

Braintree District Council

Asset Management Plan 2009/10



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Introduction

The Council is, relative to other organisations, a significant landowner within the District, a legacy of pro-active predecessor Authorities.

It recognises that its land and property resource represents a significant and valuable asset base to use in achieving policy aims and service objectives in support of its Corporate Strategy. The Council has always sought to manage its assets in an active, effective and efficient manner, as an important resource. Ownership of property has not been regarded as an end in itself but as a means of delivering the required services.

In recent years the Council has made significant improvements to the way its property assets are managed through the development of a corporate approach. Asset management planning has become an integral part of the Council's corporate planning and strategy framework.

In Braintree we recognise that property assets are one of our key resources to achieving the goals that the Council has set itself. The strategic planning of this resource is essential in ensuring appropriate alignment of the assets we have and the assets we need.

We are constantly striving for service improvement and reduction of costs across the authority. We know that the way we manage our assets can contribute significantly to these goals.

The Council operates in an environment of constant change and tight financial constraints. These factors together with the difficult economic climate we are currently facing require the Council to adapt to these challenges both in service delivery terms, as well as the provision of property assets required to deliver these services.

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1. Background

1.1 What is Asset Management?

1.1.1 The aim of property asset management is to:

“...ensure that local authorities have the right space, at the right time, in the right place and at the right cost so as properly to support their strategic, corporate and services goals and objectives.”

1.1.2 Asset management is about managing property resources to improve and enhance service delivery, to improve efficiency and reduce costs and, especially in our Council, to generate capital receipts to support our capital programme.

1.1.3 In Braintree we recognise the need for asset management to be treated corporately, and for it to be championed at the highest level. The way an organisation manages itself is reflected in the way that it co-ordinates and manages its strategic resources.

1.1.4 The Asset Management Plan is a fully corporate document, encompassing all property assets of the Council.

1.1.5 The Council's management of property assets has been judged under the Use of Resources element of the Comprehensive Performance Assessment by the Council's external auditor.

1.1.6 The assessed score for 'Managing the asset base' for both 2007 and 2008 was level 2 'adequate performance' where level 1 is 'inadequate performance' and level 4 is 'performing strongly'.

1.1.7 The 'Managing the asset base' for 2008 was enhanced with the inclusion of two new criteria at level 3, the first was as follows:

“The council's asset management plan provides clear forward looking strategic goals for its property assets that shows how the council's land and buildings will be used and developed to help deliver corporate priorities and service delivery needs, now and in the future. The [asset management] plan shows how property assets will be maintained, modernised and rationalised to ensure that they are fit for purpose.”

1.1.8 In meeting this new criterion, the Council has already adopted strategic high level asset objectives (see 1.2 below). These objectives are critical in ensuring that our asset base comprises the right properties, in the right place at the right time to deliver the identified corporate and service objectives.

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1.1.9 The second new criteria was:

“The council maintains a record of all its land and buildings that contains accurate data on its efficiency, effectiveness, asset value and running costs which can be used to support decision making on investment and disinvestment in property.”

The Council has, following the Housing Stock Transfer in November 2007, undertaken a full review of its retained property assets and produced a comprehensive schedule detailing all of its owned and leased assets with appropriate supporting data (See Appendix 9). This data is constantly updated.

1.1.10 From 2009 the Comprehensive Performance Assessment is being replaced by the Comprehensive Area Assessment (CAA). The CAA aims to be more relevant to local people by focussing on issues that are important to the community such as crime, community cohesion, a sustainable environment and public health issues. A Use of Resources assessment, however, will be retained with asset management included under the theme ‘Managing Other Resources’.

1.1.11 The focus of the assessment will be that the Council:

- *“has a strategic approach to asset management based on analysis of need to deliver strategic priorities, service needs and intended outcomes*
- *manages its asset base to ensure that assets are fit for purpose and provide value for money; and*
- *works with partners and community groups to maximise the use of assets for the benefit of the local community”.*

The Council is currently in discussion with partners, including town and parish councils, county council and the primary care trust, regarding a number of opportunities regarding asset ownership, possible rationalisation and joint provision of services.

The Audit Commission has decided, however, that district councils will not be judged on the asset management element until 2010.

1.2 **Asset Objectives**

1.2.1 Within our overall aim of seeking to improve service delivery and at the same time reduce our costs, we have adopted five headline aims and objectives to ensure that the Council’s assets are fit for purpose. These are:

- **Assets must meet the needs of those that use them.** This includes staff, members, visitors, customers and general public, people with disabilities or special needs and other minority groups. This means creating a comfortable and accessible environment that makes a positive contribution to the use to which the asset is put. It also means asking people what they think about our property assets and responding to their needs. Prime examples include customer-led improvements to community halls and sports and leisure facilities.

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- **Assets must be affordable.** This means keeping running costs down, prioritising capital spending, full option appraisals incorporating whole life costing (where appropriate) and assessing opportunity costs. It also means making sure that any borrowing for capital works follows a robust business case and can be afforded.
- **Assets must be safe and comply with the law.** This means ensuring regular surveys and inspections for asbestos, legionella, fire, health & safety etc., as well as physical condition surveys and Disability Discrimination Act (DDA) audits are undertaken.
- **Assets must make a strategic impact.** Ensuring that our property decisions are linked to decisions on other Council resources (staff, IT, finance) and that asset management contributes to our corporate goals and vision. The Council will work in collaboration with partner organisations, including other public bodies and voluntary and community groups, to achieve a strategic approach to asset management across the Braintree district.
- **Assets must be sustainable.** Monitoring and reducing energy consumption and CO₂ emissions, ensuring that asset decisions take into account both the local and global environment and make a positive contribution to a sustainable community.

1.3 Our Assets Portfolio

- 1.3.1 Braintree owns and operates around 294 assets of various sizes and types ranging from shops, offices and industrial units to leisure centres, car parks, cemeteries, playing fields, amenity land, public conveniences and community halls.
- 1.3.2 The total capital value for accounting purposes is in excess of £40 million.

2. Strategic Objectives

The key to ensuring that our property assets deliver what is required for Braintree District Council and, where appropriate our communities and partners, is ensuring that our use and management of assets is linked to our strategic objectives

2.1 The Braintree District to 2025 – People and Places

2.1.1 The plans and priorities for the Braintree District in the longer term are set out in the 'One District – One Vision – A Strategy for People and places in the Braintree District to 2025'. This document combines the Sustainable Community Strategy and the Core Strategy of the Local Development framework. It brings together the community priorities (which have been developed collectively by the Braintree District Local Strategic Partnership) and the proposed future spatial Planning Policies (which have been developed by Braintree District Council as the local planning authority) into one overall vision and framework for the future of the District.

2.1.2 The Strategy provides a vision of how the Braintree District will change between now and 2025. It sets out social, economic and environmental priorities for people and communities in the District and identifies locations for housing, employment and other types of development together with supporting infrastructure through to 2025.

It also sets out policies which will underpin development and ensure that it takes place in the best possible and most sustainable way.

2.1.2 The Vision for the District, which has been agreed and signed up to by Braintree District Council and all partners on the Local Strategic Partnership is 'to improve the well-being of people and communities in the Braintree District now and for future generations – ensuring that local needs are met, that development is sustainable and accessible and that our historic towns, villages and attractive countryside are maintained, improved and protected'.

2.1.3 In agreeing and signing up to this overall vision and the priorities and policies in the Strategy, Braintree District Council (with its partners) has agreed to adhere to its principles, aspire to its vision, abide by its content and work together to achieve its objectives.

2.1.4 The Strategy acts as a central strategy statement for all partners and forms the basis for all their plans over the coming years. It will inform the development of Braintree District Council's Corporate Strategy and its associated key strategies and plans including the Asset Management Strategy.

2.2 Braintree District Council's Vision

2.2.1 In 2008 the Council adopted a new Corporate Strategy for 2008-2012. This Strategy sets out its Direction and Ambition, the main priorities and the key outcomes for the four-year period.

2.2.2 The Direction and Ambition (which links in to the Vision for the District and is set out in the 'One District – One Vision' Strategy referred to in Paragraph 2.1.1 above) is

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‘that people will enjoy growing up, living and working in the Braintree District because it is a place where:

- The environment is clean and green
- Business is encouraged and the local economy prospers
- Everyone can enjoy a healthy lifestyle
- Housing and transport meet local needs
- People take pride in their local areas
- We deliver excellent, cost-effective and valued services

2.2.3 Braintree District Council’s Annual Plan 2009/2010 covers our activity during the financial year, which will contribute to the achievement of the Council’s Corporate Strategy and the overall vision for the District. It sets out:

- The actions that Braintree District Council will be doing in the District
- The improvements it will be putting in place and
- The performance measures and targets it will be setting and measuring

2.2.4 Some of our high priority actions this year include:

- Implementing plans for the regeneration and improvement of parts of Witham, Braintree and Halstead
- Developing ways of increasing the amount of affordable housing in the District
- Commencement on the provision of a new swimming pool in Witham, replacing the existing facility in the Bramston Sports Centre.
- Initiatives aimed at supporting our people and communities through times of economic down-turn
- Initiatives aimed at responding to the challenges facing the District through climate change including projects to reduce carbon emissions from the Council’s building and operations (see 4.1 and 4.2 below).

2.3 Asset Management – linking it to our overall Vision and Priorities

2.3.1 This Asset Management Plan links to and is informed by the key document for the Braintree District – ‘One District – One Vision – A Strategy for People and Places in the Braintree District’ and to Braintree District Council’s Corporate Strategy 2008-2012.

2.3.2 Delivery of the actions in it will support and contribute to the achievement of the plans and priorities in those strategic documents

2.4 Understanding Future Changes – external influences

2.4.1 Some of the key change drivers coming from outside the Council include:

- Difficult economic conditions across the District, the United Kingdom and globally
- Efficiency Agenda – renewed targets for Local Government out of the Comprehensive Spending Review (CSR) 2007

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- Information Technology and eBusiness changing the social environment and the way people receive services
- Partnerships – increased emphasis on collaboration between public sector agencies and the private and voluntary sectors
- Economic growth from the M11 corridor, Stansted, Housing and the dualling of the A120 from Braintree to the A12
- Demographic changes within the population
- New central government initiatives
- Impact of climate change
- Opportunities presented by the 2012 London Olympics
- Responding to the Quirk Review of Community Asset Transfer
- Transition from CPA to CAA in 2009
- The implications of the Local Government and Public Involvement in Health Act
- The current Local Area Agreement for Essex
- Growth Area Funding (see 2.7 below)

2.5 Understanding Future Changes – internal influences

2.5.1 Some of the key change drivers coming from within the Council include:

- The Council's Sustainability Objectives (see 4.3 below)
- "One District – One Vision" – A strategy for people and places in the Braintree District to 2025 and which encompasses: -
 - a) New Local Development Framework
 - b) Sustainable Community Strategy
- New ways of working with Essex County Council, other authorities and agencies that will also support expansion of joint working and shared services
- Development of a Customer Service Centre in Braintree into one stop shop for District and County services
- Providing support, advice and guidance to the many communities in the District to help them during the period of economic recession
- Delivering the new Corporate Strategy for the period 2008 – 2012 (see Appendix 2)
- The need to manage our finances efficiently, including keeping Council Tax as low as possible

2.6 Assets that contribute to our strategic priorities

2.6.1 It is important that we translate our corporate objectives and priorities into actions and priorities for asset management to ensure that our assets make a positive contribution to the achievement of the Council's goals.

