

TRAFFORD BOROUGH COUNCIL  
AMEY LG LIMITED

TOP 1367

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PARTNERSHIP AGREEMENT

VOLUME 7 OF 9

Containing:

Schedule 2 – Specification – Part 4 – Technical Services

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Trafford Borough Council  
Amey LG Limited

A handwritten signature in black ink, appearing to be 'AMQ', is written over the printed names of the parties.

7 May 2015

**APPENDIX 4 - SLA PREMISES**

*See enclosed document entitled 'Technical Services – Lot 3 – Appendix 4 – SLA Premises'*

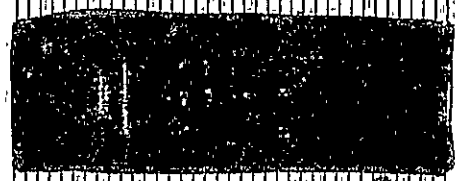








1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200



How This schedule does not include all interests that the Comrail held an interest in relation to the Government Entities

10/18/2018

	Total No Properties	Road FT1	Both FT1
Total Properties for Council Property Estate	229	111	13
Total Properties For CVG	104	11	5
Administrative Buildings - Corporate	9	4	2
Administrative Buildings - CVG	2	2	0
Adult Social Services	5	5	0
Allocments	19	19	0
Centres/Creche/Daycare	5	5	0
Children's Centre	3	3	2
Children's Social Services	8	6	0
Community Building	12	11	2
Environmental Service Depots	4	3	0
Leisure Centres, Golf Courses, Stadium, Etc	19	2	0
Let Estate	29	5	0
Libraries	10	10	9
Markets	1	0	0
Parks With Buildings	36	36	0
Public Car Parks	25	0	0
Public Conveniences	5	3	0
Public Referral Units	2	0	0
Residential Properties	13	0	0
Residents Car Parking	4	0	0
Schools - Primary	67	0	0
Schools - Secondary	18	0	0
Schools - Special	6	0	0
Service Tenements	2	2	0
Surplus Land	18	0	0
Surplus Properties	2	0	0
Warehouses	11	0	0
Youth centres	6	5	3
<b>Total Properties</b>	<b>333</b>	<b>122</b>	<b>16</b>



**APPENDIX 5 - MASTER M & E MASTER PREMISES LIST**

*See enclosed document entitled 'Technical Services – Lot 3 – Appendix 5 –  
Master M & E Master Premises List'*

Premis: Master List for Corporate Buildings & Schools - List of M & E Contracts

UPRN	Category	Sub Category	No of Properties	Premise
T0000003	Corporate	Administrative Building - corp	1	Altrincham Town Hall
T0000003	Corporate	Administrative Building - corp	1	Bowfell House (Formerly Flixton Library)
B0000066	Corporate	Administrative Building - corp	1	Broomwood Centre (Formerly Altrincham Youth Centre)
T0000014	Corporate	Administrative Building - corp	1	Friars Court
2035	Corporate	Administrative Building - corp	1	Moss View County Primary School Nursery and office
TN000076	Corporate	Administrative Building - corp	1	Partington Healthy Living Centre
TN000077	Corporate	Administrative Building - corp	1	Sale Waterside (Sale TH/Sale Civic Theatre/Sale TH Annexe)
T0000012	Corporate	Administrative Building - corp	1	Stretford Public Hall
T0000001	Corporate	Administrative Building - corp	1	Trafford Town Hall
2034	CWB	Administrative Building - cwb	1	Cherry Manor Junior School (Various educational groups)
B0000069	CWB	Administrative Building - cwb	1	Sale West Development Centre (Integrated with Manor High School)
K0000022	Corporate	Adult Social Services	1	Ascot House
K0000041	Corporate	Adult Social Services	1	Broome House
K0000036	Corporate	Adult Social Services	1	71 a - b Chapel Road
K0000040	Corporate	Adult Social Services	0	3 Kenwood Road
K0000029	Corporate	Adult Social Services	1	Meadowside ATC
K0000018	Corporate	Adult Social Services	1	11 Melville Road
K0000020	Corporate	Adult Social Services	1	Shaw View
J0000211	Corporate	Allotments	1	Balmoral Road Allotments (Metal Container)
J0000209	Corporate	Allotments	1	Brookfield Allotments (Community Building/Toilet)
J0000205	Corporate	Allotments	1	Gorse Hill Allotments (Shop/Toilet)
JN0000010	Corporate	Allotments	1	Granville Allotments
J0000201	Corporate	Allotments	1	Grosvenor Road Allotments, Grosvenor Road Sale (Community Building/Toilets/Disabled Access)
JN0000012	Corporate	Allotments	1	Grove Lane Allotments (Garage-Used as Store Room)
JN0000015	Corporate	Allotments	1	Lesley Road/Moss Park Allotments (Communal Building/Toilets)
J0000222	Corporate	Allotments	1	Moor Nook Allotments, Victoria Road, Sale (2x Store Rooms, Lockers, Toilets)
JN0000019	Corporate	Allotments	1	Moss Lane (Community Building and Toilets)
J0000224	Corporate	Allotments	1	Moss View Allotments (Community Building/Toilet/Metal Container)
	Corporate	Allotments	1	Old Trafford Allotments (Toilets)
J0000187	Corporate	Allotments	1	St Mary's Allotments (Community Building/Toilets)

J0000203	Corporate	Allotments	1	Tavistock Allotments, off Manor Avenue (Small Garage)
JN0000026	Corporate	Allotments	1	The Grove Allotments (Community Building/Toilet)
J0000195	Corporate	Allotments	1	Trafford Drive/Beech Avenue Allotments (Small Garage)
J0000197	Corporate	Allotments	1	Walton Road Allotments, off Brooklands Road (Garage)
JN0000031	Corporate	Allotments	1	Warslow Drive Allotments, Gawsorth Road, (Small Garage)
J0000206	Corporate	Allotments	1	Wellfield Lane Allotments (Community Building, Toilets, Lockers)
J0000198	Corporate	Allotments	1	Winstanley Road Allotments (Community Buildings/Toilets)
J0000046	Corporate	Cemeteries/Crematorium	1	Altrincham Crematorium (6 Blocks) Chapel
J0000070	Corporate	Cemeteries/Crematorium	1	Hale Cemetery (3 Blocks) Chapel
	Corporate	Cemeteries/Crematorium	1	Sale Cemetery, Amenities/Store
J0000068	Corporate	Cemeteries/Crematorium	1	Stretford Cemetery (4Blocks) Chapel
J0000102	Corporate	Cemeteries/Crematorium	1	Urmston Cemetery , Chapel, Parks Amenities
K0000008	CWB	Children's Centre	1	Partington & Carrington Children's Centre (Formerly Partington Rd Family Centre)
K0000005	CWB	Children's Centre	1	Stretford & Lostock Childrens Centre
	CWB	Children's Centre	1	Sanyu Centre
KN000075	Corporate	Children's Social Services	1	Armdale House Unit 122
K0000043	Corporate	Children's Social Services	1	Fairywell Road (136)
K0000014	Corporate	Children's Social Services	1	Flixton Road
K0000003	Corporate	Children's Social Services	1	Hayeswater Day Nursery
K0000009	Corporate	Children's Social Services	1	Kingsway Park
K0000038	Corporate	Children's Social Services	1	Old Hall Road
J0000038	Corporate	Community Building	1	Bowdon Assembly Rooms
J0000039	Corporate	Community Building	1	Firwood Centre
J0000040	Corporate	Community Building	1	Flixton House -Main Building Only
J0000032	Corporate	Community Building	1	Hartford
J0000027	Corporate	Community Building	1	Humphrey Park, Centre
J0000037	Corporate	Community Building	1	Jubilee Centre
J0000036	Corporate	Community Building	1	Old Trafford Lib/Centre/Admin (Integrated Facility)
J0000034	Corporate	Community Building	1	Partington Community Centre
J0000026	Corporate	Community Building	1	Riddings Centre
J0000029	Corporate	Community Building	1	Sale Moor Centre
J0000033	Corporate	Community Building	1	Sale West Centre (Integrated with Sale West Youth Centre)
J0000025	Corporate	Community Building	1	Shawe Hall Centre
L0000009	Corporate	Environmental Services Depots	1	Carrington Depot, Offices Single Storey
L0000005	Corporate	Environmental Services Depots	1	Higher Road, Garage and Offices
J0000226	Corporate	Environmental Services Depots	1	Trafford Park, Garage and Offices
L0000008	Corporate	Environmental Services Depots	1	Wharf Road, Waste Depot
J0000011	Corporate	Stadia, Etc	1	Altrincham Golf Course, Clubhouse/Shop
J0000005	Corporate	Stadia, Etc	1	Altrincham Leisure Centre

J0000012	Corporate	Stadia, Etc	1	Crossford Bridge Sports Ground (Athletics/Cricket Pavilion & Offices)
J0000001	Corporate	Stadia, Etc	1	George Carnell Leisure Centre
J0000097	Corporate	Stadia, Etc	1	Leigh Road Tennis Courts
J0000010	Corporate	Stadia, Etc	1	Partington Leisure Centre
J0000009	Corporate	Stadia, Etc	1	Sale Leisure Centre
JN0000079	Corporate	Stadia, Etc	1	Seymour Park Sports Barn - Attached to Old Trafford Youth Centre
JN0000080	Corporate	Stadia, Etc	1	St Brides Changing Rooms, Rear of Shrewsbury St
J0000002	Corporate	Stadia, Etc	1	Stretford Leisure Centre (Incorporates Greatstone Library)
J0000013	Corporate	Stadia, Etc	1	Stretford Stadium, Conference, meeting rooms, changing and toilets
J0000007	Corporate	Stadia, Etc	1	Timperley Athletics Stadium
J0000008	Corporate	Stadia, Etc	1	Trafford Water Sports Centre - Inspected Externals Only
J0000003	Corporate	Stadia, Etc	1	Urmston (Bowfell) Leisure Centre (Incorporates Bowfell Library)
J0000004	Corporate	Stadia, Etc	1	William Wroe Golf Course
K0000039	Corporate	Let Estate	1	74 Princess Centre
P0000116	Corporate	Let Estate	1	Ashley Rd (209/211)
PN0000036	Corporate	Let Estate	1	Carrington Rd, Flixton
PN0000074	Corporate	Let Estate	1	Chester Road (454)
P0000021	Corporate	Let Estate	1	Citizens Advice Bureau, Chapel Road (73), Sale
P0000027	Corporate	Let Estate	1	Coach House, Football Clubhouse
P0000020	Corporate	Let Estate	1	Crown Passage Restaurant
	Corporate	Let Estate	1	Crofts Bank Road (9d)
P0000122	Corporate	Let Estate	1	Dawlish Road Scout Hut, Sale
P0000013	Corporate	Let Estate	1	Family Contact Centre (Former Darby & Joan Club Mayors Road 40, Altrincham)
P0000126	Corporate	Let Estate	1	Flixton Road (28)
P0000019	Corporate	Let Estate	1	Former Library Goldenhill Park (Ex Arthurs Gym Park Road North 49, Urmston)
P0000106	Corporate	Let Estate	1	Greenwood St (38 & 38a)
P0000107	Corporate	Let Estate	1	Greenwood St (52)
P0000108	Corporate	Let Estate	1	Greenwood St (54)
P0000124	Corporate	Let Estate	1	Market Street (9-11)
P0000042	Corporate	Let Estate	1	Plymouth / Sid Rd ( 10 units )
P0000097	Corporate	Let Estate	1	School Rd ( 81-87 )
P0000038	Corporate	Let Estate	1	School Rd ( 95-97 )
P0000017	Corporate	Let Estate	1	School Rd ( 91-93 )
J0000019	Corporate	Let Estate	1	Scouts - Former Lostock Library
P0000111	Corporate	Let Estate	1	Shaws Rd ( 16 )
P0000113	Corporate	Let Estate	1	Shaws Rd ( 12/14 )
P0000114	Corporate	Let Estate	1	Shaws Rd ( 18 )
P0000112	Corporate	Let Estate	1	Shaws Rd ( 20 )
P0000023	Corporate	Let Estate	1	Shawview Football Club
P0000041	Corporate	Let Estate	1	Stretford Hive

K0000019	Corporate	Let Estate	1	Pownall Day Centre
B0000061	Corporate	Let Estate	1	Partington Foodbank
J0000018	Corporate	Libraries	1	Alltrincham Library (In Integrated Facility)
J0000035	Corporate	Libraries	1	Coppice Avenue Library
J0000028	Corporate	Libraries	1	Davyhulme Library
JN0000041	Corporate	Libraries	1	Delamere Toy and Tape Library
J0000017	Corporate	Libraries	1	Hale Library
J0000022	Corporate	Libraries	1	Lostock Library (In College)
J0000055	Corporate	Libraries	1	Stretford Library
J0000020	Corporate	Libraries	1	Timperley Library
	Corporate	Libraries	1	Urmston Library
J0000016	Corporate	Libraries	1	Woodsend Library
P0000002	Corporate	Markets	1	Alltrincham Market Hall & Place
J0000077	Corporate	Parks With Buildings	1	Abbotsfield Park (Female Bowls Clubhouse)
J0000087	Corporate	Parks With Buildings	1	Ashley Road Bowls Clubhouse(Incorporates public toilets)
J0000073	Corporate	Parks With Buildings	1	Ashton Park Male Bowls Clubhouse, Football Changing Rooms and Parks
J0000104	Corporate	Parks With Buildings	1	Barton Clough - New Build (Football Changing Rooms)
J0000100	Corporate	Parks With Buildings	1	Beech Ave (Football Changing Rooms/Toilets)
J0000103	Corporate	Parks With Buildings	1	Broadway Park (Football Changing Rooms)
J0000153	Corporate	Parks With Buildings	1	Chassen Rd Playing Fields (Football Changing Rooms)
J0000050	Corporate	Parks With Buildings	1	Davyhulme Park (Bowls Clubhouse)
J0000085	Corporate	Parks With Buildings	1	Denzell Gardens, Public Toilets with private flat above
J0000057	Corporate	Parks With Buildings	1	Flixton Park Barn Parks garage and amenities attached to Flixton House
J0000229	Corporate	Parks With Buildings	1	Golden Hill Park Bowls Clubhouse, public toilets and parks amenities
J0000140	Corporate	Parks With Buildings	1	Gorse Hill Park Entrance Lodge (2 Blocks)
J0000060	Corporate	Parks With Buildings	1	Grove Park, Football Changing Rooms
J0000099	Corporate	Parks With Buildings	1	Hale Road Bowls Clubhouse
J0000058	Corporate	Parks With Buildings	1	Halecroft Park, Football Changing Rooms, public toilets & Park's store
J0000075	Corporate	Parks With Buildings	1	Hullard Park Bowls Clubhouse
J0000053	Corporate	Parks With Buildings	1	John Leigh, Park Amenities with garage
J0000152	Corporate	Parks With Buildings	1	King George V Angling Pool, Public toilets/office and store
J0000014	Corporate	Parks With Buildings	1	Longford Park (8 Blocks) Old Stables Parks Stores and Scouts
J0000132	Corporate	Parks With Buildings	1	Lostock Park
J0000071	Corporate	Parks With Buildings	1	Manor Avenue (Football Changing Rooms)
J0000065	Corporate	Parks With Buildings	1	Moor Nook Park Bowls Clubhouse & Football Changing Rooms
J0000079	Corporate	Parks With Buildings	1	Navigation recreation pavilion (2 Blocks) Football Changing Rooms
J0000067	Corporate	Parks With Buildings	1	Partington Playing Fields (2 Blocks) Boxing Club & Football Changing Rooms (Cross Road Park)
J0000015	Corporate	Parks With Buildings	1	Pickering Lodge Park (2 Blocks) Bowls Clubhouse
J0000076	Corporate	Parks With Buildings	1	Queens Rd Playing Fields
J0000098	Corporate	Parks With Buildings	1	Riddings Acre Park

