	Phase 2 is for the roof. Phase 1 covers the windows.
Depot Bucksburn	Depot	Improvements to staff areas.	
Dyce Academy	School-Secondary	New all weather pitch.	Grant funding will cover the majority of the project.
Dyce Community Centre	Community Learning Centre	Refurbishment.	To link to developers contributions where possible. Deferred from previous programme.
Fergus House	Home For the Elderly	Lift replacement.	Moved from main Capital Programme.
Fernielea Primary School	School-Primary	Phase 2 of window replacements.	Windows are in D (Bad) condition.

Appendix A - Proposed Condition Suitability Programme 2014/15

Location	Property Type	Proposed Works	Notes
Fernielea Primary School	School-Primary	Pupil Toilet refurbishment.	
Ferryhill Primary School	School-Primary	Heating replacement.	Heating is in C (Poor) condition.
Frederick St Training Centre And Customer Contact Centre	Office	Repointing of external walls.	To address water penetration issues.
Health & Safety Budget		Asbestos removal, fire risk assessment works and DDA works.	
Kingswood Court Day Care Centre	Day Centre- Elderly	Replacement flooring.	
Kittybrewster Depot	Office	Work required to heating, power, windows. New washbay.	Elements are in C (Poor) condition. Wash bay facilities inadequate for appropriate maintenance of fleet.
Linx Ice Arena	Indoor Sports Facility	Replacement flooring in heavy user traffic areas.	
Memorials in City Centre		Stabilisation and H&S works.	
Muirfield School	School-Primary	Refurbishment of 1 boys and 1 girls toilets.	
Northfield Academy	School-Secondary	HE Kitchen refurb and upgrade of fire alarm system.	School contributing towards HE kitchen refurbishment.
Northfield Academy	School-Secondary	Window Replacements (D Block).	Windows are in C (Poor) condition.
Oldmachar Academy	School-Secondary	Replacement of external doors, heating (BEMS) and ventilation plant. Toilet refurb phase 1.	Elements are in C (Poor) condition.
Play Ground Equipment (Various)	Play Grounds	Rolling replacement programme.	
Quarryhill Primary School	School-Primary	Replace gym hall flooring.	
Riverbank School	School-Primary	Additional Support Needs reconfiguration.	Follow up work from extension/refurbishment of school.
Stocket Parade Hostel	Group Home	Phase 2 of refurbishment.	
Town House (old)	Office	Major repairs to roof and clock tower.	In addition to funds already allocated from previous C&S programme.
Westburn House	Miscellaneous	Structural stability/H&S works.	
Whitemyres Units, Whitemyres Avenue	Storage	Roof drainage improvements/replacement.	To address water penetration issues.

Appendix B - Future Condition and Suitability Works

Location	Property Type	Proposed Works	Notes
165/167 Crown Street Accommodation Assessment Unit	Hostel	External works, in particular roof and roof drainage.	
Aberdeen Crematorium	Crematorium	Resurfacing of access road and car parks.	
Aberdeen Grammar School	School-Secondary	Flat roof replacements. Kitchen refurbishment including ventilation and heating improvements.	Roofs are in C (Poor) condition.
Aberdeen Grammar School	School-Secondary	Replace dining hall ceiling and lights.	
Aberdeen Grammar School	School-Secondary	Refurbishment of swimming pool changing facilities.	
Aberdeen Sports Village	Sports Centre	Replacement surface to running track.	ACC responsible for 50% of the cost.
Altens Depot North Loirston Farm	Depot	Refurbishment and energy improvements.	Asset is in C (Poor) condition overall.
APC Replacements or New Facilities	Public Convenience	Various replacements or new public conveniences.	
Artificial Pitch Replacements (Various)	Artificial Pitch	Pitch Replacements.	
Balnagask Golf Course	Golf Course	Resurfacing of car park and access road.	
Bramble Brae Primary School	School-Primary	Replacement windows	Windows are D (Bad) condition.
Bridge Of Don Swimming Pool	Swimming Pool	Replacement of roof and solar panels.	Roof is in C (poor) condition.
Broomhill Primary School	School-Primary	Heating replacement.	Heating is in C (poor) condition.
Building & Works Depot Auchinyell Tce	Depot	Refurbishment and upgrade for asbestos collection.	
Building & Works Hilton Depot	Depot	Resurfacing of access road.	
Building & Works Torry Depot	Depot	Refurbishment and energy improvements.	
Cornhill Primary School	School-Primary	Repoint walls and replace external doors in poor condition.	Elements are in C (Poor) condition.
Cornhill Primary School	School-Primary	Oil to gas heating replacement.	
Cove Library	Library	Issues with windows to be resolved.	
Denmore Depot Denmore Gardens	Depot	Refurbishment.	Asset is in C (Poor) condition overall.
Depot Cairnwell Drive	Depot	Refurbishment.	
Duthie Park Workshops	Depot	Further improvement works to buildings.	
Dyce Academy	School-Secondary	Flat roof replacement to sports wing.	
Dyce Academy	School-Secondary	Further window replacements.	Remaining poor/bad condition windows to be replaced.