2.6.2 Examples of how asset management has contributed and is continuing to contribute to our corporate goals set out in our Corporate Action Plan 2008/09 include:

- Refurbishment of an additional 5 playgrounds by March 2009.
- Development of Great Notley Country Park

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- Development of proposals to regenerate key town centre sites in Braintree, Witham and Halstead
- Refurbishment of community facilities
- New changing facilities at Silver Street sports ground, Silver End.
- Deliver energy efficiency savings across Council buildings as part of our Sustainability Vision Statement
- Location of buildings to support green travel planning
- Green procurement for construction projects
- Consolidation of waste management facilities following the departure of Greenfields Community Housing
- Physical alterations to buildings to improve access for people with disabilities
- Improve appearance of Council buildings and keep them safe for staff and visitors
- Contribute information about assets and their utilisation to Ward Profiling
- Procure shared service buildings to support increased efficiency
- Contributed to Annual Efficiency Statements
- Working with third sector to provide assets for supporting community activity (see Appendix 8)
- Supporting the delivery of affordable housing targets

2.6.3 Much has already been achieved to date, and the key outcomes and achievements are set out in Appendix 3a.

2.6.4 We have also over recent years adopted a policy of property acquisition where this will benefit the economic, social or environmental well being to the District, in areas such as urban regeneration, promoting development, improving service delivery or securing local facilities or services. The Council is being proactive in identifying town centre regeneration opportunities and supporting this through property acquisition in partnership with property developers.

2.6.5 There is still, however, much to be achieved. Key Asset Management targets and significant milestones for 2009/10 are set out in Appendix 3b.

2.7 Growth Area Funding (GAF)

2.7.1 In both December 2007 and December 2008 the Government announced the amounts of Growth Area Funding that had been awarded to Chelmsford and Braintree Councils for the period 2008 to 2011. The funding is to support the delivery of new housing, employment and associated infrastructure. The initial award was based on a Programme of Development submitted in October 2007 with a requirement that a Revised Programme of Development be submitted in October 2008 to act as the basis for confirmation of funding for the whole period. The total amount available to the two authorities was confirmed in December 2008.

2.7.2 Chelmsford and Braintree Councils have agreed a memorandum of understanding, which, amongst other things, sets out the apportionment of the funding between the two authorities. The total amount available to Braintree for the period 2008 to 2011 is as follows:

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Braintree GAF Funding 2008 – 2011

Capital	£4,676,102.10
Revenue	£231,876.80

Total	£4,907,978.90
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2.7.3 The Council has established a Programme Board to determine priorities for the expenditure of the funding, to oversee the delivery of projects financed through the fund and to monitor growth and outcomes. The priorities and projects supported should be in accordance with the Programme of Development. Priorities agreed by the Board to date are:

Capital Expenditure

- Delivering Employment Growth – Purchase of employment land and provision of infrastructure in Braintree
- Delivering Housing Growth - Purchase of land
- Infrastructure to Support Housing and Employment Growth:
 - Freeport, Braintree – Foot/Cycle Bridge
 - Witham Station Footbridge extension
 - John Ray Park, Braintree – Green space Improvements
- Town Centre Regeneration – Purchase of land

Revenue Expenditure

- Water Cycle Study
- Revised Development Brief for Land East of High Street, Halstead
- Braintree Rail Study

The Programme Board will give further consideration to priorities for 2009/11 now that the Government has confirmed the total funding that will be available.

2.8 Community Housing & Investment Partnership (CHIP) Fund

2.8.1 Background: Part of the negotiations between Greenfields Community Housing (GCH) and Braintree District Council (BDC) in 2007, around the valuation of the Council's Housing assets to be transferred, resulted in approximately £11m being put into the above fund.

The fund can be spent on: -

- a) The development of new Social Housing
- b) The development of facilities for Community benefit
- c) Environmental improvements
- d) Regeneration activities

The fund is administered by the CHIP Board, which comprises of three members from GCH's main board and three representatives from BDC.

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The fund is held by GCH in a separate interest-bearing bank account and GCH's administration costs will be met from the fund.

The Board is required to report annually on the type of projects likely to be eligible and will consult with residents to identify the projects that should be supported.

2.8.2 Current Position: The CHIP Board allocated the following in December 08: -

- a) Grants totalling £50,000 allocated to four community projects in the district as part of the pre launch 'Grab a Grant' promotional fund, run in conjunction with the local paper. The public selected the 'winners' from a shortlist of projects.
- b) Community Consultation Fund - £17,700 of the £75,000 allocated to five organisations in December 08.

The remaining funding is prioritised as follows:

- a) £1 m is set aside for projects providing social and community benefit
- b) £2m for projects involving environmental improvements and regeneration
- c) A further £2m will be released for similar projects once the initial funds have been used
- d) £0.5 million for projects under £50,000
- e) £5.5 million for affordable housing projects

(Note the minimum grant is £10,000).

2.8.3 The CHIP Fund operates a rolling submission programme and applications can be submitted any time during the year.

Applications will be considered by a grant review panel four times a year. It is advisable to submit applications at least four weeks before each grant review panel meeting to maximise the likelihood of your application being considered quickly.

Provisional grant review panel meetings will be held during:

- May 2009
- July 2009
- October 2009
- January 2010

These dates will be finalised and promoted on both GCH and BDC's website.

2.8.4 Future Involvement: The board is keen to ensure wide involvement of the community in identifying projects to be funded as well as consulting on projects that may be identified for funding by GCH and BDC. This will involve the Local Committees for the Council and the Area Forums for Greenfields as well as other community organisations and partners.

3. Structure, Roles & Responsibilities

3.1 Management Arrangements

- 3.1.1 The Council's arrangements for delivering strategic asset management across the organisation have proved very effective for a number of years and remain largely unchanged since our last Asset Management Plan in 2008.
- 3.1.2 The Council's lead responsibility at officer level for strategic recommendations on asset management planning rests with the Management Board that takes responsibility for all strategic resource issues for the Council.
- 3.1.3 The Management Board receives reports as appropriate on the shape and format of the Council's asset management plan, property condition, property performance and key property issues.
- 3.1.4 The Corporate Property Officer (CPO) is the Head of Asset Management (current post holder is Andrew Epsom). He has overall responsibility for developing asset management across the authority, including the structure, content and delivery timescales; monitoring outputs; preparing and submitting the corporate Asset Management Plan; formulating corporate property strategy and policy; and ensuring appropriate liaison with external agencies on shared use of property assets.
- 3.1.5 The CPO convenes the Asset Strategy Group, which comprises a range of property disciplines, the Corporate Directors, Head of Finance and representation from service departments. The terms of reference for this group are set out in Appendix 5. This group considers strategic asset and property management issues, ensuring proper linkages between corporate planning, service planning and asset planning, and supervises the production of the corporate AMP. This group meets on a quarterly basis.
- 3.1.6 The CPO convenes the Project Monitoring Group, which comprises representatives from Finance, Asset Management and key project officers. This group has responsibility for overseeing the management and monitoring of the capital programme and S.106 Planning Agreements ensuring timely delivery of outcomes, and reporting through to the Asset Strategy Group. The Covalent electronic performance monitoring system is now being used to monitor progress on capital projects, providing 'traffic light' reports to key officers.
- 3.1.7 The CPO, through the Head of Finance, is involved directly in the process leading to the preparation of the Council's Capital Strategy. The CPO is also a key link in delivering the capital strategy, particularly through the generation of capital receipts from property disposals and through support in the delivery of the capital spend programme.

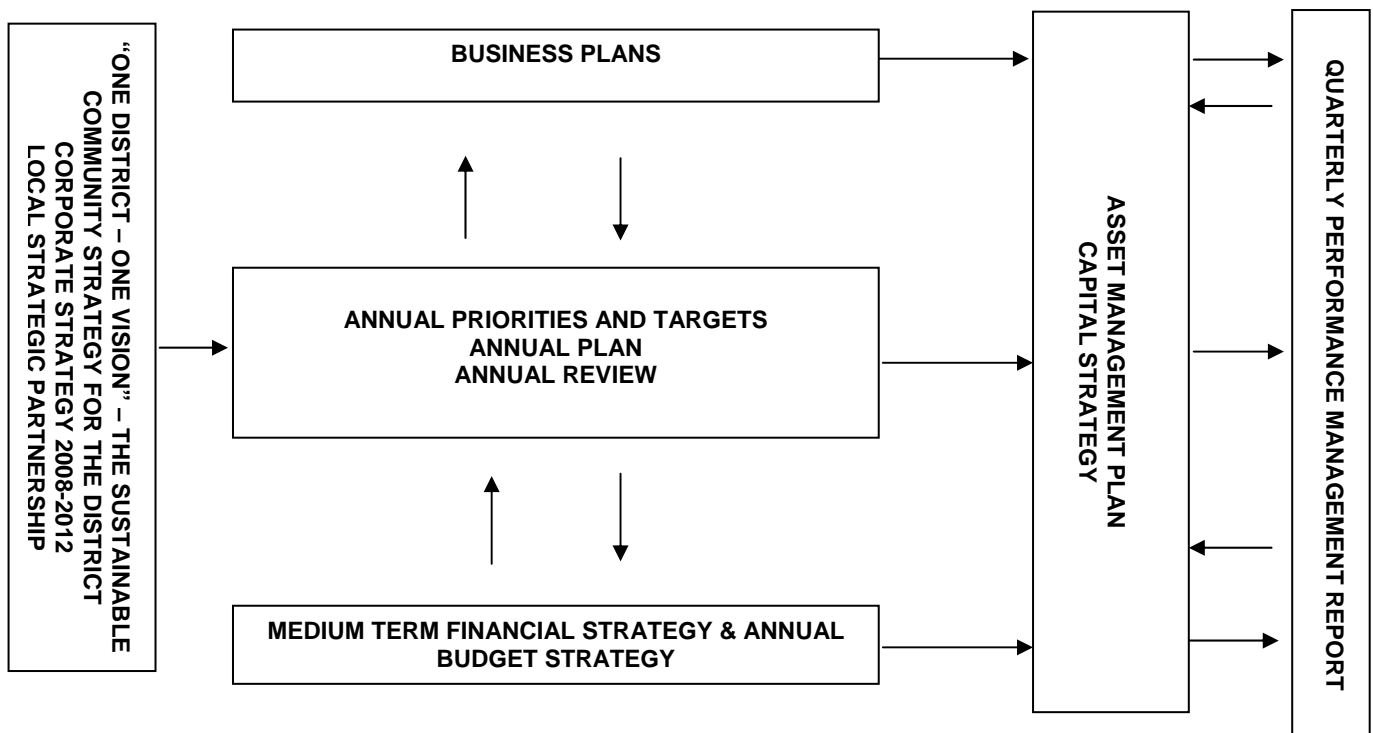
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3.2 Engagement of Elected Members

- 3.2.1 The Council operates a 'Leader and Cabinet' model. The Cabinet Member for Efficiency and Resources (Cllr M. Lager) has direct responsibility for Financial Management, Assets, Value for Money and Risk Management ensuring that these elements of business are considered together.
- 3.2.2 The Cabinet Member for overall vision and community leadership (Cllr G Butland) takes responsibility for issues around strategic direction and financial strategy.
- 3.2.3 By bringing resource and performance planning under the wing of a single Cabinet Member the Council ensures that all the Council's resources are focussed on its aims and priorities as a whole. As a consequence, all resources are treated as a corporate resource.
- 3.2.4 Resource planning and management is scrutinised by the Overview and Scrutiny Committee.

3.3 Embedding Asset Management

- 3.3.1 The Council's corporate aims & objectives, as expressed through its corporate plans and strategies, have been used to develop a set of key property milestones as set out in Section 1 of Appendix 3b.



- 3.3.2 The diagram above shows how the Council's priorities work through the Council's delivery mechanisms and business/service planning, directing action on property issues that are aligned to our aims and objectives.

4. Property Asset Management

4.1 Energy Management

Mark Wilson has been working in the role of Climate Change Manager since August 2008 and looking at energy management and efficiency issues for the Council. Mark advises:-

“The new Government indicators on Climate Change and CO₂ reduction, the statutory Display Energy Certificates for public buildings and Energy Performance Certificates, Braintree DC climate change commitments under the Nottingham Declaration, Braintree DC’s Carbon Management Programme and the new green objectives in the Corporate Action Plan 2008-09 all require the Council to reduce its carbon emissions through its operations, improve energy efficiency in its buildings and adapt to Climate Change.