J0000101	Corporate	Parks With Buildings	1	Stamford Park (2 Blocks)
J0000074	Corporate	Parks With Buildings	1	Turn Moss Playing Fields (4 Blocks) Football Changing rooms
J0000072	Corporate	Parks With Buildings	1	Toilets and Park Staff Toilets
P0000123	Corporate	Parks With Buildings	1	Walkden Gardens (Dove Cote)
J0000052	Corporate	Parks With Buildings	1	Walton Park (2 Blocks) Football Changing Rooms/public toilets
J0000056	Corporate	Parks With Buildings	1	Weathercock Farm (Sports Pavilion)
J0000063	Corporate	Parks With Buildings	1	Woodheys Park, (1Block) Woodheys Pavilion/Conference room, pitch and putt/public toilets
J0000066	Corporate	Parks With Buildings	1	Woodsend Fields (Football Changing Rooms) Integrated with Community Centre
J0000151	Corporate	Parks With Buildings	1	Worthington Park (3 Blocks) Bowls Clubhouse/parks amenities
	Corporate	Public Car Parks	1	Atkinson Road, Urmston
	Corporate	Public Car Parks	1	Baker Street Timperley
	Corporate	Public Car Parks	1	Balmoral Road Altrincham - No 1
	Corporate	Public Car Parks	1	Balmoral Road Altrincham - No 2
	Corporate	Public Car Parks	1	Cecil Road East Hale
	Corporate	Public Car Parks	1	Cecil Road West Hale
	Corporate	Public Car Parks	1	Central Road No 1 Partington
	Corporate	Public Car Parks	1	Central Road No 2 Partington
	Corporate	Public Car Parks	1	Crown Passages Hale
	Corporate	Public Car Parks	1	Flixton Road Flixton
	Corporate	Public Car Parks	1	Golden Hill Park
	Corporate	Public Car Parks	1	Hampson Street Sale Moor
	Corporate	Public Car Parks	1	James Street Sale Moor
	Corporate	Public Car Parks	1	Manchester Road
	Corporate	Public Car Parks	1	Manor Avenue Urmston
	Corporate	Public Car Parks	1	Newton St/Lacy St Stretford
	Corporate	Public Car Parks	1	Oakfield Drive Sale
	Corporate	Public Car Parks	1	Oakfield Road Altrincham
	Corporate	Public Car Parks	1	Oxford Road
	Corporate	Public Car Parks	1	Park Road Timperley
	Corporate	Public Car Parks	1	Park Road Urmston
	Corporate	Public Car Parks	1	Regent Road Altrincham
	Corporate	Public Car Parks	1	Thorley Lane Timperley
	Corporate	Public Car Parks	1	Warrener Street Sale Moor
	Corporate	Public Car Parks	1	Trafford Wharf Rd
J0000179	Corporate	Public Conveniences	1	ADJ 390 3rd Avenue
JN0000051	Corporate	Public Conveniences	1	Cecil Road
J0000165	Corporate	Public Conveniences	1	Hereford St (Leased)
J0000180	Corporate	Public Conveniences	1	Regent Road (Adjoined to 17-19 Regent Road)
J0000167	Corporate	Public Conveniences	1	Thorley Lane - New Build
1102	CWB	Pupil Referral Unit	1	Trafford Medical Education Service (Flixton Centre PRU)

2059	CWB	Pupil Referat Unit	1	Nexus Education Centre (Woodsend Centre PRU)
N0000053	Corporate	Residential Properties	1	Ayres Road 12, Old Trafford
N0000054	Corporate	Residential Properties	1	Beever Street 9, Old Trafford
N0000055	Corporate	Residential Properties	1	Great Stone Road 21, Stretford
N0000056	Corporate	Residential Properties	1	Langshaw Street 56, Old Trafford
N0000057	Corporate	Residential Properties	1	Milner Street 57, Old Trafford
N0000058	Corporate	Residential Properties	1	Norton Street 12, Old Trafford
N0000059	Corporate	Residential Properties	1	Pemberton Street 37, Old Trafford
N0000060	Corporate	Residential Properties	1	Roseneath Road 65, Old Trafford
N0000061	Corporate	Residential Properties	1	Roseneath Road 65a, Old Trafford
N0000062	Corporate	Residential Properties	1	Stamford Street 151, Old Trafford
N0000063	Corporate	Residential Properties	1	Stamford Street 157, Old Trafford
N0000064	Corporate	Residential Properties	1	Thornbury Road 54, Old Trafford
N0000065	Corporate	Residential Properties	1	Thornbury Road 68, Old Trafford
	Corporate	Residents Car Parking	1	Borough Rd, Altrincham
	Corporate	Residents Car Parking	1	Hamon Rd, Altrincham
	Corporate	Residents Car Parking	1	Manor Rd, Altrincham
	Corporate	Residents Car Parking	1	Old Hall Rd, Sale
2078	CWB	Schools - Primary	1	Acre Hall Primary School
3311	CWB	Schools - Primary	1	All Saints RC Primary
3305	CWB	Schools - Primary	1	Altrincham CE Primary School
2046	CWB	Schools - Primary	1	Barton Clough Primary School
2014	CWB	Schools - Primary	1	Bollin Primary School
3301	CWB	Schools - Primary	1	Bowdon CE Primary School
2007	CWB	Schools - Primary	1	Broadheath Primary School
2023	CWB	Schools - Primary	1	Brooklands Primary School
2008	CWB	Schools - Primary	1	Broomwood Primary School
2013	CWB	Schools - Primary	1	Cloverlea Primary School
2043or 2042	CWB	Schools - Primary	1	Davyhulme Primary School ( Infants/Juniors combined )
2009	CWB	Schools - Primary	1	Elmridge Primary School
3318	CWB	Schools - Primary	1	English Martyrs RC Primary School
2025	CWB	Schools - Primary	1	Firs Primary School
2045	CWB	Schools - Primary	1	Flixton Infant School
2044	CWB	Schools - Primary	1	Flixton Junior School
2079	CWB	Schools - Primary	1	Forest Gate Community School
2047	CWB	Schools - Primary	1	Gorse Hill Primary School
2010	CWB	Schools - Primary	1	Heyes Lane Primary School
2058	CWB	Schools - Primary	1	Highfield Primary School
3309	CWB	Schools - Primary	1	Holy Family RC Primary School

2049	CWB	Schools - Primary	1	King's Road Primary School
2063	CWB	Schools - Primary	1	Kingsway Primary School
2024	CWB	Schools - Primary	1	Lime Tree Primary School
2033	CWB	Schools - Primary	1	Moorlands Junior School
2051	CWB	Schools - Primary	1	Moss Park Infants School
2050	CWB	Schools - Primary	1	Moss Park Junior School
2000	CWB	Schools - Primary	1	Navigation Primary School
2076	CWB	Schools - Primary	1	Old Trafford Community School
2002	CWB	Schools - Primary	1	Oldfield Brow Primary School
3310	CWB	Schools - Primary	1	Our Lady of Lourdes RC Primary School
3327	CWB	Schools - Primary	1	Our Lady of the Rosary RC Primary School
2018	CWB	Schools - Primary	1	Park Road Primary School, Sale
2005	CWB	Schools - Primary	1	Park Road Primary School, Timperley
2028	CWB	Schools - Primary	1	Partington Primary School
2052	CWB	Schools - Primary	1	Seymour Park Primary School
2019	CWB	Schools - Primary	1	Springfield Primary School
3307	CWB	Schools - Primary	1	St Anne's CE Primary School, Sale
2077	CWB	Schools - Primary	1	St Ann's RC Primary School, Stretford
3316	CWB	Schools - Primary	1	St Hilda's CE Primary School
3319	CWB	Schools - Primary	1	St Hugh of Lincoln RC Primary School
3304	CWB	Schools - Primary	1	St Hugh's RC Primary School
3312	CWB	Schools - Primary	1	St Joseph's RC Primary School
3330	CWB	Schools - Primary	1	St Margaret Ward RC Primary School
3313	CWB	Schools - Primary	1	St Mary's CE Primary School, Davyhulme
01/02/2011	CWB	Schools - Primary	1	St Mary's CE Primary School, Sale
3305	CWB	Schools - Primary	1	St Matthew's CE Primary School
3314	CWB	Schools - Primary	1	St Michael's CE Primary School
3325	CWB	Schools - Primary	1	St Monica's RC Primary School
3324	CWB	Schools - Primary	1	St Teresa's RC Primary School
3331	CWB	Schools - Primary	1	St Alphonsus RC Primary School
3332	CWB	Schools - Primary	1	St Vincent's RC Primary School
2004	CWB	Schools - Primary	1	Stamford Park Infant School
2003	CWB	Schools - Primary	1	Stamford Park Junior School
2037	CWB	Schools - Primary	1	Templemoor Infant School
2071	CWB	Schools - Primary	1	Tyntesfield Primary School
2041	CWB	Schools - Primary	1	Urmston Infants School
2040	CWB	Schools - Primary	1	Urmston Junior School
2057	CWB	Schools - Primary	1	Victoria Park Infant School
2056	CWB	Schools - Primary	1	Victoria Park Junior School

2011	CWB	Schools - Primary	1	Well Green Primary School
2039	CWB	Schools - Primary	1	Wellfield Infants School
2072	CWB	Schools - Primary	1	Wellfield Junior School
2012	CWB	Schools - Primary	1	Willows Primary School
2021	CWB	Schools - Primary	1	Woodheys Primary School
2061	CWB	Schools - Primary	1	Woodhouse Primary School
2022	CWB	Schools - Primary	1	Worthington Primary School
5404	CWB	Schools - Secondary	1	Altrincham Boys' Grammar School
4024	CWB	Schools - Secondary	1	Altrincham College of Arts (Green Lane)
5407	CWB	Schools - Secondary	1	Altrincham Girls' Grammar School
5401	CWB	Schools - Secondary	1	Ashton-on-Mersey School
5403	CWB	Schools - Secondary	1	Blessed Thomas Holford RC High School
4012	CWB	Schools - Secondary	1	Broadoak High School
4014	CWB	Schools - Secondary	1	Flixton Girls' High School
5901	CWB	Schools - Secondary	1	Loreto Grammar School
4016	CWB	Schools - Secondary	1	Lostock College
4029	CWB	Schools - Secondary	1	Sale Grammar School
5402	CWB	Schools - Secondary	1	Sale High School
5900	CWB	Schools - Secondary	1	St Ambrose College
4602	CWB	Schools - Secondary	1	St Antony's RC High School
4025	CWB	Schools - Secondary	1	Stretford Grammar School
4028	CWB	Schools - Secondary	1	Stretford High School
5405	CWB	Schools - Secondary	1	Urmston Grammar School
4016	CWB	Schools - Secondary	1	Wellacre Technology College
5400	CWB	Schools - Secondary	1	Wellington School
7001	CWB	Schools - Special	1	Brentwood School
7005	CWB	Schools - Special	1	Delamere School
7009	CWB	Schools - Special	1	Egerton School
7003	CWB	Schools - Special	1	Longford Park School
7008	CWB	Schools - Special	1	Manor High School
7000	CWB	Schools - Special	1	Pictor School
	Corporate	Service Tenancies	0	Ayres Road (234), Old Trafford (Seymour Park Primary School)
	Corporate	Service Tenancies	1	Cedar Road (28), Hale (Stamford Park Infant)
	Corporate	Service Tenancies	1	Henshaw Street (64), Stretford (Victoria Park Infants School)
PN0000048	Corporate	Surplus Land	1	Nationwide Autocentre
	Corporate	Surplus Land	1	66 Barrington Road, Altrincham ?
	Corporate	Surplus Land	1	Adj 2 Princess Rd, Urmston
	Corporate	Surplus Land	1	Broadway, Davyhulme
	Corporate	Surplus Land	1	Depot Manchester Rd, Partington
	Corporate	Surplus Land	1	Derbyshire Ave, Flixton

	Corporate	Surplus Land	1	Hale Road
	Corporate	Surplus Land	1	Moss View Primary Playing Fields
	Corporate	Surplus Land	1	Northlea, Sale Moor
	Corporate	Surplus Land	1	Ortonbrook Primary School Site, Oak Road, Partington ?
	Corporate	Surplus Land	1	Raglan Rd (2), Stretford
	Corporate	Surplus Land	1	Roseneath Rd, Urmston
	Corporate	Surplus Land	1	Warrener St Car Park, Sale Surplus Element
	Corporate	Surplus Land	1	Woodfield Road, Broadheath
PN000001	corporate	surplus land	1	Oakfield House
	corporate	surplus land	1	Tamworth Court, Old Trafford ?
P0000026	Corporate	Surplus Properties	0	9/13 Washway Rd, Sale
J0000044	Corporate	Surplus Properties	1	Walling Gate
P0000036	Corporate	Surplus Properties	1	Woodsend Circle, Flixton
JN0000066	Corporate	War Memorials	1	Altrincham War Memorial, St Margarets Rest Gdn, Dunham Rd(Inc Gates)
JN0000067	Corporate	War Memorials	1	Bowdon War Memorial, Bowdon Church
J0000119	Corporate	War Memorials	1	Davyhulme War Memorial, Davyhulme Circle
JN0000068	Corporate	War Memorials	1	Hale Barns War Memorial, Wicker Lane
JN0000069	Corporate	War Memorials	1	Hale War Memorial, Broomfield Road
JN0000070	Corporate	War Memorials	1	Partington War Memorial, Partington Rest Gdns, Warburton Road
JN0000071	Corporate	War Memorials	1	Sale War Memorial, Sale Town Hall, School Road
JN0000072	Corporate	War Memorials	1	St Anthonys Church War Memorial, Trafford Park
JN0000073	Corporate	War Memorials	1	Stretford Civilian War Memorial, Stretford Cemetery
J0000154	Corporate	War Memorials	1	Stretford War Memorial, Chester Road, Gorse Hill
J0000108	Corporate	War Memorials	1	Urmston War Memorial, Golden Hill Park Crofts Bank Road
B0000067	CWB	Youth Centre	1	Davyhulme Youth Centre
B0000064	CWB	Youth Centre	1	Gorse Hill Youth Centre
B0000086	CWB	Youth Centre	1	Lostock Youth Centre
BN0000081	CWB	Youth Centre	1	Narrow Boats (Moored at Sale Waterside)
B0000063	CWB	Youth Centre	1	Old Trafford Youth Centre
B0000070	CWB	Youth Centre	1	Sale West Youth Centre (Integrated with Sale West Community Centre)
J0000003			a	Bowfell Library (Incorporated in Urmston Leisure Center)

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The responsible person/premise manager in Bold has been nominated by the Service Head as the responsible person for the main block.

The responsible person/premise manager not in Bold is assumed until confirmation otherwise.