Note: Ongoing asset reviews may result in projects being removed from this list.

Appendix B - Future Condition and Suitability Works

Location	Property Type	Proposed Works	Notes
Dyce Primary School	School-Primary	Oil to gas heating replacement.	
Forehill School	School-Primary	Heating replacement and re-render external walls.	Elements are in C (Poor) condition.
Gilcomstoun School	School-Primary	Window Replacements and replacement of roofs/drainage.	Windows are D (Bad) condition and roofs are in C (Poor) condition.
Gilcomstoun School	School-Primary	Upgrade ventilation in ladies staff toilets.	
Harlaw Academy	School-Secondary	Replacement of roofs, windows and external doors. Including link corridor.	Elements are in C (Poor) condition.
Harlaw Playing Fields Pavilion	Sports Pavilion	Refurbishment and access improvements.	Not fully accessible to the public and poor suitability.
Hazlehead Academy	School-Secondary	Replace roofs, windows and external doors. Works to external walls also.	Elements are in C (Poor) condition.
Hazlehead Academy	School-Secondary	Car park resurface and security improvements.	
Hazlehead Depot	Depot	New combined Hazlehead Depot.	Both depots are in C (Poor) condition overall.
Hazlehead Lodge	Office	Refurbishment - potential relocation for Rangers office.	Currently vacant and not suitable for disposal.
Hazlehead Maze Building	Outdoor Sports Facility	Refurbishment.	
Kincorth Sports Centre	Sports Centre	Replacement of cold water tank.	
Kingsford Primary School	School-Primary	Replace boilers and controls.	
Muirfield School	School-Primary	Replace roof and windows. Works to external walls also required.	Elements are in C (Poor) condition.
New Town House Extension	Office	Flat roof replacement and replacement of ceiling underpass.	Roof is in C (poor) condition. Replacement of ceiling underpass to be funded through R&M budget.
New Town House Extension	Office	Replace ceiling lights in corridors, stairs and lift landings	
New Town House Extension	Office	Refurbishment of Town House Member Accommodation.	
Newhills Churchyard Cemetery	Cemetery	Resurface car park.	
Quarryhill Primary School	School-Primary	Re-render external walls.	External walls are in C (Poor) condition.
Rosemount Community Centre	Community Learning Centre	Further rewiring and external improvements.	
Rubislaw Playing Fields Pavilion	Sports Pavilion	Additional storage requirement. Floor issues to be resolved.	

Note: Ongoing asset reviews may result in projects being removed from this list.

Condition

- A: Good - performing well and operating efficiently
- B: Satisfactory - performing adequately but showing minor deterioration
- C: Poor - showing major problems and/or not operating adequately
- D: Bad - life expired and/or serious risk of imminent failure

Suitability

- A: Good - performing well and operating efficiently. The buildings support the delivery of the service and are considered suitable for use now and in the future.
- B: Satisfactory - performing well but with minor issues. The buildings generally support the delivery of services and would be considered suitable. There is room for improvement in certain areas but the property is fundamentally okay.
- C: Poor - showing major problems and/or not operating optimally. The buildings impede the delivery of services and would not be considered suitable.
- D: Bad - does not support the delivery of services at all. The buildings seriously impede the delivery of services and would definitely not be considered suitable.

Appendix D - Condition Suitability Programme 2013/14 Projects

Location	Property Type	Proposed Works	Status/Notes
Approved Projects			
116 Westburn Road	Family Centre	Renew drainage in car park.	To be completed by Summer 2014.
Ashley Road School	School-Primary	Window replacements to East and West Elevations.	To be completed by autumn 2014
Beach Ballroom	Hall	Flat roof replacement, ladies toilet refurbishment, new disabled toilet and dumb waiter replacement.	Complete
Beach Ballroom	Hall	Repoint South and East facing elevations.	Complete
Beach Leisure Centre	Sports Centre	Continuation of AHU replacement. Phase 3.	To be completed by end of March 2014.
Bridge Of Don Academy	School-Secondary	Replacement of flat roof.	Complete
Bucksburn Depot	Depot	Create new salt store, allowing leased in assets to be vacated.	To be completed by end of March 2014.
Bucksburn Swimming Pool	Swimming Pool	Boiler replacement.	On hold - pending further investigation.
Central Library	Library	Further roof works.	To be completed by autumn 2014
Childrens Home 2 Gilbert Road	Childrens Home	Reconfiguration and part refurbishment.	Complete
Culter School	School-Primary	Boiler Replacement and install solar water heating.	To be completed by Summer 2014.
Culter School	School-Primary	Toilet refurbishment.	To be completed by Summer 2014.
David Welch Winter Gardens	Leisure Facility	Replacement/repair of green houses. Phase 1.	Complete
Duthie Park Workshops	Depot	Further improvement to staff accommodation.	To be completed in 2014
Dyce Primary School	School-Primary	Replace flat roofs.	Complete
Fernielea Primary School	School-Primary	Replace roofs and windows.	Roof - on site to be completed by end March Windows - to be completed summer 2014
Fernielea Primary School	School-Primary	Toilet refurbishment and replacement of ventilation in kitchen.	Toilets - to be completed by summer 2014 Kitchen ventilation - cancelled
Greenbrae Primary School	School-Primary	Replace external ramps.	On hold - pending review of school capacity.
Harlaw Academy	School-Secondary	Flat roof replacement in Tech Department.	To be completed by Summer 2014.
Hazlehead Academy	School-Secondary	Resurface Sports Hall floor.	To be completed by Summer 2014.
Hazlehead Pets Corner	Leisure Facility	Refurbish/rebuild poor condition buildings.	To be completed by Summer 2014.
Health & Safety Budget		Asbestos removal, fire risk assessment works and DDA works.	Complete
Kincorth Area Office	Office	Enhanced security provision.	To be completed by Summer 2014.
Kittybrewster Depot	Office	Window replacement and improvement to electrical installation. Fire risk assessment works.	Complex project requiring further work to establish timescales.
Kittybrewster School	School-Primary	Rewiring of ground floor.	Complete