To address this, one of the key objectives of the Climate Change Manager will be to manage and deliver the identified projects within the Carbon Management Programme and identify new energy efficiency measures in our building stock. The Programme started in April 2008, however due to limited staff resources no projects were initiated until after August. A number of projects were started and completed during 2008 and some key projects have been initiated and due for completion in 2009. Some of the identified projects in the Programme have been removed due to costs and new projects have been identified. These include energy efficiency measures for Causeway House such as refurbishment of installed Smart Meter, timer controlled lighting, Dyson hand dryers in the staff toilets, isolation of large secondary hot water tank, timers installed on vending machines and photocopiers, removal of electrical doors and most importantly the ongoing staff awareness campaign to be energy efficient at work, which includes a staff awareness training DVD for the staff induction programme and advice in the staff induction pack.

Other projects include replacement low energy lighting for George Yard car park and energy efficiency measures at our community centres. Braintree District Council’s Leisure centres projects identified in the programme for energy efficiency measures include: low energy lighting, liquid pool covers, building management systems. Discussions have been underway to consider the viability and potential benefits of renewable energy installations at our leisure centres for heating of the pools. External funding will be sought to deliver this longer-term project. Key additional energy saving projects have been identified for the leisure centres. These include the refurbishment and transfer of the Riverside CHP (Combined Heating and Power) plant to Halstead and the installation of variable speed drives.

The Council has met its statutory requirement to provide Display Energy Certificate (DEC) in all its public buildings in excess of 1,000 m² including Causeway House, Braintree Town Hall, The Institute, Silver End village hall and the Leisure Centre sites. The performance of the buildings has been mixed, mostly a little above or below average. Causeway House came out at E120 rating, below the D 100 average. The installed measures discussed above will contribute to an improved

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energy rating. The exception has been the Town Hall, which came out at a very low G197 rating. We are exploring measures to address this, including additional low energy lighting, secondary glazing and loft insulation where none is currently present.

4.2 Efficiency / Energy Saving Projects

Between August 2008 and March 2009 a number of projects were initiated and completed. These include:

2008/2009 Projects	Completion Date	Tonnes carbon saved / year	Estimated Financial Saving
Timers on vending machines & photocopiers	August 08	6.0	£700
Replacement lighting at George Yard car park	November 08	26.4	£7,000
Disconnection of second hot water tank at CH	November 08	0.55	£310
Disconnection of electric doors CH	November 08	0.018	£45
Dyson hand dryers	January 09	4.39	£2,300
Timer controlled lighting at CH	January 09	TBC	TBC
Thermostat turned down by 1 degree at CH	January 09	TBC	TBC
Town Hall loft insulation	March 09	9.6	£1,200
Install inverters on Braintree SC pool pumps	April 09	62	£7,000
Install inverters on Halstead pool pumps	April 09	30	£3,200
TOTAL		138.95	£21,755

Set out below are the projects that have been started in 2008 and are due to be completed in 2009 and those projects identified for commencement in 2009/10.

Proposed Efficiency / Energy Saving Projects		
Site:	Project:	Start Date:
2009/10		
Great Notley Discovery Centre	Refurbish Wind Turbine	Ongoing
Great Notley Discovery Centre	Refurbish solar roof	
Halstead LC	Sports Pitch lighting upgrade	Ongoing
Refuse collection vehicles	Re-routing	Ongoing
Causeway House	Staff awareness campaign	Ongoing

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Proposed Efficiency / Energy Saving Projects		
Site:	Project:	Start Date:
Braintree SC	Liquid pool cover (with 6°C night setback)	Ongoing
Halstead Pool	Liquid pool cover (with 6°C night setback)	Ongoing
Bramston Pool	Liquid pool cover (with 6°C night setback)	Ongoing
Grey fleet	Targeting/incentives for reducing business miles	Ongoing
Causeway House	PC switch-off software, hardware for screens	Ongoing
Causeway House	Voltage optimization	June-09
Halstead Pool	Water softeners	April - 09
Community centres /village halls	Good housekeeping and low cost improvements	April -09
Other fleet	Green driver training	April -09
Braintree Swimming Centre	Lighting upgrade	Jul-09
Braintree Swimming Centre	Fitting variable speed drives to fans	June 09
Braintree Swimming Centre	Reflective coating to windows / shading devices	Aug-09
Braintree Town Hall	Secondary Glazing	Oct -9
The Institute	Loft insulation	July-09
The Institute	Draught insulation measures	Aug-09
Silver End Pavilion	Rebuild, with thermal and electrical improvements	Aug-09
The Institute	Glass sliding doors to front of building	Dec-09
2010/11		
Community centres /village halls	Good housekeeping and low cost improvements	TBC
Halstead LC	Building Management System	TBC
Halstead LC	Fitting variable speed drives to fans	TBC
The Institute	Install zoned heating controls	TBC
Silver End Village Hall	Secondary Glazing + glaze skylights	TBC
Silver End Village Hall	Install zoned heating controls	TBC
The Institute	Secondary Glazing	TBC
Future Projects/Awaiting Funding		
Halstead Pool	Solar water heating	TBC
Braintree Swimming Centre	CHP installation	TBC
Silver End Village Hall	Upgrade heating system	TBC
Silver End Village	Tri Generation combined heating-chiller system	TBC

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Proposed Efficiency / Energy Saving Projects		
Site:	Project:	Start Date:
Hall		
Braintree Swimming Centre	Solar water heating	TBC
Causeway House	New boilers / boiler refurbishment	TBC
Bramston Leisure Centre	Improve controls with BMS, plus good housekeeping	TBC
New BDC office building	Incorporate CHP in new offices to provide heat Town Hall, museum, library	

The Council agreed a ring-fenced budget of £100,000 to invest in the above energy efficiency projects and will continue to pursue other sources of funding in order to achieve its efficiency targets.

The Green Travel Plan was approved for implementation in early 2008 and has been integrated into the implementation of the Carbon Management Programme. With transport having the greatest impact on the Local Authority's carbon footprint this is an important area to make significant reductions in vehicle mileage and usage. A number of projects relating to BDC buildings including Causeway House and Millennium Tower have been completed as part of the Councils adopted Green Travel Plan. The projects completed or ongoing in 2008 include:

Activity	Completion Date
Provision of public cycle racks at front of Causeway House	March 2008
Provision of staff sheltered cycle rack at rear of Causeway House	July 2008
Allocated '2 +' passengers row of car parking spaces in front of rear car park at Causeway House	<i>October 2008</i>
Provide teleconferencing facility for staff	December 2008
Re-routing of waste fleet vehicles	Ongoing
Provision of secure bike racks at Millennium Towers MURF	January 2009
Provision of staff sheltered motorbike rack in rear carpark of Causeway House	March 2009
Discounted bike purchase scheme for staff	March 2009

4.3 Sustainable Objectives

In 2008 the Council adopted a 4 year Corporate Strategy setting out its vision for the District. This plan covers the period 2008-2012 and one of the key objectives is that the District is Clean and Green. To deliver this objective the Council states:

- 'The District will have a clear response to the risks faced by climate change'
- 'Braintree District Council's carbon footprint will have been reduced'

Delivering climate change adaptation and reducing carbon emissions are vital elements in the development of all of the Council's Strategies, Plans and Policies.

Although progress has been made locally in many areas, notably recycling, the overall impact of the way our society is organised in Essex means that if everyone on the planet lived the same way, it would take 3 Earth's to support us. This is not sustainable in the long term. A sustainable way of life is one that can continue to be enjoyed indefinitely. It must neither exhaust resources nor cause levels of pollution that would degrade the quality of life of future generations.

5. Cross-Cutting Initiatives

5.1 Corporate Asset Issues

- 5.1.1 There are certain aspects of asset management that have to be tackled on a corporate basis in order to deal with them effectively.
- 5.1.2 **Disability Discrimination Act:** A survey of the Council's properties to identify requirements to ensure compliance with the DDA has been undertaken. Access improvements to buildings accessible to the public are part of a continuing programme and as at the end of March 2009 87% of the Council's properties were DDA compliant (see Appendix 6).
- 5.1.3 **Legionella:** Responsibility for undertaking regular legionella monitoring, testing and dosing has been passed to operational building managers, who have been provided with information and support to carry out this role. The testing and dosing responsibilities have been outsourced to a local contractor. Our Corporate Health & Safety Officer seeks to ensure that individuals are properly discharging their responsibilities through routine health & safety inspections.
- 5.1.4 **Asbestos:** All of the Council's assets have been surveyed and reports produced. A computer system is maintained to record all instances of asbestos, and processes created to ensure the safe management of the substance. Information relating to the existence of asbestos has been issued to operational building managers and annual inspections to monitor the condition of the asbestos are undertaken. Assets containing asbestos will be re-inspected annually as part of an ongoing process of managing and monitoring asbestos.
- 5.1.5 **Fire Safety & means of escape:** The Council has formed a working group of key officers which has adopted an action plan to ensure the Council meets the new requirements of the Regulatory Reform (Fire Safety) Order 2006. Annual fire risk assessments are carried out in-house and appropriate remedial works for the current year are due to be completed by December 2009.
- 5.1.6 **Maintenance standards:** Stock condition surveys are completed by the end of August each year and the results fed into the subsequent budget cycle. Works are prioritised and approved subject to funding.
- 5.1.7 **Sustainability:** The Council has adopted a Sustainability Vision Statement and is committed to meeting the standards of sustainability set out in this statement in relation to any repairs, refurbishments or new build projects it undertakes (see 4.3 above)

6. Property Reviews and Property Data

6.1 Programme for Property Reviews

Following the transfer of the Housing Stock in November 2007, the Council now undertakes an annual review of its retained assets. The current position and proposals relating to the Council's various assets for 2009/10 is set out as follows: -

6.1.1 **Amenity Land:**

The Council has 88 amenity land assets, which comprise various sized parcels of open space/amenity land located predominantly within residential areas across the district.

This land forms part of the local living environment and is, therefore, not suitable for development or disposal purposes.

Paul Partridge, Head of Operations, advises:-

"The Council continues to invest in high profile parks and open spaces across the District as part of its Corporate Strategy with the aim of improving the facilities and increasing the number of people using them, resulting in higher public satisfaction. This includes new play equipment and path networks, security fencing etc.

Other high profile amenity open spaces are being assessed to determine their suitability to increase the number of new play facilities e.g. Marshall's Park, Braintree. This would be subject to capital and revenue funding being available.

A Green Flag award (A national standard for parks and green spaces in the United Kingdom) is being sought for Silver End Memorial Gardens in 2009/10 to add to the one the Council received for Halstead Public Gardens in 2008/09.

A total of 14 play areas received awards from the National Playing Fields Association for meeting their required standard (a national standard for the provision and quality of play areas and outdoor space) in 2008/09, including one "best in class" and one "runner up". Further applications will be submitted as sites are refurbished.

An application for Heritage Lottery funding is being made for Witham Park to provide new public toilets, café, and play equipment.

Work is continuing with partners like Witham and Halstead in Bloom in reviewing planting schemes to enhance open spaces to help improve the appearance of the District.

Consideration is being given to identifying new allotments sites in Braintree using existing amenity open space that is under utilised."

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6.1.2 Allotments:

Summary of Council owned allotments.

a) Active Allotment Sites Managed by Braintree District Council

No.	Name of Site	Status	No. of Usable Plots	Plots in Use
1	Bunyan Road	In use	7	7
2	Cut Throat Lane	In use	74	74
3	Dukes Road	In use	17	17
4	John Ray Gardens	In use	5	5
5	Marks Farm	In use	8	8
6	Queens Road	In use	6	6
7	Rose Hill	In use	21	21
8	Silver Street – 1 & 2	In use	28	28
9	Station Field	In use	20	20
10	Vicarage Avenue	In use	12	12

b) Active Allotment Sites Leased to and Managed by Halstead Town Council

No.	Name of Site	Status	No. of Usable Plots	Plots in Use
1	Parsonage Street	In use	50	50
2	Holmes Road	In use	42	42
3	Upper Fenn Road	In use	9	9
4	Colchester Road	In use	18	18
5	Harvey Street	In use	11	11

c) Active Allotment Sites Licensed to Coggeshall Parish Council

No.	Name of Site	Status	No. of Usable Plots	Plots in Use
1	Tey Road	In use	10	10

The Council's allotment sites, whether managed internally or externally, are all well used with most having waiting lists.