Parks with Building = Parks Buildings/Facilities Within Parks/Gardens/Open Space

UPRN for corporate properties = Property Surveyors File Reference

<b>Total Properties for Corporate</b>	:
<b>Total Properties For CWB</b>	
<b>Administrative Buildings - Corporate</b>	
<b>Administrative Buildings - CWB</b>	
<b>Adult Social Services</b>	
<b>Allotments</b>	
<b>Cemeteries/Crematorium</b>	
<b>Children's Centre</b>	
<b>Children's Social Services</b>	
<b>Community Building</b>	
<b>Environmental Service Depots</b>	
<b>Leisure Centres, Golf Course, Stadia, Etc</b>	
<b>Let Estate</b>	
<b>Libraries</b>	
<b>Markets</b>	
<b>Parks With Buildings</b>	
<b>Public Car Parks</b>	

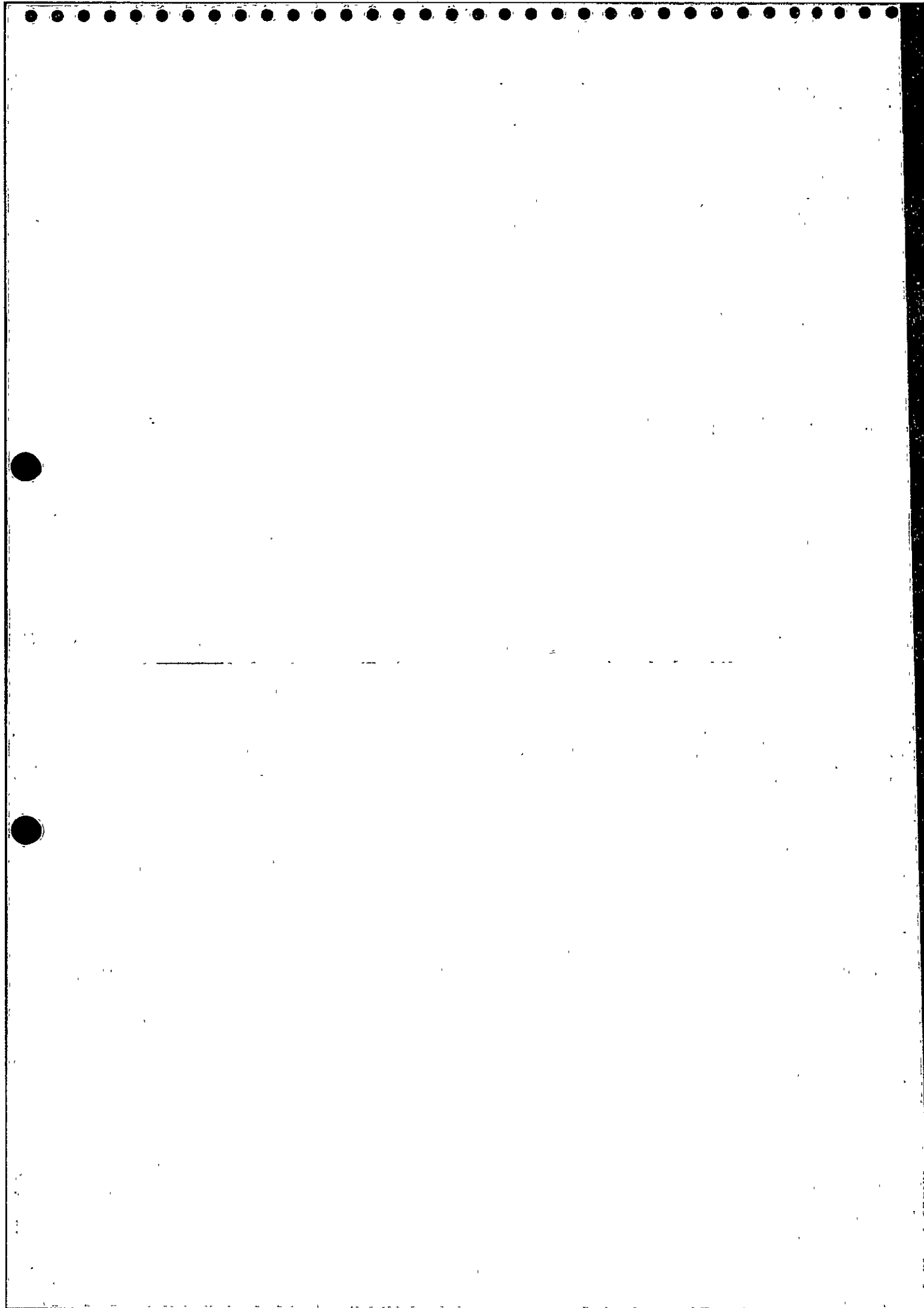
<b>Public Conveniences</b>	
<b>Pupil Referral Units</b>	
<b>Residential Properties</b>	
<b>Residents Car Parking</b>	
<b>Schools - Primary</b>	
<b>Schools - Secondary</b>	
<b>Schools - Special</b>	
<b>Service Tenancies</b>	
<b>Surplus Land</b>	
<b>Surplus Properties</b>	
<b>War Memorials</b>	
<b>Youth Centres</b>	
<b>Total Properties</b>	



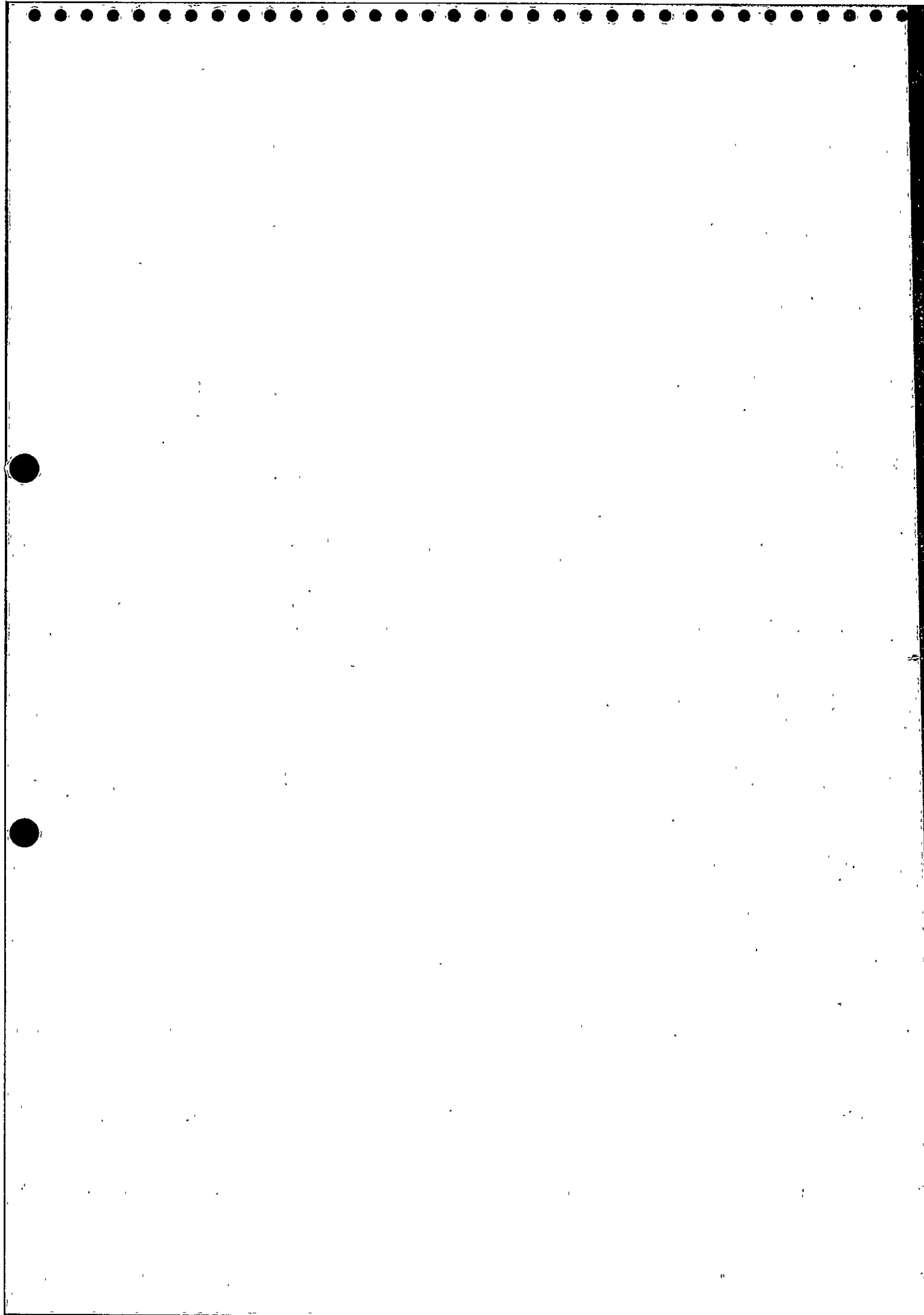
**APPENDIX 6 - MASTER PREMISES LIST**

*See enclosed document entitled 'Technical Services – Lot 3 – Appendix 6 –  
Master Premises List'*

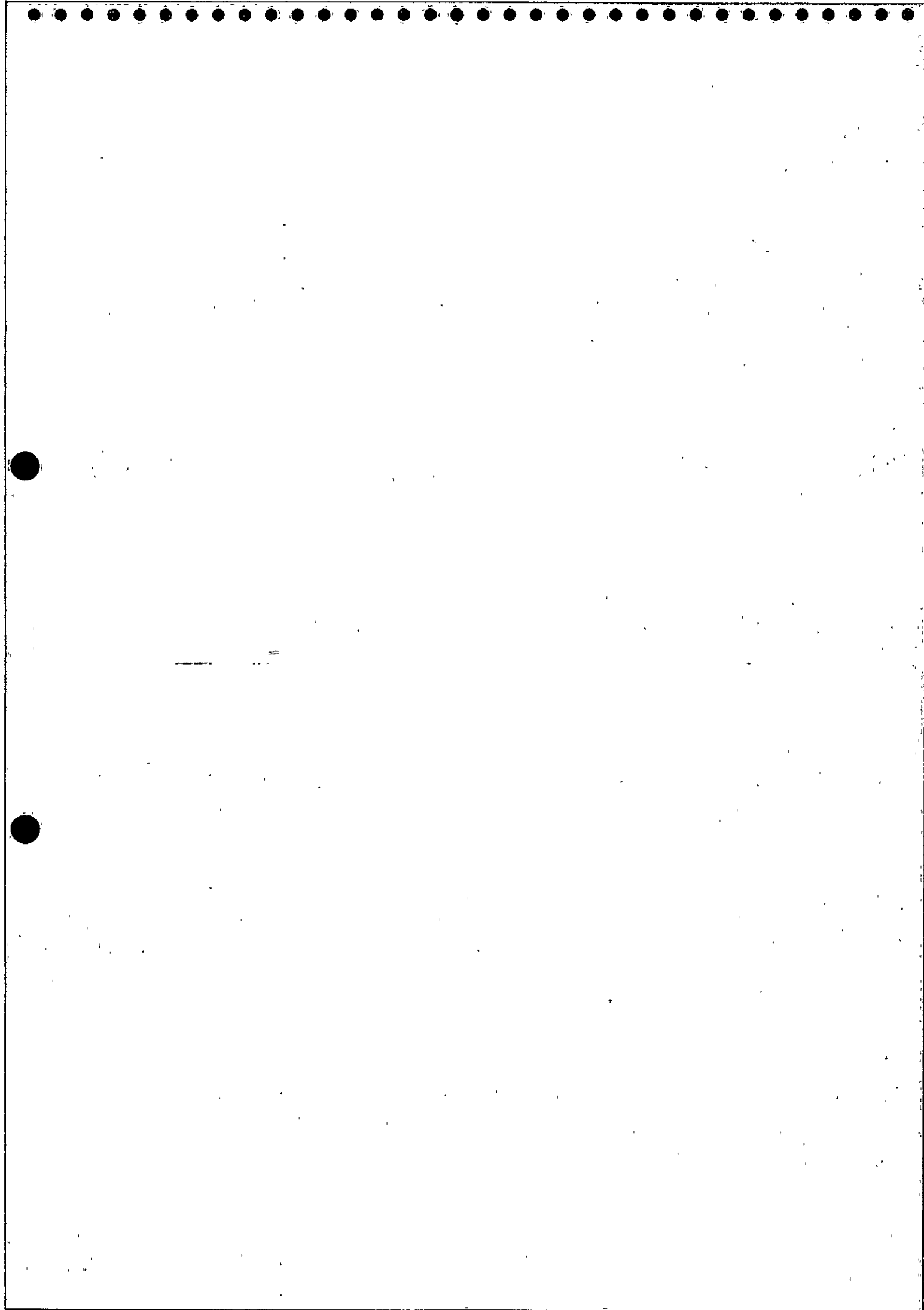




DATE	DESCRIPTION	AMOUNT	BALANCE
1950-01-01	OPENING BALANCE	100.00	100.00
1950-01-15	PAYROLL	50.00	50.00
1950-02-01	RENT	25.00	25.00
1950-02-15	UTILITIES	10.00	15.00
1950-03-01	SALES	150.00	165.00
1950-03-15	PAYROLL	50.00	115.00
1950-04-01	RENT	25.00	90.00
1950-04-15	UTILITIES	10.00	80.00
1950-05-01	SALES	120.00	200.00
1950-05-15	PAYROLL	50.00	150.00
1950-06-01	RENT	25.00	125.00
1950-06-15	UTILITIES	10.00	115.00
1950-07-01	SALES	180.00	295.00
1950-07-15	PAYROLL	50.00	245.00
1950-08-01	RENT	25.00	220.00
1950-08-15	UTILITIES	10.00	210.00
1950-09-01	SALES	140.00	350.00
1950-09-15	PAYROLL	50.00	300.00
1950-10-01	RENT	25.00	275.00
1950-10-15	UTILITIES	10.00	265.00
1950-11-01	SALES	160.00	425.00
1950-11-15	PAYROLL	50.00	375.00
1950-12-01	RENT	25.00	350.00
1950-12-15	UTILITIES	10.00	340.00
1951-01-01	CLOSING BALANCE		340.00









## APPENDIX 7 - RECEPTION SERVICES- OPENING HOURS

A list of the relevant buildings and their opening hours are set out below:

Altrincham Town Hall	-	Mon - Fri	0800 - 1600 hrs:
Old Trafford Harry Lord House	-	Mon - Fri	0800 - 1600 hrs:
Partington Community Centre	-	Mon - Fri	0800 - 2200 hrs:
Sale West Community Centre	-	Mon - Fri	0800-- 2200 hrs:

The 6 Youth Centres are managed/staffed by FM staff in normally Mon - Fri 0730 - 1530 hrs but not on reception duties.

All the above buildings are booked during weekends on an ad hoc basis through the Lettings Team and have Asset Management Staff in attendance.

Partington and Stretford Children's Centre's provide their own reception Staff with the FM staff operating 0700 - 0930 and 1530 - 1800 hrs.

## APPENDIX 8 - COURIER SERVICE

(Full Instructions Sheet)

AS FROM 01.05.2014

NOTE: All the courier's pouches should be retained by courier. No pouches should be deposited at any place other than Trafford Town Hall Post Room, **unless you have a replacement pouch to hand.**

TIME	DESTINATIONS
07.30 hrs	<b>DEPART TRAFFORD TOWN HALL</b>
07.50 hrs	<b>SALE WATERSIDE</b> , (all mail to be deposited to /collected from the <b>Post Room</b> ).
08 30 hrs	<b>SURESTART</b> , Central Road, Partington.  (Deliver mail to and collect mail from ground floor <b>Reception</b> )
08 45 hrs	<b>MOSS VIEW CENTRE, PARTINGTON</b>  (CYPS Catering/Cleaning/Transport)  Enter premises through front door (ring bell).
09 00 hrs	<b>CARRINGTON DEPOT</b> , Manchester Road, Carrington  (Go to building immediately on right-hand side of depot yard, go through main door, turn right and right again. Pigeon holes for deposit to and collection from, on top of filing cabinets)
09.20 hrs	<b>WOODSEND CENTRE</b> (the old Woodsend Primary School,  Lydney Road, Flixton). 2 places to visit on this site:  1) Main Reception, office on right hand side (swap yellow pouches)  2) Go through double doors (Connexions and SEN) -- swap contents of all pouches (5 or 6).

09.40 hrs **CORNHILL ROAD CLINIC** (Cornhill Road, Davyhulme)

10.00 hrs **CONNEXIONS**, Ground floor, Arndale House, Chester Road, Stretford. Enter through main front entrance at street level.

10.30 hrs **TRAFFORD PARK DEPOT**, 2<sup>nd</sup> Avenue, Trafford Park  
(on Monday, Wednesday and Friday only)

(Go to office on right hand side of courtyard. Enter through bottom door. Go upstairs & through facing door, turn left, mail deposit/collection point is on right hand side of canteen (shelf in corner).)

11.00 hrs **STRETFORD POLICE STATION (RECEPTION)**

Benefit Fraud Investigations (all days).

Safer Communities (all days)

Central Watch Station, (Fridays only).

(deposit mail at Stretford Police Station Main Reception area)

11.15 hrs **ARRIVE BACK AT TRAFFORD TOWN HALL.**

**ALL sorting of mail brought back to Post Room at Trafford Town Hall to be performed by Post Room staff. The preparation of the next courier's delivery round to be done by Post Room staff also.**

\* Access Trafford mail will be delivered/collected by the Driver handyman role(s).

#### **AFTERNOON RUN.**

13.00 hrs **DEPART TRAFFORD TOWN HALL**

13.15 hrs **ONE STOP RESOURCE CENTRE**, Dane Road, Sale. (Enter premises through main entrance at front (it may be necessary to knock on the door).)

13.35 hrs **SALE WATERSIDE**, (All mail to be deposited in/collected from the Post Room).