Appendix D - Condition Suitability Programme 2013/14 Projects

Location	Property Type	Proposed Works	Status/Notes
Memorials in City Centre		Stabilisation and H&S works.	To be completed by end of March 2014.
Milltimber Primary School	School-Primary	DDA works and toilet refurbishment.	Complete
Northfield Academy	School-Secondary	Building Energy Management System Replacement.	To be completed by end of March 2014.
Northfield Academy	School-Secondary	Sports hall flooring replacement.	To be completed by Summer 2014.
Playground Equipment	Playground Equipment	Removal and replacement of play equipment.	To be completed by end of March 2014.
Public Convenience Skene Street	Public Convenience	Demolish and replace with APC.	To be completed in 2014
Riverbank School	School-Primary	Window replacements.	To be completed by end of March 2014.
Rosemount Community Centre	Community Education Centre	Various external works (including rebuild of boundary wall)	To be completed by Summer 2014.
Scotstown School	School-Primary	Resurfacing of access road. Replacement roof and windows to link corridor.	Complete
Sheddocksley Sports Centre	Sports Centre	Water heating replacement.	Complete
St Machar Academy	School-Secondary	Replace roofs, rewiring and window replacements.	Rewiring - Complete, Roof and windows to be completed by autumn 2014
St Machar Academy	School-Secondary	Building Energy Management System Replacement.	To be completed by end of March 2014.
St Machar Academy	School-Secondary	Sports hall flooring replacement.	To be completed by Summer 2014.
St Nicholas Pupil Centre	Office	Window replacement and resurfacing of parking area.	Windows - To be completed in 2014 Car park cancelled
The Jesmond Centre	Sports Centre	Boiler replacement.	Complete
Torry Nursery School	Surplus Asset	Demolition	To be completed by Summer 2014.
Town House (old)	Office	Roof phase 2.	To be completed by autumn 2014
Tullos Artificial Pitch	Pitches	Refurbish/replacement of surface.	To be completed by autumn 2014
Tullos Community Centre	Community Education Centre	Roof works and internal concrete repairs.	To be completed by autumn 2014
Tullos Primary School	School-Primary	Roof works and internal concrete repairs (including kitchen).	To be completed by autumn 2014
Tullos Primary School	School-Primary	Toilet refurbishments.	Complete
Tullos Primary School	School-Primary	Kitchen refurbishment.	To be completed by autumn 2014
Victoria Road School	Surplus Asset	Demolition.	On hold - pending outcome of community interest.
Woodside School	School-Primary	Structural beams to be replaced.	Complete

Appendix D - Condition Suitability Programme 2013/14 Projects

Location	Property Type	Proposed Works	Status/Notes
Projects Not Progressed			
Aberdeen Grammar School	School-Secondary	Replacement of roof to Sub Station.	Utilities company has advised that they have responsibility for work.
Cults Primary School	School-Primary	Roof replacement and work to ceilings.	To be transferred to 2014/15 programme.
Dyce Community Centre	Community Education Centre	Poor condition asset. Potential developers contribution to be added.	To be transferred to 2014/15 programme.
Dyce Academy	School-Secondary	Replace passenger lift.	Transferred to Repairs & Maintenance budget.

Additional Projects			
Harlaw Academy	School-Secondary	BEMS replacement.	To be completed by end of March 2014.
Torry Youth and Leisure Centre	Sports and Community Centre	Water heating replacement.	Complete
Riverbank School	School-Primary	Various works including hardstanding to playground and new Management Suite.	To be completed by end of March 2014.
Stocket Parade Hostel	Group Home	Phase Refurbishment - Window replacements.	To be completed by Summer 2014.
Tullos Pool	Swimming Pool	Filtration system replacement.	Complete
Skene Square School Annexe	Primary School	Replacement of flooring due to serious dry rot issues.	To be completed by Summer 2014.
Riverbank School	School-Primary	Further contribution towards work.	To be completed by end of March 2014.

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