A 20 year lease was granted to Halstead Town Council from 4/11/2008 at a peppercorn rent for the allotment sites in Halstead (as detailed above under 6.1.2b).

An ongoing licence was granted to Coggeshall Parish Council from 04/12/1999 at nil rent for the allotment site situated in Tey Road, Coggeshall.

Paul Partridge, Head of Operations, advises:

"The Council is to give consideration to the development of a new allotment site comprising 70 plots on the former playing field at Gypsy Corner in Braintree, and to extend the Cut Throat Lane allotment site in Witham to provide 50 additional plots.

The layout of all existing sites is being reviewed to ensure maximum utilisation of the space available. This includes looking at the size of existing plots and whether the number can be increased if space allows. Additional funding for allotment improvements has been approved by the Braintree and Witham Local Committees and these improvements will be completed in 2009/10.

Opportunities for a potential site on the Country Park at Great Notley are being explored in conjunction with the County Council.”

With regard to the allotments currently managed by Braintree District Council, the only site considered suitable for disposal at present is the Bunyan Road site in Braintree, which has been identified as part of a larger town centre regeneration site situated off Rayne Road. Consultants have been appointed to look at the feasibility of site assembly and redevelopment in this location.

6.1.3 Area Offices:

The Council now owns only one Area Office, which is Causeway House in Braintree. This building is in need of major refurbishment in the short term and will become too large to the District Council’s needs following the vacation of Greenfields Community Housing in December 2009.

Braintree District Council and Essex County Council are currently looking at joint front and back office accommodation provision in Braintree. Following a recent feasibility study by consultants, Cushman & Wakefield, the most viable option appears to be a new build office for both Council’s as part of a wider town centre regeneration scheme on the land behind the Town Hall in Braintree. Following the completion of a full consultation exercise in 2008/09, it is proposed to appoint a development partner in 2009/10 to bring forward a mixed-use development on the land behind the Town Hall.

6.1.4 Car Parks:

The Council has 19 separate car parks, 2 of which are leased. Only 6 out of the 19 car parks are non-income producing, being situated in village locations or on industrial estates.

The Council will commission a review of parking during 2009. The scope will include a focus on the future provision and operation of car parks and parking generally.

6.1.5 Cemeteries:

The Council is responsible for cemetery provision in the District and the maintenance of closed churchyards.

Paul Partridge, Head of Operations, advises:-

“Further resurfacing of the path and road networks is being undertaken in 2009/10 at Witham, Halstead and Braintree Cemeteries.

Opportunities to acquire new land at Halstead Cemetery needs exploring, as current facilities are anticipated to be near to capacity over the next 5 to 6 years.

Acquisition of new land for Bocking Cemetery is being progressed.

Health and safety inspections of the buildings and infrastructures are continuing.”

6.1.6 **Community Facilities:**

The Council has now completed the four year Community Halls Modernisation and Improvement Programme, which resulted in significant investment in, and improvement to, a number of community halls and facilities.

Charmaine Dean, Head of Community Services, advises: -

“A review of Community Halls and facilities was conducted in 2004 and a report to Cabinet in April 2005 focused on costs, income, sale of assets and a refurbishment /new build programme. These improvements are now in place and a further review is needed regarding the usage and long-term sustainability of community facilities within the district.

The outcome of this full review will enable Members to take informed decisions regarding effective and efficient future community hall provision. It will also inform the Leisure, Cultural and Community Safety Strategies. This review will also link to and inform the Review of Leisure facilities to be conducted later this year.

The outcome of this review will be to:

- Identify options for future community usage provision within the district
- Identify improved management arrangements for long term sustainability
- Identify the potential for the third sector to take on responsibility for management of community facilities including assessment of existing organisations, size, capacity needs and barriers, and the creation of new organisations to fulfil this role.

The Community Halls review is ongoing and will cover all BDC owned and leased community facilities within the district. Further detailed options are being examined and the outcome of this review is due to be reported to Cabinet by July 2009. Any decisions on the future of the halls will be implemented from 1st April 2010”.

6.1.7 **Commercial Property:**

The Council has 16 commercial properties ranging from offices to advertising hoardings. These properties form part of the Council's retained investment portfolio, with the exception of Swanside, Braintree, which is in the process of being sold.

6.1.8 **Depots:**

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The Council has 3 operational depots comprising Millennium Tower (freehold ownership), the Recycling Depot (leased in) in Lakes Road, Braintree and Cordons Farm (leased in) at Cressing.

Paul Partridge, Head of Operations, advises:-

“Greenfields Community Housing is due to vacate Millennium Tower in October 2009 and as a result the Council intends to complete a full options appraisal exercise by March 2009 to enable the provision of suitable waste facilities and associated accommodation that will be required for the effective and efficient delivery of the Waste Management Service going forward from November 2009”.

6.1.9 Industrial Ground Leases:

The Council has just concluded a five-year asset disposal programme, which identified for disposal assets that were underperforming or liabilities.

The 32 industrial ground lease assets (comprising 44 industrial ground leases) form part of the Council's retained investment portfolio.

6.1.10 Industrial Units:

The Council has 8 industrial estates, which comprise 91 separately leased industrial units.

These assets form part of the Council's retained investment portfolio.

6.1.11 Infrastructure:

The Council owns 12 unadopted roads and leases one site for a radio mast.

Condition surveys for these unadopted roads were carried out during the course of 2008 to establish planned maintenance costs over the next five years and also to give an indication of likely road adoption costs. A funding allocation of £100,000 has been made available within the 2009/10 Capital Programme to deal with essential maintenance works to these roads. The sum of £200,000 has been allocated in the Capital Programme for adoption works to Springwood Drive in Braintree. These works are due to be completed in September 2009.

6.1.12 Leisure Facilities:

The Council has 23 leisure facilities ranging from playing fields to leisure centres. These are either leased out to local organisations, managed by the Council or run by external leisure contractors.

Russell Everard, Head of Enterprise and Culture, advises:-

“Structural works to extend the life of Bramston Pool by a further 5 years were completed in December 2008. The Council will be working in partnership with the Academies Enterprise Trust, Essex County Council and other partners and stakeholders during 2009/10 to provide a replacement pool in Witham. Other capital

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projects have been completed at the Notley Sports Centre and the new Braintree Swimming Centre was opened to the public March 2008. The Riverside Pool was demolished in March 2009.

The review of leisure services was delayed to enable the structural works to be completed at Bramston Pool, and for the Council to take a view on the future of the Witham Pool and the operation of the leisure contract.

The strategic review of leisure services will commence in April 2009 and will be completed by October 2009. A longer term view on the provision of leisure services, and the assets required to deliver those services, will be taken by Cabinet in December 2009".

6.1.13 **Miscellaneous:**

There are 13 assets identified under this category ranging from agricultural land and ransom strips, together with industrial and residential development land that have been identified as surplus to requirements.

6.1.14 **Public Toilets:**

The Council currently owns and operates 3 public conveniences situated in Braintree, Witham and Earls Colne. A review of the facilities is to be conducted during 2009/10 to investigate how they could be provided at reduced costs.

6.1.15 **Residential Property:**

The Council currently has 14 residential properties, 2 of which are cemetery lodges occupied by staff, one is used as a women's refuge, one is used as temporary homeless accommodation, while the remaining 10 properties in this category have been identified as surplus to requirements.

6.1.16 **Shops:**

The Council currently owns 7 shop parades, which comprise 18 separately leased shops.

It has been proposed, to ensure the ongoing provision of these facilities, that either the Council will continue to retain and manage these shops or potentially dispose of some of them to Greenfields Community Housing, if it is deemed by Members as appropriate to do so.

6.2 **Data Management**

6.2.1 The Council has a fully computerised property database, containing its core data. This has been, and is continuing to be, augmented by expanding the current database and supplemented by the use of other software applications to hold data identified as being necessary to record and interrogate.

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6.2.2 The table below sets out the range of data currently held, where that data is stored and an outline of current and proposed access to data for property users:

DATA CATEGORY	DATA TYPE	SYSTEM	HOW DATA SHARED WITH PROPERTY USERS
CORE DATA	Property records	Uniform Estate Management system	Data made available by Property Records Officer (PRO)
	Ownership Records	GIS	Access for all departments via MapViewer
	Asset Register	Uniform Estate Management system	Data made available by PRO
INTERMEDIATE DATA	Rents; users; tenants	Uniform Estate Management System	Data made available by PRO
	Condition surveys; asbestos surveys; DDA.	Uniform Estate Management system	Available to Officers and Members
TRANSIENT DATA	Running costs	Finance department's EFIN system	Monthly budget updates to service unit managers
	Energy costs/energy consumption	Energy Management database	Energy cost and consumption data can be made available on request
	Contractor / consultants selection	Supplier Portal	Made available by Procurement
	Vacant commercial property	Excel spreadsheet / website	Made available by Asset Management

APPENDICES

APPENDIX 1

Core Data Sheet

As at 31st March 2009

ASSET TYPE	NO. OF ASSETS	ASSET VALUE	ANNUAL INCOME RECEIVED	COMMENTS
Amenity Land	88	88	0	
Allotments	16	16	3,527	
Area Office	1	4,645,000	48,156	Causeway House
Car Parks	19	3,991,807	911,733	
Cemeteries	10	87,357	0	
Community Facilities	28	3,627,514	306,214	
Commercial Property	16	3,600,552	243,365	
Depots	3	1,345,002	293,085	
Industrial Ground Leases	32	6,529,300	435,488	32 assets comprising 44 separate ground leases
Industrial Units	8	3,550,002	376,893	8 assets comprising 91 separately leased industrial units
Infrastructure	13	13	0	12 unadopted roads owned by Braintree District Council and 1 radio mast
Leisure Facilities	23	5,373,365	0	
Miscellaneous Land	13	2,305,553	475	
Public Toilets	3	3	0	
Residential Property	14	3,448,711	79,465	
Shops	7	1,502,500	142,613	7 shop parades comprising 18 separately leased shops
TOTAL	294	40,006,780	2,841,014	

** Valuations have been undertaken in accordance with the Statement of Recommended Practice (SORP) published by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the valuation guidelines published by the Royal Institution of Chartered Surveyors (RICS). The valuations are produced for accounting purposes only and do not necessarily represent market value of the assets.*

APPENDIX 2

Key Corporate Issues and Challenges

We will ensure that people enjoy growing up, living and working in the Braintree District because it is a place where:

- *the environment is clean and green*
- *business is encouraged and the local economy prospers*
- *everyone can enjoy a healthy lifestyle*
- *housing and transport meet local needs*
- *people take pride in their local areas*
- *we deliver excellent, cost effective and valued services*

BRAINTREE DISTRICT COUNCIL'S FOUR-YEAR OBJECTIVES FOR 2008 TO 2012 - SUMMARY

THE ENVIRONMENT IS CLEAN AND GREEN

By 2012:

1. The amount of waste being land-filled in the District will have been reduced
2. The standards of cleanliness and the appearance of the District will have improved
3. The biodiversity of the District will have been protected and enhanced
4. The District will have a clear response to the risks facing it by climate change
5. Improved standards of environmental sustainability will be included in all new developments in the District
6. Braintree District Council's carbon footprint will have been reduced

BUSINESS IS ENCOURAGED AND THE LOCAL ECONOMY PROSPERS

By 2012:

1. Work on the regeneration of Witham, Braintree and Halstead Town Centres will have started
2. Opportunities for long-term, inward business investment in the District will have increased
3. Basic skills levels and vocational training opportunities in the District will have improved
4. We will have lobbied to secure key infrastructure improvements in the District

EVERYONE CAN ENJOY A HEALTHY LIFESTYLE

By 2012:

1. Our leisure facilities, parks and open spaces will have improved and more people will be using them

Braintree District Council Asset Management Plan 2009/10

2. Young people will be able to more easily access local activities
3. More play facilities will have been provided for children and young people to enjoy
4. We will work to secure improvements to local health facilities and access to health services
5. More people will feel that the District is a safe place to live

HOUSING AND TRANSPORT MEET LOCAL NEEDS

By 2012:

1. More affordable and environmentally sustainable housing will be provided for local people
2. A balanced range of good quality and environmentally sustainable housing will be available
3. Plans will have been developed to ensure that the District can cope with appropriate long-term housing and business growth
4. People who rent their homes will have more choice about where they live
5. Transport providers will have been encouraged to provide services which better meet local transport needs
6. The community transport scheme will have been improved to further meet the needs of elderly and vulnerable people
7. Improvements will have been made to the way vulnerable and young people who live in areas with limited facilities and public transport can access services

PEOPLE TAKE PRIDE IN THEIR LOCAL AREAS

By 2012:

1. People will have a greater understanding about the Council and what it does
2. More people will take part in local democracy and in decisions which affect their local areas
3. More people will feel that the District is a good place to live
4. The voluntary and community sector will be better placed to respond to local needs

WE DELIVER EXCELLENT, COST EFFECTIVE AND VALUED SERVICES

By 2012:

1. All of our services will have been robustly reviewed and improvements put in place
2. People will find it easier to contact us and we will provide speedier responses
3. Greater use will be made of the our web-site and more transactions will be able to be dealt with electronically
4. People will be able to access a range of public services through a shared 'one stop shop' office and customer service facility
5. People who come to live in the District will be able to easily find out about the District and the services that are provided here
6. Our citizens will be more satisfied with how they feel about the Council and about whether we provide value for money

APPENDIX 3a

Key Asset Management Outcomes: 2008/09

1. **Affordable Housing Units:**

A total of 94 affordable housing units completed.