- 13.45 hrs YOUTH OFFENDING TEAM, Sale Police Station, Tatton Road.
- 14.00 hrs CHERRY MANOR CENTRE, Cherry Lane, Sale  
(After passing main entrance gate, go to building on right hand side of site, Gain entrance to building through rear entrance of building, by pressing buzzer for attention Go through door and the pigeon hole block for the deposit/collection of mail is on the right-hand side.)
- 14.15 hrs ASCOT HOUSE, ASCOT AVENUE, SALE TUESDAYS AND THURSDAYS ONLY
- 14.40 hrs ARRIVE BACK AT TTH.

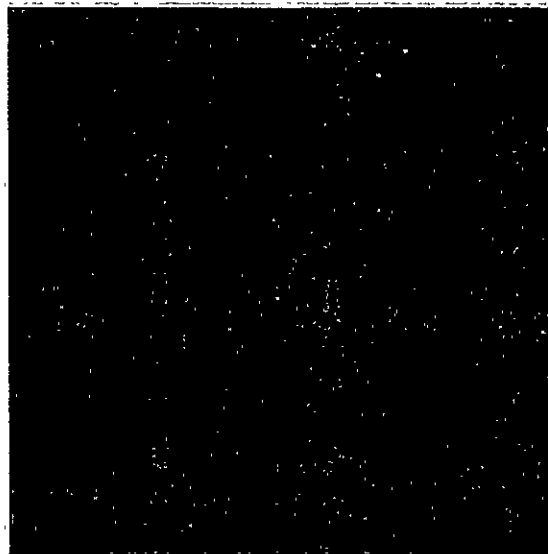
**ALL sorting of mail brought back to Post Room at Trafford Town Hall to be performed by Post Room staff. The preparation of the next courier's delivery round to be done by Post Room staff also.**

**NB: IF IN DOUBT OF WHERE TO DEPOSIT/COLLECT ANY MAIL AT ANY LOCATION, ASK A SUITABLE MEMBER OF STAFF AT THAT LOCATION.**

**APPENDIX 9 - SLA SPECIFICATIONS**

Part 1: SLA Asbestos Advice

*See enclosed document entitled 'Technical Services – Lot 3 – Appendix 9 – SLA Specifications – SLA Asbestos Advice'*



## Service Brochure

Year: 2014 / 2015

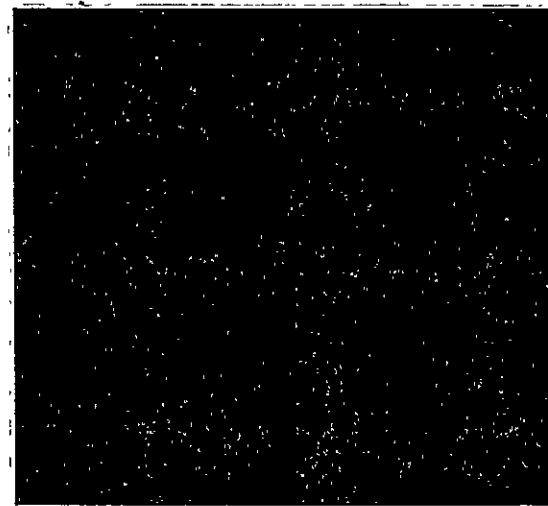
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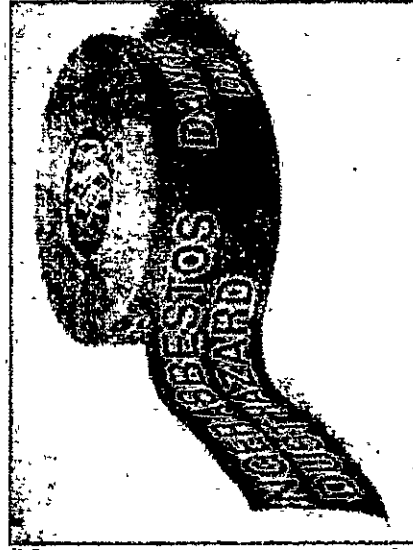
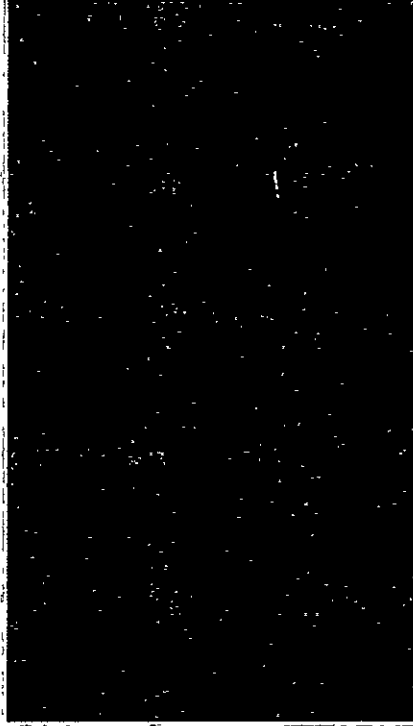
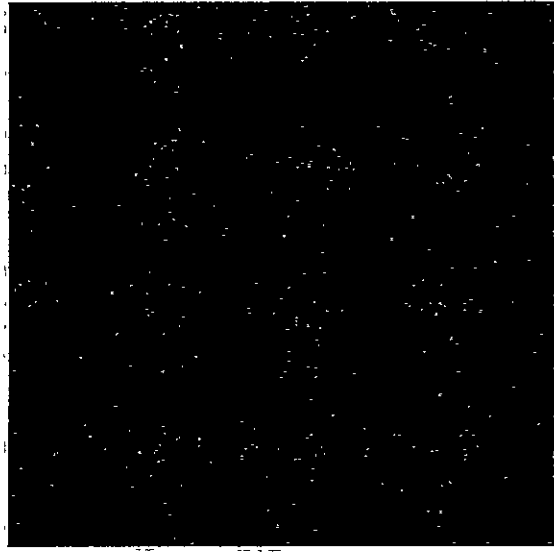
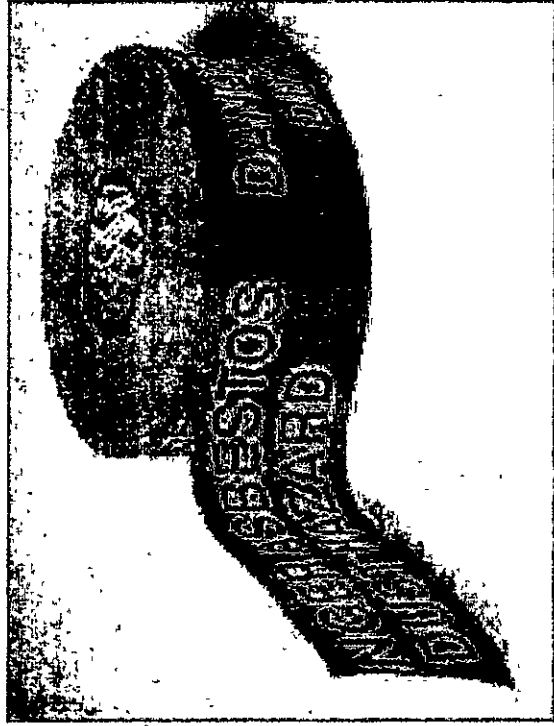


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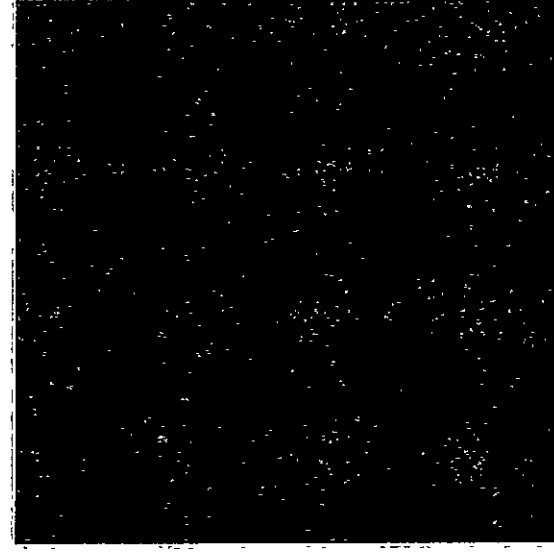
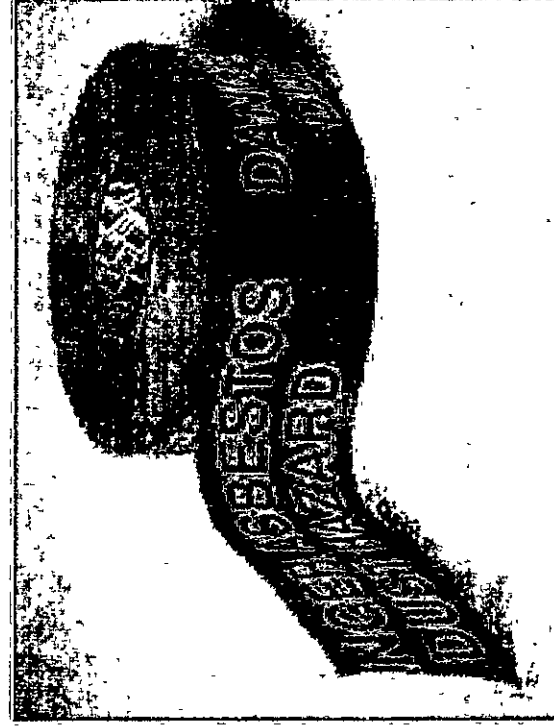
Year: 2014 / 2015

## Facilities Management

1. Property Management - Asbestos Advice



Facilities Management



# 1. Property Management - Asbestos Advice



## Contacts

Brendan Hargaden  
Asbestos Safety Advisor  
brendan.hargaden@trafford.gov.uk  
0161 912 2089  
07841 492 969

## Introduction

### *Reducing the risk to your school or academy*

Protect your property and ensure that you comply with health and safety regulations.

## Benefits

- Comply with the Control of Asbestos Regulations 2012 including Regulation 4: duty to manage.
- Access to specialist contractors and the asbestos safety advisor.
- A comprehensive service that covers all aspects of asbestos removal and surveying.

## More Details

An effective asbestos plan is essential to keep your staff and pupils safe. Our dedicated team will help you create an in depth report for your school or academy which highlights any risks and provides advice on how to manage them. The comprehensive service also includes guidance on how to complete a priority risk assessment, ensuring that your school cost effectively manages the risk of asbestos exposure.

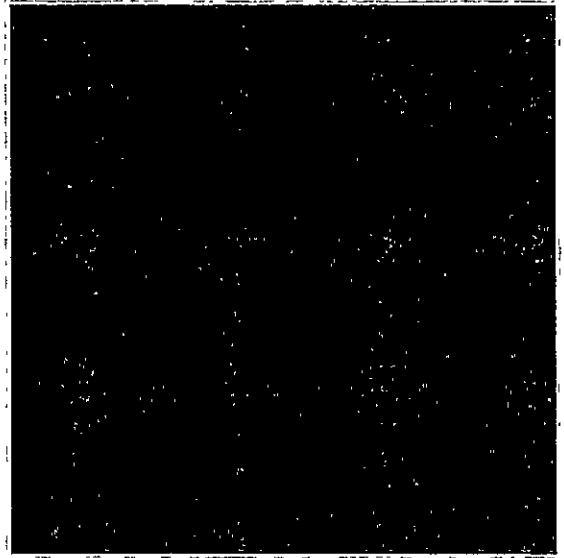
We also provide access to a range of approved suppliers who can sample, survey, remove or carry out remedial work on asbestos.

## Terms

Additional Terms and Conditions: None  
Invoice frequency: Monthly  
Force Majeure Termination Rights: 4 weeks  
Notice of Termination Requirements: 3 months

Part 2. SLA Energy Management

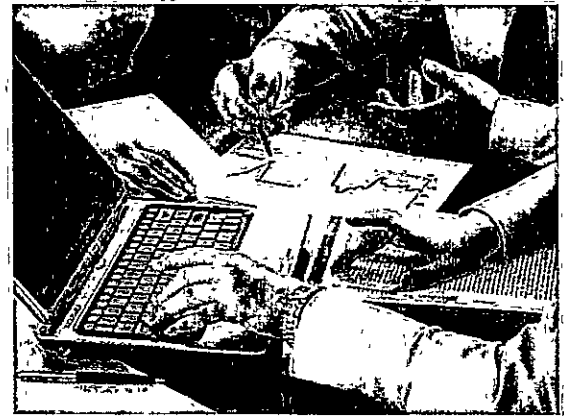
*See enclosed document entitled 'Technical Services – Lot 3 – Appendix 9 – SLA Specifications – SLA Energy Management'*



## Service Brochure

Year: 2014 / 2015

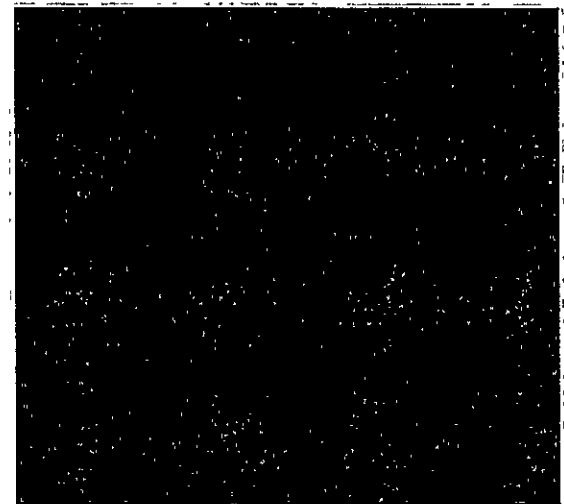
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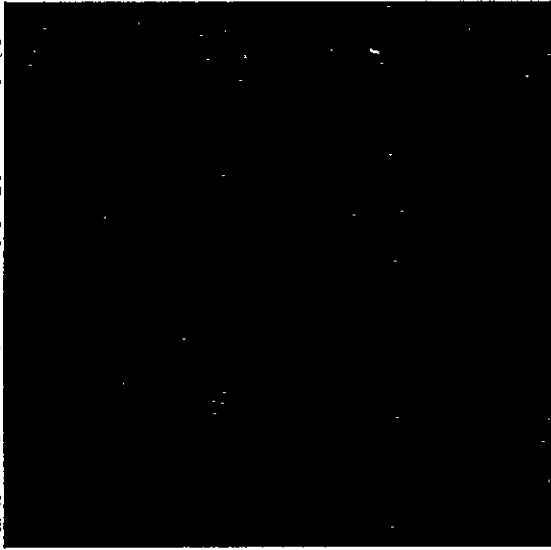


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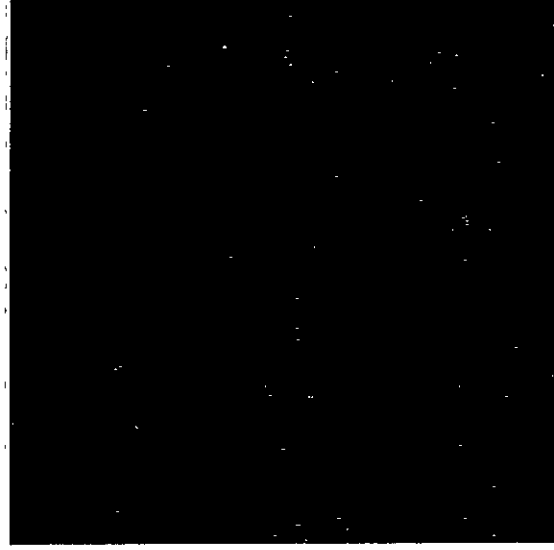
Year: 2014 / 2015

## Facilities Management

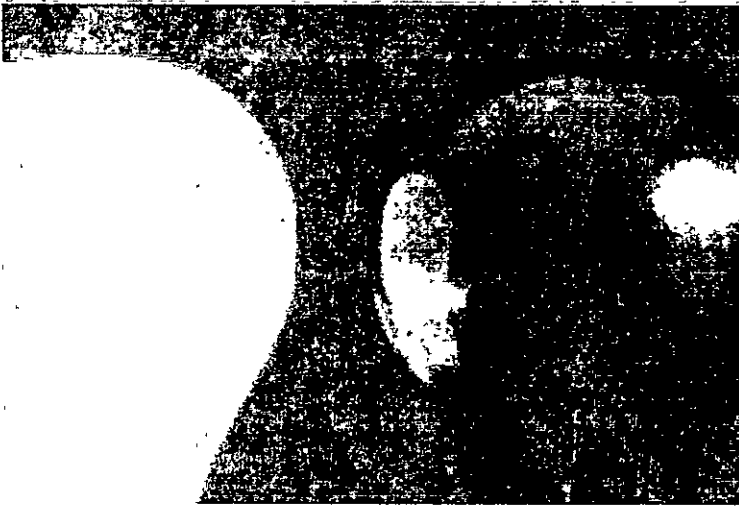
1. Energy Management



Facilities Management



# 1. Energy Management



## Contacts

Mahdi Choudhury  
Senior Energy Engineer  
mahdi.choudhury@trafford.gov.uk  
0161 912 4442

## Introduction

### *The cost effective way to buy energy*

Cut costs and improve your energy performance with our energy management service.