2. **Community Halls:**

Implementation of improvement plan for community halls, with the refurbishment of Glebe Hall, Goldingham Hall, The Institute, Witham Public Hall, Dengie Hall, Silver End Village Hall, Senior Citizens' Centre, Rivenhall Village Hall, Spring Lodge, Forest Road Hall, Rickstones Pavilion and replacement Silver Street changing rooms now completed. Children's centre set up in Silver End Village Hall.

3. **Town Centre Regeneration Projects:**

a) Land at rear of Town Hall, Braintree – full consultation exercise completed, development brief for a mixed-use scheme prepared and approved by Members and process to secure development partner has commenced.

b) Newlands Shopping Centre and car park, Witham – full consultation exercise completed, development brief prepared for a mixed-use scheme and approved by Members and process to secure development partner has commenced.

c) Land East of High Street, Halstead – a Vendor Co-operation Agreement has been completed by the eight landowners agreeing to the joint disposal of the site. Marketing of the site underway to secure suitable developer/purchaser.

4. **Causeway House:**

Investment in Causeway House to enhance customer reception services by enabling customer queries to be dealt with at a single point in a new and welcoming reception area, together with refurbished stairwells, corridors, toilets, CCTV monitoring facility and resurfacing to rear car park.

5. **Play Areas:**

Investment of £250,000 to improve five play areas to National Playing Field Association standard.

6. **Bramston Pool:**

Structural repairs and changing room improvements to extend its useful life.

7. **Unadopted Roads:**

Essential repair and maintenance works completed to Driberg Way in Braintree, Phase I road adoption works to Springwood Drive, Braintree completed and condition surveys completed for all unadopted roads in the ownership of Braintree District Council.

APPENDIX 3b

(i) Key Asset Management Targets: 2009/10

Strategic Objective	SMART Milestone 2009/10
Regeneration of Braintree, Halstead and Witham town centres.	Market development site in Halstead and secure developer/purchaser by December 2009. Secure development partners for regeneration schemes in the Braintree and Witham Town Centres by December 2009.
Ensure new building by the Council meets best practice on sustainable construction.	To apply to new build projects.
Reducing carbon emissions from Council buildings.	Climate Change Manager to identify appropriate actions and prepare an implementation plan for 2009/10.
Green travel planning and its influence on location of Council buildings.	To apply to new build projects.
Maintaining the physical condition of Council buildings within limited budgets, through the capital programme.	Complete all budgeted repair works by the end of March 2010. Complete condition surveys and preparation of planned maintenance programme by September 2009.
Direct investment into improvement of parks, play areas and open spaces.	£490,000 in the financial year.
Managing and reducing waste in construction contracts.	Construction contracts to be linked to the new Sustainability Vision Statement.
Invest in the Council's leisure buildings in order to meet customer throughput target	Invest £288,000 in leisure centre improvements by 31 st March 2010. Work with the Witham Academies and other stakeholders to provide a new swimming pool in Witham as part of the new schools rebuild programme.

Braintree District Council Asset Management Plan 2009/10

Strategic Objective	SMART Milestone 2009/10
Ensure that capital projects go through a robust option appraisal, are properly prioritised in accordance with published best practice, are well procured and managed and are the subject of post project reviews.	Development of post-project reviews ensuring reviews undertaken for major projects completed in 2009/10 within three months of practical completion.
Target investment into reduction of backlog repairs and maintenance in order to reduce long-term liabilities and improve quality of assets for service users and staff.	Targeted capital expenditure of circa £228,000 by 31 March 2010.
Maintenance of unadopted roads.	Complete essential repair and maintenance works to unadopted roads in the ownership of Braintree District Council by March 2010.
Affordable Housing.	By the end of March 2010:- <ul style="list-style-type: none"> a) Create at least 100 new affordable houses in the District in partnership with Housing Associations.
Implement new ways of working in Causeway House and make space available for Essex County Council to occupy.	By the end of June 2010: - <ul style="list-style-type: none"> a) Reorganise all BDC staff over the first and second floors of Causeway House introducing flexible working arrangements. b) Move in ECC staff to occupy space vacated by BDC on the ground floor. By the end of October 2009: - <ul style="list-style-type: none"> a) Relocate the remaining ECC staff into the area on the ground floor vacated by Greenfields Community Housing.
Review the accommodation needs of the Waste Management Service to provide suitable, fit for purpose premises.	By the end of December 2009: - <ul style="list-style-type: none"> a) Provide the Waste Management Service with suitable, fit for purpose premises after Greenfields Community Housing vacates Millennium Tower at the end of October 2009.

APPENDIX 3b

(ii) Property Specific Performance Targets: 2009/10

	Objective	Target 2009/10	Comments	Who
1	Reduce amount of space occupied by BDC in Causeway House by a minimum 1,000m ²	October 2009		A Epsom
2	Improve access to buildings for people with disabilities (BVPI 156)	87%		R Woolley
3	Update Asset Schedule and supporting asset data annually	May 2009		J Whyte
4	Reduce CO ₂ emissions in Causeway House	5% reduction	341 tonnes of CO ₂ recorded for 2007/08	M Wilson
5	Achieve optimum return on commercial and industrial portfolio (investment assets)	Income target for 2009/10 £1.28 million	Projected income for 2008/09 £1.26 million	J Whyte R Bolland A Blyth
6	Backlog maintenance by cost	1) Good 40% 2) Satisfactory 40% 3) Pass 15% 4) Bad 5%		R Woolley

Benchmarking

1. Monitoring S.106 Agreements:

Recent discussions and observations of working practices with monitoring personnel at Colchester Borough Council has resulted in new Best Practice procedures being introduced, including a new, vastly improved IT monitoring system; better access to information; improved S.106 procedures and increased S.106 benefits and fee income.

Braintree District Council Asset Management Plan 2009/10

2. **Quarterly Attendance at IPF Asset Management Planning Network:**
These seminars provide regular updates on changes and developments within public sector asset management and enables discussions, debate and exchanges of ideas between facilitators and public sector asset managers regarding current asset issues and best practice.

3. **Schedule of all BDC owned/leased property assets:**
This enables year on year comparison of costs, rental income, CO₂ emissions, backlog maintenance and utilisation figures.

APPENDIX 4

Future Proposed Asset Disposals

	PROPERTY	Proposed Year of Disposal
1	Land at rear of BEAU, Braintree	2010/11
2	Land east of High Street, Halstead	2010/11
3	Riverside redevelopment site, Braintree	2010/11
4	Millennium Tower, Braintree	2010/11
5	Land off Oxford Meadow, Sible Hedingham	2012/13
6	Land off Lancaster Way, Braintree	2012/13
7	Land adjacent to 1 Church Road, Stambourne	2012/13
8	Land off Stubbs Lane, Braintree	2012/13
9	Redevelopment site, Silks Way, Braintree	2012/13
10	Land east of St. Andrew's Rise, Bulmer	2012/13
11	Vacant land, Blunts Hall Road, Witham	2012/13
12	Land at Deer Park Close, Castle Hedingham	2012/13
13	Premises, Dengie Close, Witham	2013/14
14	Land at rear of Bunyan Road, Braintree	2013/14

Asset Strategy Group
Terms of Reference

A. Property Asset Management

1. To produce and monitor a corporate Asset Management Plan.
2. To consider and, as appropriate, make recommendations about:
 - a. Corporate Asset Management Policy and Strategy.
 - b. Property Review outcomes.
 - c. Property performance.
 - d. Property acquisitions.
 - e. Property disposals.
 - f. Planned Maintenance Policies, Programmes and Priorities.
3. To consider and, as appropriate, make recommendations about the allocation of property related Capital and Revenue resources for repairs, renewals, alterations, improvements and acquisitions as identified corporately through the business planning process.
4. To monitor property related Capital and Revenue budgets.

B. Capital

1. To produce and monitor a Corporate Capital Strategy.
2. To generate resources for the capital programme, including co-ordination and monitoring of S.106 Agreements, identifying other sources of funding, and co-ordinating bids for external resources.
3. To make recommendations to the Cabinet, through the Management Board, on the allocation of resources within the capital programme.
4. To receive updates and recommendations from the Project Monitoring Group in respect of:
 - a) The delivery of approved Capital Programme (i.e., on time and within budget)
 - b) Resources are available to meet commitments.
 - c) Good practice is being adopted with regard to project management.

REVIEW OF DDA IMPROVEMENT WORKS June 2008 Works either completed in full or to an acceptable standard in the circumstances

Property		Works to Date	Comments
Asset No.			
Area Offices			
49	Causeway House	Disabled toilets were upgraded to meet current regulations during recent refurbishment works, handrails to ramps and amendments to internal doors	100% complete
Car Parks			
52	George Yard Car Park	Additional parking bays provided for disabled users, during recent refurbishment works, vision panels to doors. Improved lighting, signage in hand to be completed shortly. Some refurbishment necessary on lifts, due to age lifts are not so much unsafe as less reliable. Budget allocated is inadequate and increase needs to be arranged	100% complete.
Cemeteries & Chapels			
7	Halstead Cemetery & Dead House	New toilet block provided for public use. Access path up to 'Dead House' entrance improved.	100% complete.
34	Bocking Cemetery Chapel & Toilets	Access improvements to chapel (ramp, entrance doors, handrails etc.) & toilet block refurbished to include provision of disabled wc.	100% complete.
251	Witham Cemetery Chapel	Provision of new toilet block for public use.	100% complete
290	Braintree Cemetery Chapel	Public toilets provided. Improvements to access, including new ramped approach and handrails to Chapel entrance.	100% complete.
Community Facilities			
17	Senior Citizens Centre, New Street, Halstead	Accessibility of Main Entrance improved, some internal circulation routes & internal doors amended.	Further works on hold –awaiting review on the future use of the buildings. 50% complete.
37	Glebe Community Hall, Braintree	Disabled parking provision, access improvements to Main Entrance, refurbishment of toilets including provision of new disabled toilet, internal doors amended, and other minor issues which were deemed necessary or reasonable at the time.	100% complete
50	The Institute, Braintree	Recent refurbishment works undertaken, including all DDA improvements which were deemed necessary or considered to be reasonable, including lift access to first floor.	100% complete.
54	Town Hall Centre, Braintree	Installation of lift to 1 st floor, refurbishment of toilets. All DDA works complete.	100% complete.
100	Goldingham Hall, Braintree	Contract for DDA improvement works completed early 2006, with most access issues resolved where deemed necessary and reasonable at the time.	100% complete
122	Village Hall, Silver End	Refurbishment contract started on site in July 2007. Access to first floor has now been provided. There are some outstanding refurbishment works but all DDA works are complete.	100% complete
184	Dengie Close Community Hall	Minor accessibility improvements completed in 2005.	100% complete.

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205	Witham Public Hall	Major refurbishment works completed in early 2006, all DDA works were undertaken where deemed necessary, or considered reasonable at the time.	100% complete
253	Forest Road Community Hall	Appropriate works undertaken.	100% complete.
275	Rickstones Pavilion, Witham	Appropriate works undertaken.	100% complete
Depots			
385	Millennium Tower, Braintree	Building to be sold within the next 2 years therefore no further DDA work considered necessary	100% complete.
Leisure Facilities			
484	Braintree Swimming Pool	New facility fully compliant on completion	100% complete.
188	Stevens Road Pavilion	New building fully compliant	100% complete
192	Bramston Sports Centre, Witham	Most DDA issues resolved apart from stair lift to Dance Studio and internal ramp in lieu of step (1 st floor).	No further works to be carried out as Bramston likely to be closed in October 2011 when new facility programmed to open on the Maltings Academy site.
313	Bowling Green & Pavilion	No DDA issues.	100% complete
404	Braintree Leisure centre	Appropriate works undertaken	100% complete
403	Notley Sports Centre	Most DDA issues resolved apart from lift to first floor.	School has no funding to install lift.
405	Halstead Leisure Centre	Accessibility improvements made during construction of new Swimming Pool, including lift provision to 1 st floor areas, disabled changing and toilet facilities, disabled parking bays, internal doors amended.	100% complete
Public Toilets			
65	Victoria Street, Braintree	Provision of new disabled WC & suitable ramped approach provided during recent refurbishment works.	100% complete
279	Lockram Lane, Witham	No works required. Toilets built in 2004 & therefore incorporate facilities for disabled users	100% complete
280	Queens Road, Earls Colne	No works identified or undertaken to date	100% complete

Of 23 facilities (Millennium Tower and the 3 public toilets have been excluded), the works considered essential for DDA compliance have been 100% completed on 20, 90% completed on 2, 50% completed on 1.

From this we calculate that 87% of the DDA works have been 100% completed to date.

APPENDIX 7

Proposed capital spending 2009/10

SCHEME DESCRIPTION	PROPOSED SPENDING (£)
Asset Management	
Warner Drive Industrial Units – roof renewal (phase I).	68,750
Adoption works Springwood Drive, Braintree.	100,000
Causeway House – Provision for accommodation moves and works in preparation for new tenant	200,000
Millennium Tower – Improvements	67,280
Unadopted roads – repair and improvement works	100,000
Community Safety and Community Transport	
Community Transport – replacement Minibus	34,000
CCTV Upgrade	119,850
ICT	
Replacement PC programme	41,000
Environment	
Private Sector Housing Grants	486,920
Carbon Management Project Fund	35,000
Street Scene	
Cemetery paths – repairs and resurfacing	65,000
Halstead Cemetery – major repairs to wall	50,000
Cemetery records – new IT system	25,000
Cut Throat Lane, Witham – allotment extension	50,000
Bocking Cemetery Extension	190,000
Tabor Field, Braintree – provision for creation of new allotment site	35,000
Parks for People – Stage 1 Bid (Witham Park)	44,410
Discovery Centre – Internal conversion, conservatory extension, access road & car park resurfacing, disabled link to PARC & footpath to bridleway (Fritch Way)	26,900
Parks and open spaces – Repair paths and hardstanding	55,000
Refurbish passenger lifts, George Yard multi-storey car park	85,000
King George V playing field – install ground drainage system	44,000
Play area refurbishment	235,000

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SCHEME DESCRIPTION	PROPOSED SPENDING (£)
Waste and Fleet Management	
Recycling – High diversion roll out	358,000
Rebranding of Fleet	30,200
Sustainable Development	
Fritch Way	6,190
Maltings Lane	7,150
Blackwater Rail Trail	35,120
Footpath/Cycleway Phase II Town End Field to Dengie Close Witham	50,000
Silver End Park (New Toilet)	24,390
St Michaels Fountain 07-08	9,460
Witham Public Park – urgent works to wall and railings	2,000
John Ray Park – pond dipping platform	4,000
Economic Development	
Local Committee Braintree	65,000
Local Committee Witham	45,000
Local Committee Halstead	40,000
Leisure Services	
Proposed new Swimming Pool in Witham – provision for feasibility, design and other preliminary costs	150,000
Stevens Road, Witham - Artificial Pitch and Changing Facilities	90,000
Stevens Road, Witham – Boundary fence replacement	55,000
Halstead Leisure Centre – Improvements	69,750
Halstead Leisure Centre – Replacement flood lighting for the synthetic pitch	20,000
Braintree Leisure Centre – Replacement synthetic pitch and car park lights	53,000
Cultural Services	
Braintree Museum – internal works	20,290
Strategic Housing	
Local Authority Social Housing Grants	802,240
Dwellings retained by Council – works to meet Decent Homes Standard	25,000
Corporate	
Capital Salaries	369,760

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SCHEME DESCRIPTION	PROPOSED SPENDING (£)
Provision for Town Centre Redevelopment	239,140
Total Proposed Capital Spend	4,728,800

Asset Partnerships with Third Sector Groups

Asset	Third Sector Group
Public Hall, Collingwood Road, Witham	Leased to Citizens Advice Bureau (in part) ongoing agreement from 01/01/97
Rivenhall Village Hall, Church Road, Rivenhall	Leased to Rivenhall Playingfield Association 01/04/74 to 31/03/2034
Senior Citizens Centre, New Street, Halstead	Part licenced to Senior Citizens and St. John Ambulance
Spring Lodge Community Centre, Powers Hall End, Witham	50 year lease to Witham Community Assoc. commencing 07/04/08
Scouts, Spring Lodge, Witham	50 year lease to the Scouts commencing 24/07/08
St. John Ambulance, Spring Lodge, Witham	50 year lease to St. John Ambulance commencing 08/10/08.
Village Hall, Broadway, Silver End	Part leased to Crittall Social Club – 10 years from 01/07/08 Part leased to 4 Children – 10 years from 23/01/08
Community Centre, Victoria Street, Braintree	Leased to Trustees of Braintree & Bocking Community Association 10/07/00 to 31/01/2020
Community Centre, Notley Green, Great Notley	Leased to Trustees for the Notley Green Community Association 21/04/97 to 20/04/2032
Recreation Hall, Black Notley	Leased to Black Notley Community Association for 30 years from 01/04/08
Marks Farm Community Centre, Braintree	Managed by third party, but no formal agreement as yet
25-27 Bocking End, Braintree	Leased to First Stop from 29/09/97 to 31/12/09
1 & 2 Fountain Lodge, St Michael's Road, Braintree	Leased to Trustees of the Braintree & District Citizens Advice Bureau from 07/08/02 to 06/08/2015
Woodwork Building, Weavers Park, Courtauld Road, Braintree	Leased to the Tabor Centre for the Physically Disabled for 30 years from 05/08/02

BDC Owned / Leased Property

PROPERTY TYPE	PROPERTY TYPE	DESCRIPTION	HEAD OF SERVICE	LINK TO CORPORATE OBJECTIVES	REASON ASSET HELD
ASSET/016	Amenity Land (AL)	Public Gardens Trinity Street Halstead Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/028	AL	Recreation Ground Ramsey Road Halstead Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/030	AL	Greensward Area Firwoods Road Halstead Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/036	AL	Amenity Land Deanery Hill Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/038	AL	Amenity Land Glebe Avenue Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/042	AL	Play Area/Amenity Land Meadowside Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/055	AL	Public Open Space Nayling Road Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/056	AL	Open Space Clare Road Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/057	AL	Linear Walk Flitch Way Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/059	AL	Marshalls Park And Car Park London Road Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/060	AL	Public Open Space Godlings Way Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/061	AL	Amenity Land Hoppit Mead Notley Road Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/062	AL	Amenity Land Hillside Gardens Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/082	AL	Amenity Land Brise Close Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/083	AL	Public Amenity Land Mill Hill Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/088	AL	Amenity Land Chelmer Road Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/096	AL	Land Fronting Notley High School Notley Road Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/097	AL	Open Space White Court Black Notley	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/099	AL	Amenity Land/Play Area Milton Avenue Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/101	AL	Amenity Land/Play Area Goldingham Drive Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/102	AL	Public Open Space Parklands Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/103	AL	Marlborough Road/Mountbatten Road Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space

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ASSET/105	AL	Open Space Edinburgh Gardens And Fairview Estate Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/107	AL	Amenity Land Off Trotters Field Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/109	AL	Open Space (Junction Of Cut Hedge) London Road Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/111	AL	Amenity Land Grove Field Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/119	AL	Amenity Land North Of Temple Lane Silver End Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/120	AL	Memorial Gardens Broadway Silver End Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/126	AL	Former St Peters School Playing Field Stoneham Street Coggeshall	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/128	AL	Amenity Land Robinsbridge Road Coggeshall Colchester Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/135	AL	Vacant Land Conrad Road Witham Essex	Paul Partridge	Surplus to requirements	Future residential development site
ASSET/141	AL	Chipping Hill Green Chipping Hill Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/142	AL	Amenity Land Powershall End Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/175	AL	Amenity Land Coldnailhurst Avenue Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/183	AL	Town End Field/Dengie Close Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/186	AL	Amenity Land Witham Lodge Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/194	AL	Highfields Road Witham	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/195	AL	Amenity Land Spa Road Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/198	AL	Public Open Space Olivers Drive/Sparkey Close Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/202	AL	River Walk Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/204	AL	War Memorial Gardens Newland Street Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/214	AL	Amenity Land Greenfield Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/215	AL	Amenity Land Maldon Road Witham	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/216	AL	Recreation Ground Maldon Road Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/220	AL	Public Open Space Epping Way Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/247	AL	Amenity Land East Cut Throat Lane Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space

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ASSET/250	AL	Amenity Land North of Motts Lane Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/255	AL	Amenity Land Beech Road Rivenhall Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/293	AL	Amenity Land Woodlands Beckers Green Road Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/295	AL	Verges Springwood Drive Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/306	AL	Open Space Wisdoms Green Coggeshall	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/307	AL	Open Space Church Road Hatfield Peverel	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/308	AL	Playground Ebenezer Close Witham	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/314	AL	Footpath/Cycle Way Link Maldon Road Witham	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/315	AL	Public Open Space Riverside Way Kelvedon Colchester Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/324	AL	River Walk Halstead	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/329	AL	Amenity Land The Grove Witham	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/331	AL	Amenity Land Beckers Green Road Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/359	AL	Amenity Land Little Hyde Road Great Yeldham	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/360	AL	Amenity Land Jersey Way/Guersey Way Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/362	AL	Amenity Land Cooks Close Halstead Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/363	AL	Amenity Land Slough Farm Road Halstead	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/365	AL	Public Open Space Northampton Meadow Great Bardfield Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/378	AL	Open Space Keeble Way Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/380	AL	Amenity Land Marks Farm Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/381	AL	Open Space Hawthorn Close Halstead Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/407	AL	Weavers Park Courtauld Road Braintree Essex CM7 9BG	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/437	AL	Open Space Land Adjacent River Mead Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/439	AL	Open Space Great Notley Garden Village Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/441	AL	Public Open Space Land On The South Side Of Rayne Road Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/442	AL	Amenity Land Adjoining Nichols Grove Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/445	AL	Land Off Spansey Court Halstead	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/458	AL	Land At Braintree Green Queenborough Lane Rayne	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space

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ASSET/459	AL	Open Space At Nottage Crescent Panfield Lane Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/461	AL	Land Off Constance Close Witham	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/462	AL	Land On The East Side Of London Road (Fairbourne Park) Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/465	AL	River Walk Land Adjoining Mill Race Sible Hedingham	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/466	AL	Amenity Land Forest Road AL Witham	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/475	AL	Amenity Land Churchfields Drive/Edith Drive Steeple Bumpstead	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/476	AL	Amenity Land Lion Meadow/North Street, Steeple Bumpstead	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/479	AL	Open Space Stilemans Wood Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/480	AL	Open Space Kenworthy Road Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/481	AL	Open Space Daniel Way Silver End	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/482	AL	Amenity Land east of Spa Road Witham	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/483	AL	Amenity Land off Maidment Crescent Witham	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/485	AL	Open Space Cadenza Court Britten Crescent Maltings Lane Witham	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/486	AL	Open space Woolpatck Lane Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/490	AL	Amenity Lane adjacent 3 Guithavon Street Witham	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/491	AL	Open Space Black Notley	Paul Partridge	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/024	Allotments (ALLOT)	Allotments Parsonage Street Halstead Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/029	ALLOT	Allotment Gardens Holmes Road Halstead Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/031	ALLOT	Allotments Queens Road Earls Colne	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/041	ALLOT	Allotments Rear Of Dukes Road Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/077	ALLOT	Allotments South Of Railway Station Station Approach Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/078	ALLOT	Allotments Skitts Hill Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/108	ALLOT	Allotments Coggeshall Road Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use