## Benefits

- Compliance with legislation such as Energy Performance of Buildings Directive (EPBD) and Carbon Reduction Commitment (CRC)
- Energy and water cost savings from a risk mitigation procurement strategy to energy and water efficiency measures
- Optimise performance of lighting and HVAC systems to provide the required comfort levels whilst minimising waste
- Cut carbon dioxide emissions resulting from energy use in buildings
- Improve energy performance of buildings and enhance green credentials

## More Details

The Energy Management service will help you to reduce the amount of energy your property uses while ensuring you comply with legislation. Details of what's included in our comprehensive service are listed below.

- Help to facilitate renewals of Display Energy Certificates and air conditioning inspections
- Management of electricity and gas contracts and liaison with suppliers, meter operators and distribution network operators
- Help ensure correct billing and resolve anomalies with account managers
- TEAM sigma energy monitoring and reporting tool to help you monitor energy and water consumption
- Energy audits and surveys upon request
- Quotations for energy efficiency improvements
- Monitoring and controlling Building Energy Management Systems to optimise system performance where remote connection available and site visits to review and reset stand-alone HVAC controls
- Energy efficiency training to site personnel or groups upon request

## Terms

Additional Terms and Conditions None

Invoice frequency Monthly

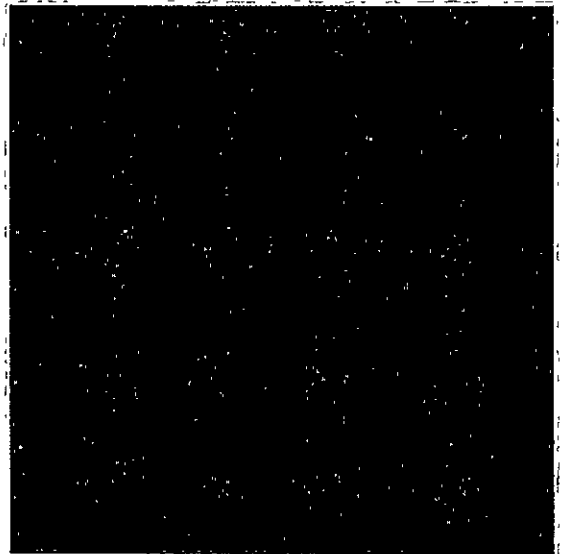
Force Majeure Termination Rights 4 weeks

Notice of Termination Requirements 3 months



Part 3: SLA Facilities Management

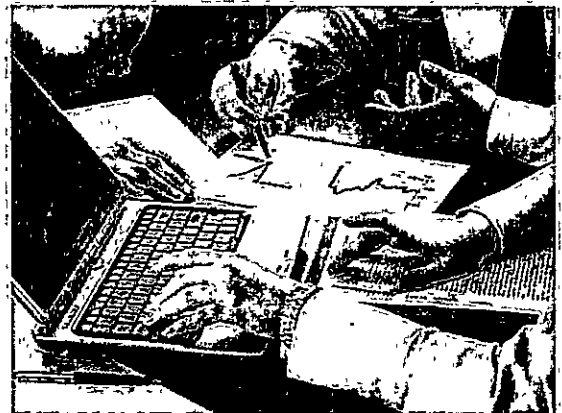
*See enclosed document entitled 'Technical Services – Lot 3 – Appendix 9 – SLA Specifications – SLA Facilities Management'*



## Service Brochure

Year: 2014 / 2015

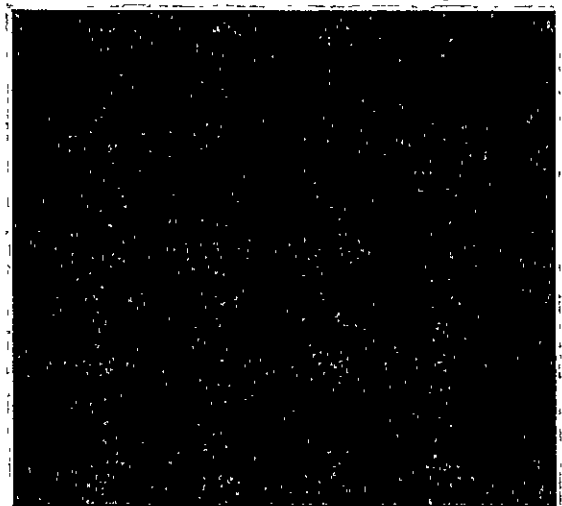
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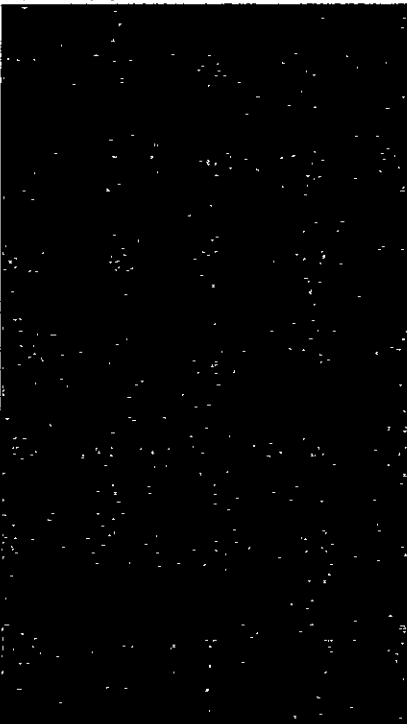
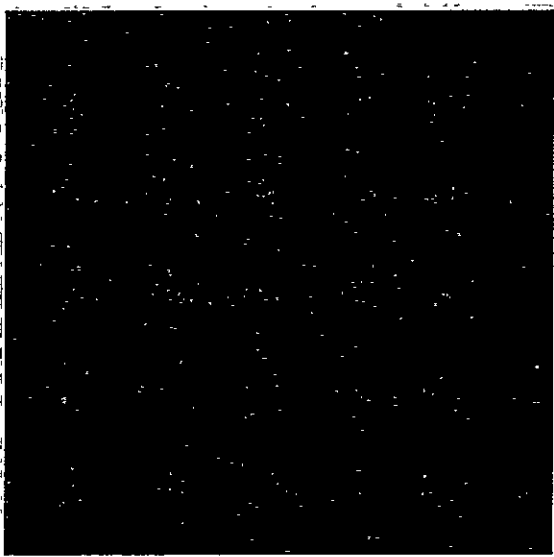


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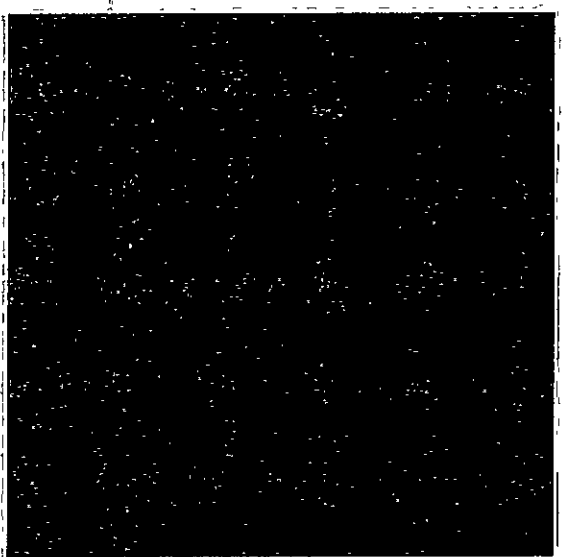
Year: 2014 / 2015

## Facilities Management

1. Property Management



**Facilities Management**



## 1. Property Management



### Contacts

Rob Collins  
Senior Surveyor South Area  
Robert.Collins@trafford.gov.uk  
0161 912 1686

Mark Graham  
Senior Surveyor North Area  
Mark.Graham@trafford.gov.uk  
0161 912 1692

## Introduction

### *A one-stop building maintenance support and advice service*

We provide an extensive range of property management solutions for schools, academies and colleges helping you to maximise efficiency and reduce your costs.

## Benefits

- Access to reliable and specialist external contractors to carry out all types of maintenance and improvement works.
- Ensure that you meet your legal requirements, to comply with all statutory duties and relevant health and safety regulations for building works.
- Assistance with planned, preventative and response maintenance of your building.
- Access to historic data to support insurance claims

## More Details

Our integrated property management service will provide you with reliable and cost effective building repairs. Our friendly and reliable team have many years' experience of providing effective property management solutions to the education sector and understand the importance of keeping your staff and pupils safe.

All of our customers benefit from an out of hours service for emergency contractor response as well as visits from Property Surveyors, who will inspect the quality and value of all works.

All of our contractors have been approved by Trafford Council and we are happy to provide a budget estimate for each job.

## Terms

Additional Terms and Conditions: None

Invoice frequency: Monthly

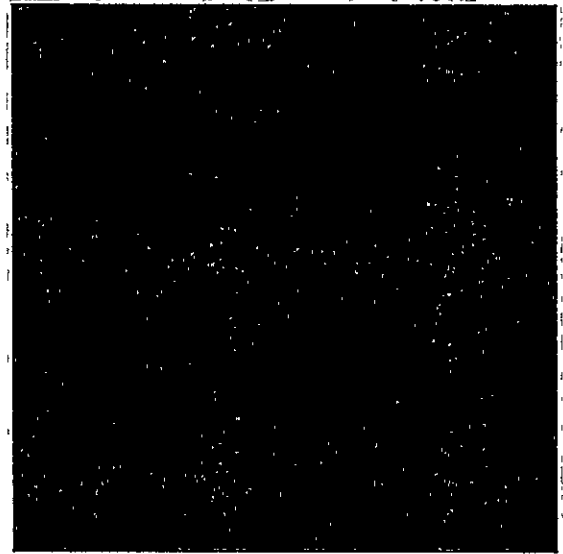
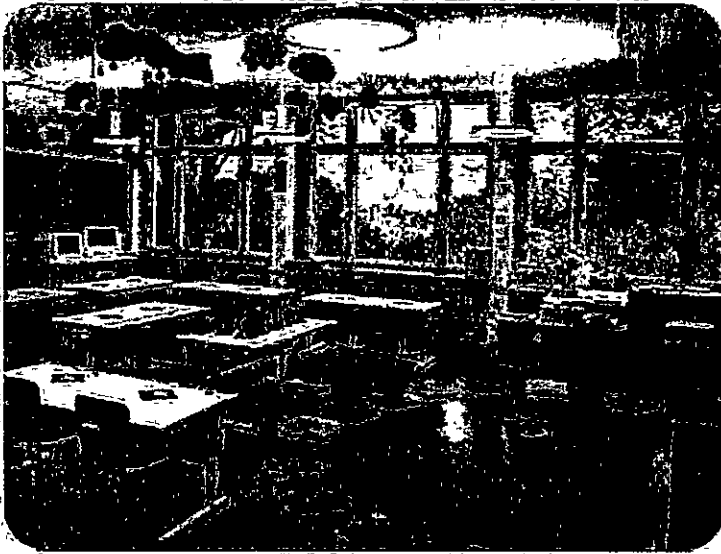
SLA Online

Force Majeure Termination Rights 4 weeks  
Notice of Termination Requirements 3 months



Part 4: SLA Mechanical and Electrical

*See enclosed document entitled 'Technical Services – Lot 3 – Appendix 9 – SLA Specifications – Mechanical and Electrical'*



## Service Brochure

Year: 2014 / 2015

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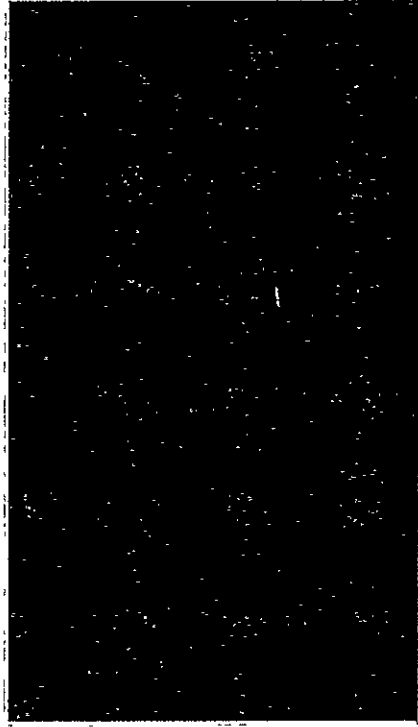
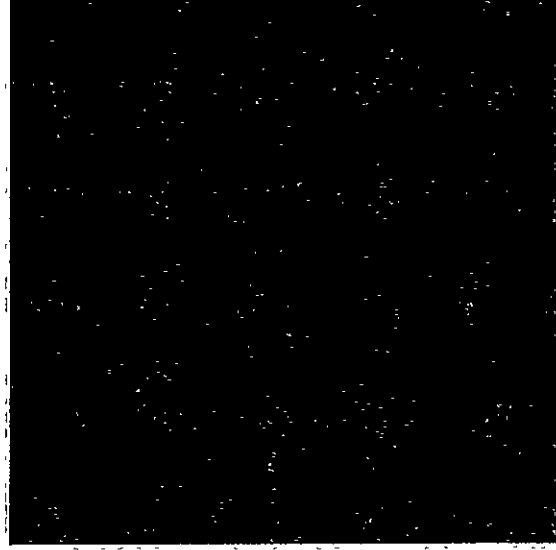


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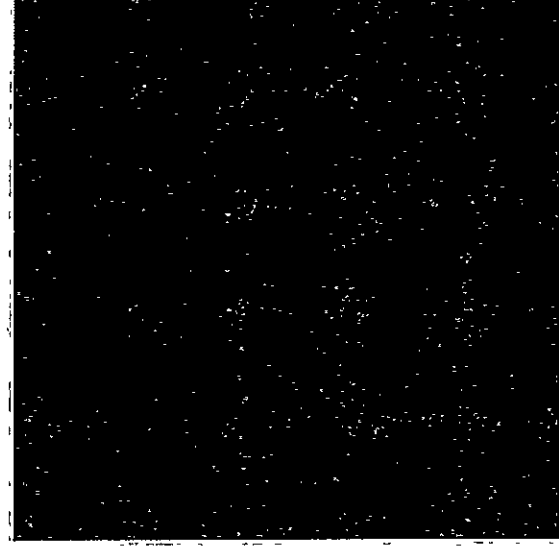
Year: 2014 / 2015

## Facilities Management

1. Mechanical and Electrical Maintenance



Facilities Management



# 1. Mechanical and Electrical Maintenance



## Contacts

Bob Quayle  
Senior Building Maintenance Engineer  
robert.quayle@trafford.gov.uk  
0161 912 4338

## Introduction

### *First class mechanical, electrical and legionella services to keep your school safe*

Our one stop shop will protect your school and help you to comply with all relevant health and safety regulations.

## Benefits

- We provide a 'one stop' service desk to facilitate and expedite repairs.
- 24/7 emergency telephone contact to report out of hours emergencies, floods, accident and power failures for emergency contractor response and follow up the next morning.
- Scheduled statutory servicing requirements are carried out by appropriately qualified contractors, supervised by a competent Buildings and Facilities Management team.
- All aspects of regulatory servicing and maintenance is covered including legionella, boiler, air conditioning, pressurisation, fire alarm, portable appliance testing, lifts and lifting equipment, etc. With options to purchase CCTV maintenance and electrical condition testing for a small additional fee.
- All scheduled and unscheduled maintenance work is audited and inspected by engineers to ensure quality and best value of works.