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ASSET/113	ALLOT	Allotments Vicarage Avenue White Notley Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/118	ALLOT	Allotments North Of Silver Street Silver End Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/131	ALLOT	Allotments Off Tey Road Coggeshall Colchester Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/174	ALLOT	Allotments Rear Of Bunyan Road Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/246	ALLOT	Allotments Cut Throat Lane Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/283	ALLOT	Allotments Upper Fenn Road Halstead Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/284	ALLOT	Allotments Colchester Road Halstead Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/352	ALLOT	Allotments John Ray Gardens Black Notley	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/472	ALLOT	Allotments Harvey Street Halstead	Paul Partridge	Everyone can enjoy a healthy lifestyle	Allotments for public use
ASSET/049	Area Office (AO)	Causeway House Bocking End Braintree Essex CM7 9HB	Trevor Wilson	We deliver excellent, cost effective valued services	Delivery of Council Services
ASSET/009	Car Parks (CAR)	B D C Car Park Summerfields Sible Hedingham Halstead Essex	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/046	CAR	Car Park Queens Road Earls Colne Colchester Essex	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/051	CAR	Car Park at Blyth's Meadow, Braintree	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/052	CAR	Multi Storey Car Park George Yard Braintree Essex	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/071	CAR	Car Park Rear Of Silks Way Braintree Essex CM7	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/072	CAR	B D C Car Park Station Approach Braintree Essex	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/125	CAR	Car Park Stoneham Street Coggeshall Colchester Essex	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision

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ASSET/133	CAR	Car Park Hadfelda Square The Street Hatfield Peverel Chelmsford Essex	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/167	CAR	Car And Lorry Park Springwood Drive Braintree	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/178	CAR	Car Park White Horse Lane Witham Essex	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/191	CAR	B D C Car Park Mill Lane Witham Essex CM8 1BW	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/207	CAR	Public Car Park And Saturday Market Site Lockram Lane Witham	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/208	CAR	B D C Car Park Newlands Drive Witham Essex CM8 2AF	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/209	CAR	2 Parking Spaces Guithavon Street Witham	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/213	CAR	Car Park Mayland Road Witham Essex	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/268	CAR	Car Park In Front Of Braintree Enterprise Centre Springwood Drive Braintree	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/289	CAR	Long Stay Surface Car Park Pierrefette Way Braintree	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/340	CAR	Car Park Manor Street Braintree	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/460	CAR	Residents Surface Car Park St. Michaels Hospital Site Braintree	Paul Partridge	Business is encouraged and local economy prospers	Car parking provision
ASSET/007	Cemetery (CEM)	Cemetery Chapel And Burial Ground Colchester Road Halstead Essex	Paul Partridge	People take pride in their local areas	Cemetery provision
ASSET/034	CEM	Cemetery Chapel, Outbuildings And Cemetery Church Lane Braintree	Paul Partridge	People take pride in their local areas	Cemetery provision
ASSET/251	CEM	Cemetery and Cemetery Chapel Manor Road Witham Essex	Paul Partridge	People take pride in their local areas	Cemetery provision
ASSET/290	CEM	Cemetery And Chapel London Road Braintree Essex CM7 7LH	Paul Partridge	People take pride in their local areas	Cemetery provision

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ASSET/327	CEM	Former Methodist Church Site School Road Wickham St Paul Halstead	Paul Partridge	People take pride in their local areas	Cemetery provision
ASSET/409	CEM	Closed Churchyard St Michaels Church St Michael's Road Braintree Essex	Paul Partridge	People take pride in their local areas	Statutory duty to maintain
ASSET/410	CEM	Closed Churchyard St Marys Church Church Street Braintree Essex CM7	Paul Partridge	People take pride in their local areas	Statutory duty to maintain
ASSET/411	CEM	Closed Churchyard St. Andrews Church Head Street Halstead	Paul Partridge	People take pride in their local areas	Statutory duty to maintain
ASSET/412	CEM	Closed Churchyard Holy Trinity Church Trinity Street Halstead	Paul Partridge	People take pride in their local areas	Statutory duty to maintain
ASSET/413	CEM	Closed Churchyard St Andrews Church High Street Earls Colne Colchester	Paul Partridge	People take pride in their local areas	Statutory duty to maintain
ASSET/017	Community Facility (COMFA)	Senior Citizens Centre New Street Halstead Essex	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/037	COMFA	Glebe Community Hall Glebe Avenue Braintree	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/050	COMFA	The Institute Bocking End Braintree Essex	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/054	COMFA	Town Hall Centre Fairfield Road Braintree Essex	Russell Everard	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/073	COMFA	Community Centre Victoria Street Braintree Essex CM7 3HN	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/100	COMFA	Community Hall Goldingham Drive Braintree Essex	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/122	COMFA	Village Hall Broadway Silver End Witham Essex	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/145	COMFA	Spring Lodge Community Centre Powers Hall End Witham Essex CM8 2HE	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/184	COMFA	Community Hall Dengie Close Witham Essex	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/205	COMFA	Public Hall Collingwood Road Witham Essex CM8 2DY	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/253	COMFA	Community Centre Forest Road Witham Essex CM8 2PA	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/256	COMFA	Rivenhall Hall Church Road Rivenhall Witham Essex CM8 3PG	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/275	COMFA	Rickstones Pavillion Laburnum Way Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Provision of community facilities

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ASSET/277	COMFA	Bocking Windmill Church Street Braintree Essex	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Heritage and historic significance
ASSET/294	COMFA	Parochial Cage New Street Braintree Essex	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Heritage and historic significance
ASSET/301	COMFA	1 and 2 Fountain Lodge St. Michaels Road Braintree Essex CM7 7EX	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Heritage and historic significance
ASSET/303	COMFA	Fountain St Michaels Road Braintree	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Heritage and historic significance
ASSET/337	COMFA	Empire Theatre Butler Road Halstead Essex	Trevor Wilson	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/357	COMFA	Community Centre Great Notley Garden Village Great Notley Braintree	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/358	COMFA	Recreation Hall Black Notley	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/373	COMFA	Old Drinking Fountain Market Place Braintree Essex	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/383	COMFA	25 - 27 Bocking End Braintree Essex CM7 9AE	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/386	COMFA	Marks Farm Community Centre Braintree	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/388	COMFA	Lynch Gate Western Road Silver End Witham Essex	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Heritage and historic significance
ASSET/406	COMFA	Discovery Centre Great Notley Garden Village Great Notley Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/456	COMFA	Woodwork Building Weavers Park Courtauld Road Braintree Essex CM7	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/487	COMFA	St. John Ambulance Spring Lodge Witham	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/488	COMFA	Scout Association Spring Lodge Witham	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Provision of community facilities
ASSET/053	Commercial (COM)	Corner House Fairfield Road Braintree Essex	Russell Everard	Business is encouraged and local economy prospers	Business opportunities
ASSET/064	COMM	Christchurch Pharmacy 132 High Street Braintree Essex CM7 1LB	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities
ASSET/069	COMM	Braintree Office Supplies Silks Way Braintree Essex	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities

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ASSET/070	COMM	Al Falah Islamic Centre Silks Way Braintree Essex CM7 3GB	Trevor Wilson	Business is encouraged and local economy prospers	Provision of community facilities
ASSET/210	COMM	Mayland House Mayland Road Witham Essex CM8 2UP	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities
ASSET/211	COMM	Grove House The Grove Witham Essex	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities
ASSET/212	COMM	1 Freebournes Court Witham Essex	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities
ASSET/241	COMM	Advertising Hoarding Site Freebournes Road Witham Essex CM8 3UN	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities
ASSET/296	COMM	Flower Stall At Junction Of Albert Road Braintree Road Witham	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities
ASSET/321	COMM	The Witham Health Centre 4 Mayland Road Witham Essex	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities
ASSET/328	COMM	Swanside Braintree	Trevor Wilson	Business is encouraged and local economy prospers	Surplus to requirements
ASSET/339	COMM	Sioux Ceramics Café, Car Park Victoria Street Braintree Essex CM7 3HN	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities
ASSET/376	COMM	Ground Lease Hadfelda Square Hatfield Peverel	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities
ASSET/448	COMM	Lorry Wash Springwood Driv Braintree Essex CM7 7YN	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities
ASSET/449	COMM	First Bus Springwood Drive Braintree Essex CM7 2YN	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities
ASSET/478	COMM	Co-op Shop Abels Road Halstead	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities
ASSET/375	Depot (DEPOT)	BDC Recycling Unit Lakes Road Braintree Essex	Paul Partridge	We deliver excellent, cost effective & valued services	Recycling
ASSET/377	DEPOT	Waste Transfer Station Cordons Farm Long Green Cressing Braintree	Paul Partridge	We deliver excellent, cost effective & valued services	Waste transfer station

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ASSET/385	DEPOT	Millenium Tower Lakes Road Braintree Essex	Trevor Wilson	We deliver excellent, cost effective & valued services	Delivery of council services
ASSET/045	Industrial Ground Lease (INDGL)	Braintree Enterprise Centre Springwood Drive Braintree	Russell Everard	Business is encouraged and local economy prosperes	Business and Investment purposes
ASSET/085	INDGL	Benfield Way Braintree Essex CM7 6JJ	Trevor Wilson	Business is encouraged and local economy prosperes	Business and Investment purposes
ASSET/148	INDGL	22-36 Springwood Drive, Braintree	Trevor Wilson	Business is encouraged and local economy prosperes	Business and Investment purposes
ASSET/150	INDGL	5 Crittall Drive Braintree Essex CM7 2RT	Trevor Wilson	Business is encouraged and local economy prosperes	Business and Investment purposes
ASSET/152	INDGL	4 Crittall Drive Braintree Essex CM7 2RT	Trevor Wilson	Business is encouraged and local economy prosperes	Business and Investment purposes
ASSET/153	INDGL	10 - 20 Springwood Drive Braintree Essex CM7 2YN	Trevor Wilson	Business is encouraged and local economy prosperes	Business and Investment purposes
ASSET/154	INDGL	1 Warner Drive Springwood Industrial Estate Braintree Essex CM7 7YW	Trevor Wilson	Business is encouraged and local economy prosperes	Business and Investment purposes
ASSET/155	INDGL	1 Warner Drive Braintree And Bocking Braintree Essex CM7 2YW	Trevor Wilson	Business is encouraged and local economy prosperes	Business and Investment purposes
ASSET/157	INDGL	10 Warner Drive Springwood Industrial Estate Braintree Essex CM7 2YW	Trevor Wilson	Business is encouraged and local economy prosperes	Business and Investment purposes
ASSET/158	INDGL	4 Warner Drive Braintree Essex CM7 2YW	Trevor Wilson	Business is encouraged and local economy prosperes	Business and Investment purposes
ASSET/159	INDGL	2 Warner Drive Springwood Industrial Estate Braintree Essex CM7 2YW	Trevor Wilson	Business is encouraged and local economy prosperes	Business and Investment purposes
ASSET/160	INDGL	6 And 8 Springwood Drive Braintree Essex CM7 7QX	Trevor Wilson	Business is encouraged and local economy prosperes	Business and Investment purposes
ASSET/162	INDGL	3 Swinbourne Drive Braintree Essex CM7 2YP	Trevor Wilson	Business is encouraged and local economy prosperes	Business and Investment purposes
ASSET/165	INDGL	2 Springwood Drive Braintree Essex CM7 2YN	Trevor Wilson	Business is encouraged and local economy prosperes	Business and Investment purposes