## More Details

Our cost effective and reliable service covers a wide range of mechanical and electrical projects including boiler repairs, fire alarm upgrades and rewiring.

The service has been designed to ensure that your school complies with health and safety regulations and statutory duties. All work is completed by trained specialists who are experts in their field.

Our projects are completed with minimum disruption to the daily running of your school, with the wellbeing of staff and pupils at the forefront of our delivery plan.

## Terms

Additional Terms and Conditions None

Invoice frequency Monthly

Force Majeure Termination Rights 4 weeks

Notice of Termination Requirements 3 months



**APPENDIX 10 – CORPORATE ASSET STRATEGY**

*See enclosed document entitled 'Technical Services – Lot 3 – Appendix 10 –  
Corporate Asset Strategy'*



**Trafford  
Corporate  
Asset Strategy  
2012 - 2015**

**'New Challenges, New Opportunities'**

Version 0.6

Date: 12.07 2012

Author: Jeremy Valentine

## Contents

		PAGE
1	ABOUT THIS DOCUMENT	3
2	THE NEED FOR A REVISED ASSET STRATEGY	3
3	WHAT WE HAVE ACHIEVED TO DATE	4
4	THE RATIONALE FOR CHANGE	5
	4.1 LINKS TO NATIONAL AGENDAS & AGMA STRATEGIES	5
	4.2 GETTING THE MOST OUT OF OUR INVESTMENT SO FAR	9
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## **1 ABOUT THIS DOCUMENT**

This document sets out the vision for property in Trafford, building on the many previous successes and achievements, and taking a refreshed approach to the use of property assets, in response to the changing local and national requirements of the Council and its partners. It sets out the rationale for change, and how we will address and achieve this.

The document describes and defines Trafford Council's Asset Strategy for the next 4 years. It explains the need for the revised strategy giving background and achievements since the Asset Management Plan of 2010, and setting out the key internal and external influences to the Council.

The 5 key themes for the Asset Strategy over the next 4 years are defined, with each incorporating its own vision for how the theme will look in 2015, together with a set of projects to assist in the delivery. The final section provides a governance structure together with funding arrangements and an implementation plan for the themes and projects.

## **2 THE NEED FOR A REVISED STRATEGY**

Current economic, social and environmental conditions require resources to be used far more efficiently than could have been envisaged even in the lifespan of our recent Asset Management Plan of 2010. In particular, collaboration and the Localism agenda have key impact in changing strategies set out in the AMP.

Property is a key resource in the delivery and transformation of Council and partner services, in the ability of the Council to bring about regeneration of our town centres and neighbourhoods, and in the generation of value, both capital and revenue, to support our wider objectives and priorities.

It must now be used as an even more flexible and transformational resource which demands constant review and challenge on a corporate basis, while being mindful of specific service and community needs, and for prioritisation in investment and disinvestment decisions to achieve both value for money in use of property and to assist in the achievement of policy objectives.

The value of the public sector property portfolio, optimisation of usage and the release of value have become key headlines in the drive for public sector savings and the transformation of public service delivery. The international economic downturn, has in parallel caused difficulties within the property market, impacting on the level of income derived from investment assets, the ability to dispose of surplus assets at a reasonable value or at all, and the ability of all sectors to achieve the level of regeneration and development required to turn the economy around. A further consequence of the economic environment is the reduction in public sector funding, which impacts on both the ability to fund the existing building stock, and the services provided from it. Constant review is therefore essential in the light of a frequently refreshed strategy.

This document sets out clearly where future activity and investment will be focused, as well as identifying the expected outcomes and benefits for the wider range of stakeholders in relation to collaboration and localism.

### 3 WHAT WE HAVE ACHIEVED TO DATE

In Trafford, property has been developed as an important item in business planning and the delivery of efficiency targets across all service areas. Improvements and achievements are aimed at efficiency in property delivery but also in the delivery of services to internal and external customers, and to support them in the delivery of the services they provide to their customers in turn. Our achievements over recent years include:

- **Strategic Asset Management** - formal Asset Management Plans produced to 2010, ensuring a coherent and strategic approach to managing assets including a nominated member at Executive level. The standard of the Council's approach to property has been demonstrated by each gaining the highest rating available in external assessments.
- **Accommodation Strategy** - further rationalisation of offices following Sale Waterside in 2004, including restoration / redesignation as a civic/community venue of Altrincham Town Hall, closure of Urmston Council Offices, closure of Armdale House offices, disposal of Springfield House.
- **The Long Term Accommodation project** moved through outline business case and procurement stages to on-site construction, enabling accommodation for up to 1000 staff on agile working principles and release of 8 further office sites.
- **Regeneration** of further key town centre sites at Altrincham Town Hall, Urmston Shopping Centre (phase 1 developed, phase 2 commenced January 2012).
- **Depot strategy** - Reduction in depot provision by concentration on Carrington, Higher Road transport depot and 2 refuse collection sites, allowed release / disposal of smaller grounds maintenance depots (Bowfell site sold for affordable housing)
- **Care strategies** - Disposal of four Adult Day Care and five Residential Homes since 2005 due to the move away from providing residential care for the more able elderly.

- **Children's Centres** – eight centres developed, of which five are co-located on Primary School sites using DfES grant
- **CYPS Multi-Agency & CWB partnerships** – partnerships with other public and third sector organisations in the health and social care sectors include shared accommodation across the three members of the CYPS multi-agency partnership and partners in the adult care sector.
- **Collaboration with GMP** - including shared accommodation for CCTV control room and other related teams in Stretford Police Station to increase efficiency and shared outcomes
- **Community Asset Transfer** - transfers to community organisations at "The Hub" Altrincham (Altrincham Baptist Church), Raglan Road Community Centre (now demolished and to be replaced as part of a new Church building), The Beacon Centre Firswood, and Walton Park Sports Centre, all allowing continued or enhance use at reduced cost to the Council.
- **Major capital schemes** - have been undertaken on behalf of school governing bodies including a new St Ambrose School and the development of major sports facilities at Stretford High School.
- **Disposals** - In the five years to March 2012, a total of £18m has been received from disposals. With the reduction in assets available for disposal, and the results of the economic downturn in the value of those assets, the Council will need to develop new approaches to the disposal of assets to ensure that value in its widest sense is enhanced.
- **Revenue Savings** – Budget savings target of £220,000 achieved in 2011/12

## 4 THE RATIONALE FOR CHANGE

### 4.1 Links to national agendas & AGMA strategies

#### National Agendas

The themes of the various national initiatives work in parallel towards the vision of a public sector asset base which is efficient, environmentally sound, is a contributor to local and neighbourhood needs and aspirations, and is a key enabler of higher productivity and improved outcomes. They take into account both the vision for a changed relationship with the tax payer, and the need for change due to the global economic situation. These themes are addressed in the themes of the revised Trafford Asset Strategy.

## **National and global economies**

The downturn in the national and global economic situation from 2008 has had serious impact on both the property market and on public sector finances. Both of these create a need for change in the way in which property is managed, and demand a revised strategic approach which takes into account:

- Using property efficiently to reduce cost, including more effective usage, collaboration, and transfer, with the aim of reducing the asset base.
- Considering property and its use as a specific enabler, for example in bringing partners' teams together physically to improve outcomes at same or reduced costs.
- Prioritising the reduced resource base available for the maintenance and improvement of those assets to be retained.
- Using the property base and disposals from it to assist in the delivery of wider objectives, for example housing growth, affordable housing and regeneration.
- Taking account of the need to dispose of property at a time of lower value and reduced developer take-up.

The issues fall into three areas, examples from each of which are set out below, broadly covering collaboration and localism, property efficiency, and the use of assets to assist better achievement of wider objectives such as regeneration.

## **Public Service Reform and Localism**

The reform White Paper "Open Public Services" sets out the intention to improve quality and value for money, by changing an out-dated approach to the organisation of services, by increasing choice, decentralising and opening services to a range of providers. Proposals include budgeting at a personal level, and the ability of neighbourhoods to operate building based services such as libraries and community centres. Community budgets will break down silo based service budgets, and a general model of purchaser/provider split will be created.

The Localism Act including provisions for both asset transfer (the right to buy) and service delivery (the right to bid), sets out clear areas of change for Council assets and services, but also widens the concept of community assets to other public and private sector property.

### **Leaner and Greener agenda**

The report of the Westminster Sustainable Business Forum, Leaner and Greener II, Putting Buildings to Work, describes property as a cost rather than an asset, and sets out its vision for a reduced estate with cost savings and environmental benefits, based on reducing unnecessary space and combining procurement policy. In addition to more informed capital decisions reducing capital costs and increasing energy efficiency, the greatest prize is the higher productivity generated by services across public sector (and other) providers being co-located with the benefits of daily interaction. Key actions focus on partnership, with the creation of public sector partnerships, a local strategic forum, rationalisation at first on a project by project basis, and the potential for joint venture property partnerships.

### **All Party Urban Development Group**

The report Unleashing Growth: How Public Sector Property Can Drive Economic Development examines the barriers to growth that exist at a local level and explore how councils can use public sector assets more effectively to overcome these barriers. Again the inquiry is linked to the Localism Bill and the Government's wider growth agenda, to give councils a range of powers to leverage economic growth from public sector assets, and is to consider how far these approaches are being used at present, how effective they have proven, what the barriers are to their wider use, and how these barriers can be overcome.

### **Local Strategies & Corporate Policy**

#### **AGMA Agenda**

AGMA have a collaborative agenda designed to promote collaboration and generate efficiencies across the sub-region. The AGMA Property Group has identified a range of areas of potential collaboration, which include shared procurement of property contractors and consultants covering maintenance, facilities management, storage, rating advice, disposals, and security, and shared use of premises, initially focusing on depots and training facilities. Wider AGMA initiatives on collaboration will also impact on the need for and location of property across Greater Manchester.

#### **Corporate Strategy**

The Council's Corporate Strategy provides the context for actions to deliver a set of key outcomes, through the Annual Delivery Plan priorities, based on the corporate priorities. Our approach to property has a direct impact on value for money through efficient use of assets, by promoting environmental sustainability, and by secure by design principles for property development.

Indirectly property contributes to the provision of efficient, effective services, to the general environment, particularly in town centre regeneration, and to the provision of health and well-being and educational facilities throughout the Borough.

Low Council Tax and Value For Money	Efficient use of space, collaboration, joint ventures
A cleaner, greener Borough	Sustainability in energy, water and construction
Better roads & pavements	
Improving the health and well-being of residents	Regard to health and safety issues such as asbestos, legionella, and in construction and operation, care strategies
Preserving and improving educational excellence	support for schools on property maintenance and operation, and on major new school building projects
Fighting crime	partnership with GMP in shared accommodation enabling joint initiatives between co-located activities on CCTV, anti-fraud, crime awareness and reduction, drugs and alcohol and enforcement

#### Trafford Partnership Plan

The wider Trafford Local Strategic Partnership vision encompasses seven key objectives. Through the actions set out in this revised Asset Strategy, property can be a key enabler in the achievement of these objectives. Key actions include:

Safety and reassurance	GMP partnership, designing out crime
Strong economy	use of Council operational, investment and surplus property to support business and regeneration
Strong communities	support for localism, neighbourhood working and community asset transfer
Brighter futures	Support in maintaining and building schools
Positive environmental impact	energy, water and fabric sustainability in property operation and capital schemes
Better homes	disposal strategies in support of housing growth and affordable housing
Health and improved quality of life for all	high regard for health and safety, and support for care strategies

## **Transformation Programme**

The Council's Transformation Programme aims to deliver sustainable budget savings in parallel with improvements in service delivery for the community by radical changes across all service areas and where appropriate the activities of our partners.

A key area of significant change is the development of the new Trafford Town Hall, with its associated changes in working practices, and the impact on other office sites which will become surplus to requirements in 2013. Our approach to the use of property assets will continue to have high regard to the other changing property requirements from major changes to delivery mechanisms.

### **4.2 Getting the most out of our investment so far**

#### **Build Upon existing infrastructure**

Existing property strategies will be expanded and developed to further the aims of this revised Asset Strategy where they remain relevant. These will include the approach to agile working, partnership co-location, asset transfer, residential care, and the prioritisation of property maintenance expenditure

Elements of the Council's existing asset portfolio will form the basis for our collaborative and neighbourhood approaches in the future, building on work undertaken so far to identify properties of long term value for our activities and for the community, by inclusion of a wider range of partner assets

#### **Corporate Vision**

The investment related to this Asset Strategy must be justified by its ability to deliver the required outcomes. The Council has a number of overriding objectives for property

**Operational property** – property must support the delivery of the Council's priorities and corporate objectives by providing suitable well maintained accommodation in the right places at optimum cost.

**Community assets** – whether directly provided or where land or buildings are leased to community groups, must demonstrate the achievement of outcomes required by the communities they serve

**The commercial estate** – property must maximise income to support the delivery of services through the revenue budget, and to support economic, social and environmental development and town centre regeneration in the Borough.

**Surplus assets** – must be released as soon as appropriate, and the maximum value, whether financial or in non-financial benefits.

Property will be:

**Sustainable** – minimise environmental impact and maximise energy efficiency

**Suitable** – maximise service outcomes by occupation of only the most appropriate accommodation for the purpose provided and in the right location

**Sufficient** – maximise efficiency by use of the minimum size appropriate

**Condition** – in relation to use and health and safety considerations

**Corporate** – a flexible resource to meet changing needs

**Collaborative** – used in partnership to enhance service delivery and reduce costs across partners

#### **Deliver improved value for money**

Property costs are a principle area of expenditure in the Council's Revenue Budget, and also feature highly in the Capital Investment Programme. The Council needs to focus its revenue budget and capital investment programme in a planned way to achieve maximum impact and value for money.

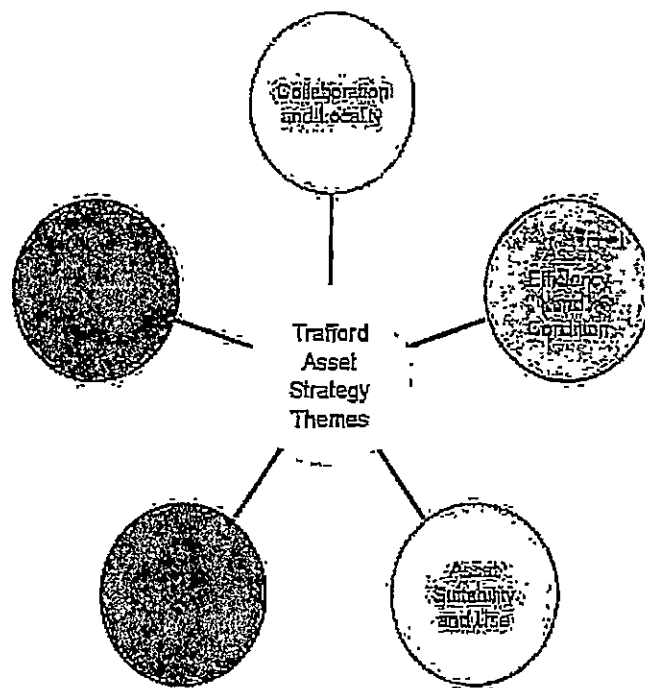
Property savings can come from reduction in the property base, procurement savings and operational efficiencies. The principles set out above, together with the actions set out in this Strategy, will assist in ensuring value for money both in the retained properties and in the disposal of surplus assets.

The Corporate Landlord approach adopted by the Council, has already led to prioritisation of scarce capital resources across the whole of the corporate asset base. Each future capital allocation will be based on prioritisation taking into account the business case for the expenditure and the future requirement for the property. Extension of this approach to property in general and to the revenue maintenance budgets will further assist in achievement of value for money.

5 THE CHANGING APPROACH

	OLD	NEW
Reason	Maximise value, reduce cost	Still of relevance, but:
	Responding to service needs	Regeneration & economy
	Individual property/portfolio	Multiple organisations
Approach	Best Practice	Real resource need
	Reactive	Proactive
	Reviewing	Challenging / radical
Strategy	Operational	Strategic
	Organisational focus	Area focus across agency
	Shorter term actions	Longer term vision
Stakeholders	Common objectives and cultures	Diverse objectives and cultures
	Internal	Internal and external
	Asset Management Group	Strategic Property Board
Ownership	Relationships helpful	Relationships critical
	Mixed tenure	General move to freehold
	Presumption of ownership	Joint ventures
		Collective ownership / occupation
		Asset Transfer
Outcomes	Rationalisation at portfolio level	Radical change based on strategic review

## 6 THE THEMES OF THE TRAFFORD ASSET STRATEGY



### 6.1 Theme 1 – Collaboration and Locality

#### *What we will do*

- Create a strategic partner property forum to ensure co-ordination and optimum use of our combined property base
- Develop and implement a plan for property to support neighbourhood working in the light of the Long Term Accommodation project
- Work with partners in the public and voluntary and community sectors to share and reduce accommodation
- Develop and implement our response to community asset transfer legislation in localities
- Develop our approach to community asset transfer of Council assets and pro-actively work towards transfer of priority assets

### *Where are we now?*

A mapping exercise has been undertaken to establish the location and use of partner properties, and to identify areas for potential collaboration.

Service strategies deliver asset strategies related to service delivery. A key feature of these service asset management plans is that they relate already to service delivery and related assets wider than the Council – examples include CYPS multi agency, CWB delivery partners, GMP and GMFRS

A health economy partnership with Trafford PCT and Trafford General Hospital has been established which has focused on multi-agency property requirements for CYPS which has developed a plan for the 3 CYPS areas, and discussions on co-location have taken place with CWB partners recently. Progress and decisions are linked with the Long Term Accommodation Project, and substantial progress is therefore anticipated to be made in 2012/13.

Collaboration discussions with GMP have already generated some positive outcomes in the co-location of the CCTV control room and Council fraud and anti social behaviour teams at Stretford Police Station, with other potential projects under consideration.

A small number of asset transfers have been achieved in advance of the formal national requirements, and the broad principles for transfer set out for development and final approval.

### *Where do we want to be?*

Our vision is of a fully co-ordinated asset base with co-located partner staff working together to achieve shared service delivery outcomes which are enhanced by the co-location. Overall property occupation costs will be reduced due to the reduction in assets, without loss of service provision. The community will have improved access to all services at the point of need. There will be a mixed economy of ownership and management of community assets, reflecting community engagement and resulting in reduced Council costs. This will involve an area based approach which, given our existing partnership arrangements, we are well placed to deliver. This is explored further in Theme 3.

***Projects through which this theme will be delivered***

<b>Project</b>	<b>Project Rationale</b>
Strategic property partnership	Develop shared understanding of partner properties to ensure co-ordinated approach to individual property and community outcomes
Health economy collaboration	To facilitate the local changes to social health services and reduce dependence on Council properties for direct provision
GMP collaboration	Shared use reduces costs and increases productivity and improves back office and joint working on crime prevention
GMFRS collaboration	Increases access to community space in 3 localities; opportunities for reduced costs
AGMA collaboration project	To reduce costs and create environment for further collaboration across boundaries
Asset Strategy review of neighbourhood locations	To ensure key neighbourhoods have locally accessible facilities and eliminate duplication of provision
Community Asset Transfer	To responds to legislation, and ensure transfers are sustainable and fit community needs
Individual property projects	To ensure best fit with service, community and neighbourhood needs and reduce overall costs to the Council

***What will this look like for our organisation?***

Our customers will be able to access a wider range of services from the Council and our public and private sector partners, at our main sites at Sale Waterside and Trafford Town Hall, as well as at neighbourhood spokes throughout the Borough. People will no longer think about accessing Council, PCT, or GMP services, but about accessing Trafford services. The reduction in the number of venues will allow better investment in those which remain creating an enhanced environment and experience for visitors. Community venues will be managed locally for the direct benefit of local communities.

*What will this look like for our people?*

Our Council and partner staff will have significantly improved working conditions, will be able to achieve outcomes more easily through the ability to work across teams, organisations and areas in a new office environment.

*This will be enabled through*

- The projects identified above
- Long Term Accommodation project
- Specific property projects including Broomwood Centre transfer, Bowfell Offices closure, Broadheath Community Centre development, Sale West, Partington, and Old Trafford possible transfers, customer access strategy
- Asset Strategy Theme 2 – efficient use of assets
- Asset Strategy Theme 3 – fit for purpose assets
- Asset Strategy Theme 4 – agile working

**6.2 Theme 2 – Asset Efficiency and Condition**

*What we will do*

- Reduce the number of properties where these can be made surplus by the occupying service
- Dispose of buildings in worst condition where repair would not be cost effective
- Address the backlog of repairs on retained properties
- Develop corporate revenue maintenance budgets to parallel capital approach
- Seek procurement savings from contracts
- Improve energy and water efficiency in retained stock
- Review shared occupancy by partners to improve value for money
- Target buildings with lower value for money or high costs
- Develop a more commercial landlord approach to a wider range of properties
- Work to maximise income from the commercial estate where possible
- Ensure all our buildings have excellent health and safety conditions and that risks are continually kept under review
- Designing and building with low whole life costs in mind

### ***Where are we now?***

Improvement of the general condition of the asset base has been targeted over some years by the prioritisation of capital works and the disposal of properties in the worst condition. In addition to this prioritised investment in fabric and services, major improvements have been achieved by disposals of administrative buildings in Sale, Altrincham and Urmston, and the current LTA project started with a review of the costs of repairing related office buildings.

An Energy and Water Management Plan has been established to ensure sustainability is maximised and utility costs are minimised, particularly in an environment of increasing unit costs in this area. This will be refreshed, and a programme of energy efficiency works is included in the current Capital Programme.

A review of all revenue budgets has been commenced, both to identify the potential for a corporate revenue budget and to identify those properties where financial efficiencies could be achieved by managing them differently.

Difficulties have been experienced with the Let (commercial investment) Estate, due to the global economic downturn, particularly in the high street, which has resulted in increase in vacant units and reductions in rent levels from those occupied. Two important retail holdings, Stretford Mall and The Stamford Centre, have gone into Receivership, and we are working with the Receivers to develop long term solutions. A third major investment asset, Urmston Shopping Centre, has moved into the second phase of its development, albeit some time after the planned start on site due to the economic climate..

### ***Where do we want to be?***

Our vision is of a well maintained and smaller asset base in good condition, with low on-going maintenance and operating costs, and maximum income. This will require effective and comprehensive property information across all the Council's corporate stock, and prioritisation across the asset base which will cut across individual service revenue budgets as they are held at present. Partners will share fairly in accommodation costs, which will be transparent, as will any subsidies to other organisations. More buildings will have break-even budgets or full justification for net expenditure. Our investment estate will return to increased profitability, and reduced exposure to adverse changes in general economic conditions.

***Projects through which this theme will be delivered***

<b>Project</b>	<b>Project Rationale</b>
Capital Programme – Public Building and Mechanical and Electrical works	Retained buildings need to be in good condition for their foreseeable future lifespans, and maintenance costs more planned than reactive
Capital Programme – Health & Safety works	To ensure buildings can be used safely and to protect the Council against risk
Capital Programme – Energy efficiency	To improve sustainability and reduce costs to service providers
Land and Property information project with NPS Stockport	Brings together a range of databases in digital form to increase information access and reduce costs of administration
Corporate Revenue maintenance budget	Gives full view of costs and allows prioritisation and potential procurement savings across all service areas
Investment Estate discussions on major holdings	To retain and increase income levels
Individual property projects	Ensure net costs of operation in various buildings are reduced or eliminated and to maximise potential savings

***What will this look like for our organisation?***

Our customers will enjoy a pleasant and safe environment when visiting any of our properties, which will encourage a positive sense about the Council and its professionalism. Buildings, as one outward face of the Council, will enhance the streetscape, the Council image, and be a welcoming facility in all neighbourhoods. The Council will not be at risk from health and safety issues. The investment estate will generate income in support of the revenue budget

***What will this look like for our people?***

Our Council and partner staff will have safe and pleasant working conditions, which will contribute to their sense of well-being within the organisation.

***This will be enabled through***

- The projects identified above
- Long Term Accommodation project
- Specific property projects including Broomwood Centre transfer, Bowfell Offices closure, Flixton House and Altrincham Town Hall efficiency
- Asset Strategy Theme 1 – collaboration and locality
- Asset Strategy Theme 3 – fit for purpose assets
- Asset Strategy Theme 4 – agile working

**6.3 Theme 3 – Asset Suitability and Use**

***What we will do***

- Work with services to develop the property perspective of service reviews
- Work with services and partners to adapt buildings for new uses
- Work with services and partners so that properties are in the right location
- Ensure buildings continue to be Disability Discrimination Act compliant
- Create new assets, for example new schools and other key facilities, to modernise the service environment and respond to changing service delivery needs
- Acquire or dispose of land and buildings to enable services to be delivered in the right places and meet future needs.

***Where are we now?***

Suitability surveys were undertaken across all major Council asset classes, which have been used to inform reviews, although service changes have led to some being now in need of further review.

Property issues have been included in reviews of services for budget, transformation or other purposes, including those covering CYPS multi-agency, residential care reviews and leisure, in addition to the accommodation strategies resulting in the current LTA project. Some strategies are in need of refresh or confirmation, for example those relating to sport and leisure, and others, such as that on the youth service, are in progress, to adapt to the way services are delivered in the future.

Disability access has been the focus of capital works over a number of years and the majority of properties (those where accommodation works have been practicable) are compliant for public areas. Changes to requirements, and responses to staff needs, continue to be addressed through the Capital Programme, and where physical changes are problematic reasonable adjustments to customer contact and staffing arrangements have been made.

Major new projects in progress include new St Ambrose School and new sports facilities at Stretford High School, in addition to a range of school improvement projects.

There are a small number of properties, in particular Listed Buildings, which are to varying degrees obsolescent and cause difficulties in seeking viable and beneficial use.

***Where do we want to be?***

Our vision is of a fully suitable asset base with buildings which enhance service delivery and outcomes – where buildings fit services, rather than services fit buildings. The community will have the facilities they need in the right locations. Iconic and heritage assets no longer needed by the Council or partners will be secured for the future.

Demographic change and the development of new homes will have an impact on service delivery requirements, to which the Council and partners will have to respond. Infrastructure planning will be necessary on a neighbourhood basis to ensure that a social infrastructure framework is in place, to allow a clear understanding of future service delivery needs in areas such as education, health, social care, leisure, community issues and the emergency services. Proper planning will make our asset base future proof and allow timely delivery of the new asset base to support these requirements.

***Projects through which this theme will be delivered***

<b>Project</b>	<b>Project Rationale</b>
Development and co-ordination of leisure and sports strategies	To ensure overall vision and that actions are consistent with long term corporate partnership objectives
Extra care projects – Atkinson Road and Old Trafford	Address demographic need and maximise the role of partner provision
Youth service review and links with community assets	Review of provision in the light of changing needs and reducing budgets – potential centre transfers to support locality needs
Heritage asset projects – Watling Gate, Sale Chapel	To ensure that the community can enjoy these assets with a sustainable future, and enable obligations under trust and other legal duties to be satisfied
Capital Programme – DDA	To ensure buildings can be used safely by all the community and to protect the Council against risk
Capital schemes for schools	Maintain and improve the learning environment in support of educational excellence objective
Review of neighbourhood locations	To support localisation of personal services to the community

### ***What will this look like for our organisation?***

We will buy and sell our property assets to meet the changing needs of our communities, visitors and our image as a Borough. Working with development partners and public sector partners we will deliver local regeneration, highway improvement and key public facilities with the long term in mind.

Our customers include individuals, families, young and old, companies and organisations. All will have easy access to appropriate facilities which are suitable for their main uses. Those with disabilities will have equal access to these facilities. The community will see the Council as a leader in the sustainable preservation of the physical heritage. New facilities fit for modern life will replace those which are unable to provide the best environment for service delivery.

### ***What will this look like for our people?***

Our Council and partner staff will have appropriate working environments which are suitable for the services they provide for the public and best equipped for their own needs as employees.

### ***This will be enabled through***

- The projects identified above
- Long Term Accommodation project
- Additional specific property projects as they develop from the strategies above
- Asset Strategy Theme 1 – collaboration and locality
- Asset Strategy Theme 2 – asset efficiency and condition

## **6.4 Theme 4 – Agile Working**

### ***What we will do***

- Develop new working practices which produce the most effective use of space
- Create drop in spokes at buildings in key centres and neighbourhoods
- Reconfigure office accommodation to support agile working
- Designate corporate storage areas for items which should be retained on site but away from office areas without significant loss of service response time
- Develop a concierge approach at key sites

### ***Where are we now?***

The decant to Quay West in 2011 has enabled the first stage of the move towards agile working to be trialled, with designation of a proportion of staff as agile workers, equipped with laptops, and with no permanently designated desk. The ICT Strategy has deployed Wifi across selected Council buildings, and the roll out of laptops across a proportion of staff in particular at Quay West. However document storage at Quay West is in excess of facilities to be provided many staff, including those at Sale Waterside, still operate on old working practices

***Where do we want to be?***

Agile working is about utilisation as well as occupation – how are spaces used, and how often? Property is the highest cost after staff – how would organisations react to staff working for only 60% of the time for which they are paid?

For our strategy to be effective, to enable full partnership, collaborative and locality working, and a further reduction in accommodation and costs, agile working has to be the norm for all staff where this approach is practicable. All remaining major office sites will therefore need to replicate the proposals for Trafford Town Hall. All possible staff will use laptops, most document storage will be electronic, and fewer staff will have a permanent desk

On order to release some LTA related buildings, there will need to be reconfiguration of Sale Waterside to accommodate public facing activity required in the area including front of house facilities for the Housing Options service and GMP.

***Projects through which this theme will be delivered***

Project	Project Rationale
Long Term Accommodation project	Effective use of office space
Sale Waterside customer contact point	Reconfigure accommodation of front of house from other sites, Increase and flexibility in usage, to bring together key public services
Asset Strategy review of neighbourhood locations	To ensure key neighbourhoods have adequate facilities and enable the public to access services easily
Individual property projects focused on CYPs and CWB peripheral sites	To support the localisation of health and social care services and to ensure net costs of operation in various buildings are reduced or eliminated

***What will this look like for our organisation?***

Customers will be able to meet staff at a location convenient to themselves, and will have access to a wide range of services at the time. Partnership working will mean that partners will accommodate staff in each-others' buildings to maximise local service delivery

***What will this look like for our people?***

Staff will be able to meet customers at locations throughout the Borough, will have access to information to assist them through their laptop or tablet, and will be able to work from the remote sites around their meeting times without the need to travel back to their office base, saving time and cost.

***This will be enabled through***

- The projects identified above
- Asset Strategy Theme 1 – collaboration and locality
- Asset Strategy Theme 2 – asset efficiency and condition
- Asset Strategy Theme 3 – fit for purpose assets

**6.5 Theme 5 – Regeneration**

***What we will do***

- Consider all surplus property in relation to wider regeneration potential
- Consider all surplus property in relation to other objectives such as housing growth and affordable housing
- Take account of other public sector property in the vicinity of proposed disposal sites and work with public sector partners
- Seek sites for strategic disposal where continuing need can be provided by others as part of a wider solution
- Consider the use of strategic partnerships to enhance the value of our property holdings and acquire assets where needed to enhance the impact of redevelopment proposals and opportunities.

***Where are we now?***

Sites for sale have been traditionally identified through Service Plans and where services are to be delivered differently and property is then surplus to requirements, it is passed to Asset Management for disposal. In past years Trafford has benefited from high property values and a supply of surplus property through various service changes, but the supply of land coming forward will be considerably less in future years.

The Council has been proactive in seeking development opportunities in town and neighbourhood centres, and in ear-marking sites and capital receipts to enable specific projects, for example in the areas of office accommodation and residential care. However the opportunities are now more difficult to bring forward through more traditional routes due to our reduced asset base and the economic situation.

***Where do we want to be?***

Our vision is for our town and district centres to be vibrant with a mix of retail, commercial, leisure and residential uses. The decisions we make about the future of Council assets should enhance our town centres, either through continued and improved use, or disposal for more appropriate beneficial use.