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ASSET/166	INDGL	Wicks Close Springwood Industrial Estate Braintree Essex CM7 2GE	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/168	INDGL	15 Springwood Drive Braintree Essex CM7 7QX	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/170	INDGL	11 Springwood Drive Braintree Essex CM7 7QX	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/221	INDGL	Civic Amenity Site Perry Road Witham Essex	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/222	INDGL	2 Wheaton Road Witham Essex CM8 3BS	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/223	INDGL	4 Freebournes Road Witham Essex CM1 2QU	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/224	INDGL	3 Freebournes Road Witham Essex CM8 3UN	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/225	INDGL	18 Freebournes Road Witham Essex CM8 3UN	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/226	INDGL	16 Freebournes Road Witham Essex CM8 3UN	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/227	INDGL	16 Freebournes Road Witham Essex CM8 3UN	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/228	INDGL	12 Freebournes Road Witham Essex CM8 3AH	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/229	INDGL	3 Stepfield Witham Essex CM8 3DP	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/230	INDGL	1 Stepfield Witham Essex CM8 3TH	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/233	INDGL	Rom Rivers Ltd Wheaton Road Witham Essex CM8 3BU	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/234	INDGL	Briarsford Perry Road Witham Essex CM8 3UX	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes

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ASSET/240	INDGL	2 Perry Way Witham Essex CM8 3SX	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/269	INDGL	Telecommunication Tower Springwood Drive Braintree	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/436	INDGL	6 And 8 Warner Drive Springwood Industrial Estate Braintree	Trevor Wilson	Business is encouraged and local economy prospers	Business and Investment purposes
ASSET/004	Industrial Units (INDUNI)	Council Depot (Drawell) Hedingham Road Great Yeldham Halstead Essex C09 4HS	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities and investment
ASSET/005	INDUNI	Units 1-6 Everitt Way Station Road Sible Hedingham Halstead Essex CO9 3QQ	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities and investment
ASSET/006	INDUNI	Rippers Court Station Road Sible Hedingham	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities and investment
ASSET/156	INDUNI	Warner Drive Springwood Industrial Estate Braintree Essex CM7 7YW	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities and investment
ASSET/218	INDUNI	Perry Road Enterprise Area Witham Essex CM8 3UD	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities and investment
ASSET/219	INDUNI	Stepfield Industrial Estate Witham	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities and investment
ASSET/244	INDUNI	Enterprise Court Eastways Witham Essex CM8 2TJ	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities and investment
ASSET/264	INDUNI	10 - 14 Driberg Way Braintree Essex CM7 7NB	Trevor Wilson	Business is encouraged and local economy prospers	Business opportunities and investment
ASSET/391	Infrastructure (INFRA)	Benfield Way Braintree Essex	Trevor Wilson	Housing and transport meet local needs	Unadopted road
ASSET/392	INFRA	Springwood Drive Braintree	Trevor Wilson	Housing and transport meet local needs	Unadopted road
ASSET/393	INFRA	Swinborne Drive Braintree	Trevor Wilson	Housing and transport meet local needs	Unadopted road
ASSET/394	INFRA	Warner Drive Braintree	Trevor Wilson	Housing and transport meet local needs	Unadopted road
ASSET/395	INFRA	Crittall Drive Braintree Essex	Trevor Wilson	Housing and transport meet local needs	Unadopted road

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ASSET/396	INFRA	Part of roadway Mayland Road The Grove Witham	Trevor Wilson	Housing and transport meet local needs	Unadopted road
ASSET/397	INFRA	Cooper Drive Braintree	Trevor Wilson	Housing and transport meet local needs	Unadopted road
ASSET/398	INFRA	Finch Drive Braintree	Trevor Wilson	Housing and transport meet local needs	Unadopted road
ASSET/399	INFRA	Radio Mast Mashay Farm Little Yeldham	Trevor Wilson	We deliver excellent, cost effective & valued services	Staff communication
ASSET/400	INFRA	Driberg Way Braintree Essex	Trevor Wilson	Housing and transport meet local needs	Unadopted road
ASSET/402	INFRA	Perry Way Witham	Trevor Wilson	Housing and transport meet local needs	Unadopted road
ASSET/438	INFRA	Access Road Witham Road Black Notley	Trevor Wilson	Housing and transport meet local needs	Unadopted road
ASSET/452	INFRA	Perry Road Witham Essex CM8 3YZ	Trevor Wilson	Housing and transport meet local needs	Unadopted road
ASSET/012	Leisure Facilities (LF)	Playing Fields Mill Chase Halstead Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/018	LF	Tennis Courts Kings Road Halstead Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/019	LF	Playing Field Kings Road Halstead Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/032	LF	Playing Field Rear Of Grove Villas Great Saling Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/033	LF	Playing Field Rear Of Queens Gardens Panfield Braintree Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/035	LF	BMX Track Deanery Hill Braintree Essex CM7 5SR	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/095	LF	Braintree Rugby Club Beckers Green Road Braintree Essex CM7 3PR	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/121	LF	Bowling Club Broadway Silver End Witham Essex CM7 6DF	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/123	LF	Playing Field Broadway Silver End Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/172	LF	Playing Field And Running Track Panfield Lane Braintree Essex	Russell Everard	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/188	LF	Sports Ground And Changing Rooms Stevens Road Witham Essex	Russell Everard	Everyone can enjoy a healthy lifestyle	Leisure provision in the district

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ASSET/192	LF	Bramston Sports Centre Bridge Street Witham Essex CM8	Russell Everard	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/217	LF	Sauls Bridge Sports Ground Maldon Road Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/252	LF	Recreation Ground Rickstones Road Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/257	LF	Recreation Ground Church Road Rivenhall Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/273	LF	Sports Ground Silver Street Silver End Witham Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/274	LF	King George V Playing Field Crossing Road Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/313	LF	Bowling Green Mill Lane Witham Essex CM8 1BW	Russell Everard	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/361	LF	Tennis Club, Clockhouse Way, Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/371	LF	Sports Field Clockhouse Way Braintree	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/387	LF	Football Ground Oxford Meadow Sible Hedingham Halstead Essex	Paul Partridge	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/477	LF	Halstead Sports Centre Colne Road Halstead	Russell Everard	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/484	LF	Braintree Swimming Centre	Russell Everard	Everyone can enjoy a healthy lifestyle	Leisure provision in the district
ASSET/001	Miscellaneous (MISCLA)	Land East of St. Andrews Rise Bulmer Sudbury Suffolk	Trevor Wilson	Everyone can enjoy a healthy lifestyle	Future residential development site
ASSET/021	MISCLA	Land East of the High Street Halstead	Trevor Wilson	Surplus to requirements	Surplus to requirements
ASSET/044	MISCLA	Land Rear Of Enterprise Centre Springwood Drive Braintree	Trevor Wilson	Surplus to requirements	Surplus to requirements
ASSET/089	MISCLA	Land off Stubbs Lane Braintree	Trevor Wilson	Surplus to requirements	Surplus to requirements
ASSET/267	MISCLA	Land off Oxford Meadow Sible Hedingham Halstead Essex	Trevor Wilson	Surplus to requirements	Surplus to requirements
ASSET/346	MISCLA	Land off Lancaster Way Braintree	Trevor Wilson	Surplus to requirements	Surplus to requirements
ASSET/389	MISCLA	Vacant Land Blunts Hall Road Witham Essex	Trevor Wilson	Surplus to requirements	Future residential development site

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ASSET/450	MISCLA	Ransom Strip At Boleyns Avenue Braintree	Trevor Wilson	Business is encouraged and local economy prospers	Ransom strip
ASSET/451	MISCLA	Ransom Strip Rear Of Plainsfield Braintree	Trevor Wilson	Business is encouraged and local economy prospers	Ransom strip
ASSET/457	MISCLA	Agricultural Land Cambridge Way Bures Hamlet Colchester Essex	Trevor Wilson	Everyone can enjoy a healthy lifestyle	Acquired for open space, but now used for agricultural purposes
ASSET/469	MISCLA	Land Adjacent 1 Church Road Stambourne Halstead Essex CO9 4NP	Trevor Wilson	Surplus to requirements	Surplus to requirements
ASSET/471	MISCLA	Pump House Castle Hedingham	Trevor Wilson	Everyone can enjoy a healthy lifestyle	Open Space
ASSET/065	Public Toilets (PUBTOI)	Public Toilets Victoria Street Braintree Essex	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Public toilets
ASSET/279	PUBTOI	Public Toilets Lockram Lane Witham Essex	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Public toilets
ASSET/280	PUBTOI	Public Toilets Queen's Road Earls Colne Colchester Essex CO6 2RP	Charmaine Dean	Everyone can enjoy a healthy lifestyle	Public toilets
ASSET/015	Residential (RES)	Trinity House Trinity Street Halstead Essex	Jo Albini	Housing and transport meet local needs	Housing Provision
ASSET/026	RES	Cemetery Lodge Colchester Road Halstead Essex	Paul Partridge	People take pride in their local areas	Part of cemetery
ASSET/058	RES	Cemetery Lodge London Road Braintree Essex	Paul Partridge	People take pride in their local areas	Part of cemetery
ASSET/063	RES	Residential Development Land/Riverside St. Johns Avenue Braintree	Trevor Wilson	Surplus to requirements	Residential development site
ASSET/336	RES	Leahurst High Street Braintree Essex CM7 7JZ	Jo Albini	Housing and transport meet local needs	Housing Provision
ASSET/440	RES	John Barr House Queens Gardens Panfield Braintree CM7 5AH	Jo Albini	Housing and transport meet local needs	Housing Provision
ASSET/443	RES	2 Vicarage Meadow Halstead Essex CO9 2JL	Trevor Wilson	Surplus to requirements	Part of development site
ASSET/444	RES	1 Vicarage Meadow Halstead Essex CO9 2JL	Trevor Wilson	Surplus to requirements	Part of development site
ASSET/463	RES	Craig House Manor Street Braintree Essex CM7 3HT	Jo Albini	Surplus to requirements	To transfer to Family Mosaic Housing Association

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ASSET/464	RES	College House 117 High Street Braintree Essex CM7 1JS	Jo Albini	Surplus to requirements	To transfer to Family Mosaic Housing Association
ASSET/468	RES	26 Spencer Square Braintree Essex CM7 5JZ	Jo Albini	Surplus to requirements	Surplus to requirements
ASSET/473	RES	53 Railway Street, Braintree	Jo Albini	Surplus to requirements	Surplus to requirements
ASSET/474	RES	84 Grenville Road, Braintree	Jo Albini	Surplus to requirements	Surplus to requirements
ASSET/489	RES	129,131,133 & 135 Bradford Street Braintree	Jo Albini	Housing and transport meet local needs	Housing Provision
ASSET/040	SHOPS	4,10,12,18 Queens Road Braintree Essex CM7 5UA	Trevor Wilson	Business is encouraged and the local economy prospers	Services to local communities, and investment purposes
ASSET/132	SHOPS	Shops 1-4 Hadfelda Square Hatfield Peverel Chelmsford Essex CM3 2HD	Trevor Wilson	Business is encouraged and the local economy prospers	Services to local communities, and investment purposes
ASSET/136	SHOPS	Court Nine 23 Shaw Road Witham Essex CM8 2RR	Trevor Wilson	Business is encouraged and the local economy prospers	Services to local communities, and investment purposes
ASSET/143	SHOPS	144 Honeysuckle Way Witham Essex CM8 2XQ	Trevor Wilson	Business is encouraged and the local economy prospers	Services to local communities, and investment purposes
ASSET/181	SHOPS	1-5 And 5A Spa Road Witham	Trevor Wilson	Business is encouraged and the local economy prospers	Services to local communities, and investment purposes
ASSET/185	SHOPS	27/28/28A/29/30 Wulvesford Witham Essex CM8 1NL	Trevor Wilson	Business is encouraged and the local economy prospers	Services to local communities, and investment purposes
ASSET/254	SHOPS	Oak Stores 9 Church Road Rivenhall Witham Essex CM8 3PQ	Trevor Wilson	Business is encouraged and the local economy prospers	Services to local communities, and investment purposes