***Projects through which this theme will be delivered***

<b>Project</b>	<b>Project Rationale</b>
Land Sales Programme	Disposal of surplus assets to generate receipts and non-financial benefits
Strategic acquisitions	Enhance value of consolidated site / generate regeneration improvements
Area based regeneration projects – including all town centres and Old Trafford Masterplan and key highway improvements	Working with public and private sector partners to generate receipts, and improve town centres and specific facilities
Altrincham Market	Regeneration of the Market as one catalyst for wider town centre improvement

***What will this look like for our organisation?***

The Council and its assets will have brought about significant change in our main town centres, enhancing the environment, creating the catalyst for economic growth. Council facilities will have been enhanced or replaced. Our centres will be places where people want to live, learn, work and relax, and which are sustainable localities in both economic and social terms.

***What will this look like for our people?***

There will be a greater sense of pride in the Borough and its image at a local and regional level, while specifically staff will have improved or new facilities in which to work, in the right locations across the Borough.

*This will be enabled through*

- The projects identified above
- Asset Strategy Theme 1 – collaboration and locality
- Asset Strategy Theme 2 – asset efficiency and condition
- Asset Strategy Theme 3 – fit for purpose assets

## **7 DELIVERY AND MONIOTORING OF THE ASSET STRATEGY**

### **7.1 Governance Arrangements**

The governance arrangements are intended to ensure that service delivery decisions which have a property implication can be properly planned and co-ordinated, maximising both service outcomes and corporate benefit. This Strategy is a living document and the projects identified within it are necessarily and appropriately subject to refinement and change as situations and the environment in which we operate changes. Nevertheless the themes and vision should remain in place for the lifespan of the Strategy, during which the majority of the projects will come to fruition.

Trafford has adopted best practice arrangements for governing the use of its assets in that there is a nominated Executive Portfolio Member, with the overall view of Service planning and investment required being led at officer level by the Corporate Landlord Steering Group set up in 2011 by the Corporate Management Team. This is chaired by the Head of Asset Management who is designated as Corporate Property Officer (a term used in DCLG guidance).

There are specific governance arrangements for some projects highlighted in the Strategy, and arrangements for the creation of a strategic partner property forum will create an overarching governance board to co-ordinate the delivery of partners' property strategies, which at present are planned individually but monitored by the Corporate Landlord Steering Group.

Other additional governance arrangements, a number involving partners:

- GMP and GMFRS – Collaboration Boards
- AGMA – AGMA Property Group
- Asset Transfer – Stronger Communities Board
- Capital projects – ETO / EGP Capital Monitoring Group
- LTA and related asset strategy issues – LTA Officer and Member Boards
- Regeneration projects – specific arrangements including Old Trafford Masterplan, Altrincham Forward
- Other property projects – multi disciplinary / agency working groups

The Head of Asset Management is the common link to all of these groups and actions in each are reported back to the Corporate Landlord Steering Group. This group ensures that service representatives are aware of corporate initiatives affecting service delivery and any budget implications.

However, in line with the greater focus that is being given to the way we use our property assets strategically, management arrangements are being reviewed to ensure that there is appropriate strategic leadership to give direction to the more operational role of the Corporate Landlord group.

In parallel with this internal strengthening and refocusing towards new approaches, a Local Strategic Property Forum will be established to bring together relevant partners who already work with the Council on individual strategies, to ensure a strategic approach and co-ordination of partner proposals and activity. It is proposed that this Forum will include representation from health, the emergency services, education and leisure sectors

## **7.2 Funding the Strategy**

Funding sources for capital projects in particular are changing significantly, largely in relation to the economic situation and responses to it. Some previous sources such as grants, PFI, PWLB borrowing, and capital receipts are now reducing. Emerging funding streams include LABVs, LIBVs, New Homes Bonus, CIL, TIF, Regional Growth Fund, Growing Places Fund, LEPs, Enterprise Zones, some of which, where appropriate, will be used to supplement s106, borrowing and receipts. The availability of funding streams with links to corporate objectives will influence which and how projects are delivered.

The majority of projects within the Strategy will result in a reduction in revenue budgets over the life of the Strategy / MTFP. However in some cases there will be costs of delivery which will be borne by the individual projects, rather than having a service-wide impact.

Capital budgets are in place for property related issues, and the Corporate Landlord budgets for properties are as set out below. Total capital funding reduces by 2013/14, due to the decline in anticipated capital receipts from land sales. The significance of projects which reduce the asset base, or encompass a different approach to the generation of receipts is clear, in order to optimise the reduction in revenue costs.

The most significant area of capital spend is on the Long Term Accommodation project, which will see savings of £4.8m over a 25 year life compared with a do minimum option.

These allocations relate to the Council's corporate stock, on which this strategy is based. Projects funded through schools capital are excluded due to separate funding streams.

	2012/13	2013/14	2014/15
Capital – Mechanical & Electrical	400	222	221
Capital – Health & Safety	250	140	140
Capital - DDA	200	100	100
Capital – Public Building Repairs	480	320	320
Total	1330	782	781
Capital – LTA Project	15622	1305	

The net revenue budget for Asset Management is set at £1.008m for 2012/13, with further sustainable savings of £265,000 required by March 2015. Property related budgets across all Council areas, which are the subject of one project within the Strategy, are in the region of £5.7m.

### 7.3 Implementation Plan to Deliver This Strategy

Project	Start years				Themes				
	2012	2013	2014	2015	1	2	3	4	5
Strategic Partnership	*				*	*	*	*	*
Health collaboration	*				*	*		*	
GMP collaboration	*				*	*		*	
GMFRS collaboration	*				*	*		*	
AGMA collaboration	*				*				
LTA and Sale Waterside	*	*			*	*	*	*	
CYPS CWB sites		*	*		*	*	*	*	
Neighbourhood locations	*				*	*	*	*	
Leisure strategy	*					*	*		
Youth service review		*				*	*		
Extra Care – Atkinson Road	*					*	*		
Extra Care – Old Trafford				*		*	*		
Investment Estate	*					*			*
Capital Programme	*	*	*	*		*	*	*	*
Property information	*					*			
Corporate Revenue		*				*			
Community Transfer	*				*	*			

Land Sales Programme / acquisitions	*	*	*	*					*
Old Trafford Masterplan	*								*
Altrincham Forward	*								*
Urmston Centre	*								*
Sale Centre		*							*
Broomwood		*			*	*			
Bowfell		*			*	*		*	
Broadheath	*				*				
Sale West			*		*	*			
Partington				*	*	*			
Old Trafford				*	*	*			
Altrincham Market	*					*	*		*
Flixton House		*				*	*		
Altrincham Town Hall		*				*	*		
Watling Gate	*					*	*		

APPENDIX 11 – LEGIONNELLA REGISTER







**APPENDIX 12 PLANNING AND BUILDING REGULATION APPLICATION SERVICE  
LEVEL AGREEMENT**

*Please see enclosed document entitled 'Technical Services – Lot 3 – Appendix 12 –  
Planning and Building Regulation Application Service Level Agreement'*

QUALITY ASSURANCE PROCEDURE	TRAFFORD COUNCIL BUILDING CONTROL	REF: BP 005 ISSUE: 14 DATE: JUL 08
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BUILDING REGULATION CONSULTATIONS

- 1 0 SCOPE
- 2.0 RELATED DOCUMENTS
- 3 0 RESPONSIBILITIES
- 4 0 GENERAL
- 5 0 DESPATCH
- 6 0 RESPONSE

ISSUE	DATE	PAGE NUMBERS																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
13	JAN 07	11	9	8	8	8	8	8	8	10	9	9	1	1	1			
14	JUL 08	12	10	8	9	9	9	9	9	11	10	10	2	2	2			

ORIGINATOR Stuart Rowley DATE 23rd July 2008  
 APPROVED (QAO) G. M. Robertson DATE 21 July 08  
 APPROVED (QM) [Signature] DATE 24th July 2008

## 1.0 SCOPE

Processing of Building Regulations Applications which require consultations with other Divisions, Directorates, or external Agencies.

## 2.0 RELATED DOCUMENTS

BS EN ISO 9001  
QA Procedures BP002, BP003, BP004  
Building Act 1984  
Building Regulations 2000  
Approved Documents A - P  
Greater Manchester Act 1981  
Fire Precautions Act 1991

## 3.0 RESPONSIBILITIES

3.1 All Building Control staff shall be responsible for the implementation of this procedure.

## 4.0 GENERAL

4.1 Building Control has a duty to carry out statutory consultations with the Fire Authority and Drainage Authority

## 4.2 INTERNAL AND EXTERNAL CONSULTEES:

### 4.2.1 Internal Consultees

Trafford Town Hall, Talbot Road, Stretford  
Renewal and Environmental Protection Manager - Subject to a S.L.A (see figure 1)  
Environmental Health Manager  
Environment Strategy (Traffic Manager)  
Environment Strategy (Drainage) - Subject to S.L.A (see figure 2)  
Environment Strategy (Structures) - Subject to S.L.A (see figure 2)  
Asset Management (Building Services) - Subject to S.L.A (see figure 2)

Development Control  
Licencing Control

### 4.2.2 External Consultees

Health and Safety Executive, Grove House, Skerton Road, Manchester, M16 0RB

Greater Manchester County Fire Service, South Command, Stretford Fire Station  
246 Park Road, Stretford, M32 8RJ

The Estates Manager, Estates Services Directorate, Trafford Health Care N.H.S Trust,  
Trafford General Hospital, Moorside Road, Davyhulme M41 5SL

United Utilities, External Planning Liaison, Ground Floor, Thirlmere House, Lingley Mere, Lingley  
Green Avenue, Warrington, WA5 3LP

## 5.0. DESPATCH

5.1 All requests for information/observations using this consultation procedure shall be despatched via the internal mail system (except consultations with the Health & Safety Executive and Trafford Health Care N.H.S. Trust which shall be by external mail using the attached covering letter (see figures 3 and 4)

5.2 Despatch requests for information within the following periods -  
Full Plans applications - 21 days from receipt  
Building Notices - 7 days from receipt  
Initial Notices - 1 day from receipt

If outstanding information is required then carry out consultations as soon as possible. These periods may be varied with the prior agreement of the Building Control Manager or Team Leaders

5.3 Complete a log sheet for all consultations (see figure 5). The log sheet must be attached to one set of the latest issue documents, such as drawings and calculations, before despatch to each consultee. Destroy all superseded drawings. Where a second consultation is required to the same Directorate or Division also attach a photocopy of the earlier consultation log sheet. Clearly identify the re-consultation as such on the log.

5.4 The designated officer records the following information on both the application and the log sheet.

1. the name of the consultee
2. the date of despatch.
3. the date 'to be returned by'
4. the gross cost of the work (where the Building Regulation fee is based on cost)

5.5 Consult the Fire Authority on all full plans applications in categories D, E3, F1, F2, G1 and G2

5.6 Consult Trafford Health Care N.H.S. Trust on all full plans applications relating to the Hospital Premises/Nursing Homes, Dual Registration Homes, Hospital premises and care in the community homes

5.7 Consult the Health and Safety Executive on full plans applications relating to "Special Premises".

5.8 The Built Environment (Drainage) have access to the M.V.M. Data System, and receive a daily electronic dispatch list of all Building Regulation applications.

## 6.0 RESPONSE

6.1 Attach the returned log sheet and documentation to the application, and record the return date on the application.

6.2 If no observations are made by the consultee, no further action is required concerning their aspect of the application

6.3 If the observations made by the consultee are advisory only and are not enforceable under the Building Regulations 2000, the Building Act 1984 or the Greater Manchester Act 1981, the applicant/agent shall be informed (for information only) of the comments raised.

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- 6 4 If the observations made by the consultee are enforceable under the above legislation, or if they reveal a major omission in supplied information, then inform the applicant/agent of the consultee's comments and give the opportunity for amendment of the application within the prescribed period
- 6 5 If the applicant fails to respond to the comments within the prescribed period then the application may be rejected.

FIGURE 1  
SHEET 1 OF 6

## TRAFFORD COUNCIL

### SERVICE LEVEL AGREEMENT

1) PROVIDER ENVIRONMENT STRATEGY AND ASSET MANAGEMENT

2) USER PLANNING AND BUILDING CONTROL

#### 3) DESCRIPTION

Planning and Building Regulation Applications are submitted to Planning and Building Control

They are required.-

- a) in the case of Planning Applications – to be assessed against the requirements of the Development Plan and all other material considerations and a decision issued within 8 weeks (or 13 weeks for major application).
- b) in the case of Building Regulation Applications – to be checked for compliance with the Regulations and a decision issued within 5 weeks or 2 months (by mutual agreement with the applicant).
- c) as part of processes a) and b), consultation takes place with Drainage and Building and Structures Sections on a statutory and non-statutory basis.

Planning Permission may be granted with drainage conditions requiring some site monitoring involving the Drainage Section.

Planning decisions can also be the subject of an appeal to the Secretary of State where reasons for refusal relating to drainage or structural matters require the presentation of evidence by officers of Environment Strategy.

Pre-application advice is offered to the public and similar consultation with Environment Strategy takes place

#### 4) FORM OF AGREEMENT

To provide professional advice as generally described above in accordance with Schedule 1

FIGURE 1  
SHEET 2 OF 6

### 5) CHARGES

The Building Control service has to be self-financing from fee revenue while the Planning Control service has to demonstrate value for money in obtaining such specialist advice. The need to control and account for consultation costs is part of this requirement. The Director of Environment Strategy and Head of Asset Management will therefore:

- a) charge the Planning and Building Control budget heads using appropriate codes at the appropriate rates for the officers carrying out the assessments
- b) provide benchmarking data for the CIPFA local authorities to demonstrate the competitiveness of the service on cost and quality.

### 6) REVIEW AND AMENDMENTS

The terms of the agreement will be reviewed annually and amended as necessary to ensure effective service delivery. Should an emergency arise, the terms of the agreement can be temporarily amended or suspended by agreement between the parties pending a formal review.

### 7) ARBITRATION

In the event of dispute arising between the provider and the user the matter shall be resolved, where possible, by the respective Heads of Service. In the event that this fails to resolve the matter it will be referred to the Director of PPD whose decision will be binding

Dated 20th March 2008 2008

Reviewed 19/11/2009  
Reviewed 21/12/2010  
SR

Signed [Signature]  
Head of Asset Management

Signed [Signature]  
Head of Highways and Structures

Signed [Signature]  
Chief Planning Officer

FIGURE 1  
SHEET 3 OF 6

SCHEDULE 1

1) SERVICE SPECIFICATION

a) Consultations on Planning Applications

**Drainage**

Respond in writing to all consultations on Planning Applications giving advice on whether

- 1) there are any significant constraints on development of the site due to inadequate surface water drainage facilities in the area.
- 2) there are significant constraints on development of the site due to the location of private sewers or other significant pipelines within or adjacent to the site
- 3) a special condition should be placed on any permission requiring drainage provision because controls under other legislation would not be sufficient
- 4) the proposed development adversely affects a water course.

**Structures**

Respond in writing to all consultations on Planning Applications giving advice on whether:

- 1) the building is capable of being converted/ altered as shown in the proposed development (and as detailed in the submitted structural survey) without requiring complete or significant demolition and reconstruction
- 2) the development can be implemented as proposed without undermining the structure of existing buildings at or adjoining the site.
- 3) the ground conditions are sufficiently stable to accommodate the proposed development (e.g. use the soils database on site investigations).
- 4) it is structurally feasible and economic to retain and convert a Listed Building or building in a Conservation Area or building which is otherwise proposed for redevelopment for new housing.

In the case of an unsatisfactory proposal what changes are necessary to make it satisfactory and, in the absence of such changes, what defensible drainage or structural related reasons for refusal can be included in any decision notice

Attend meetings as required with applicants and their agents to discuss the drainage or structural implications of their proposal.

FIGURE 1  
SHEET 4 OF 6

**b) Consultation on Building Regulation Applications**

**Drainage**

Where appropriate respond in writing to consultations on Building Regulation Applications giving advice on whether.

- 1) the drainage design is adequate to cope with drainage within the proposed development
- 2) the discharge arrangement from any proposed septic tank is acceptable
- 3) the proposed soakaways or surface water drainage systems are suitable

**Building Services**

- 1) Checking electrical certificates submitted in support of a Building Regulation application to confirm compliance with AD"P" and BS7671
- 2) Where necessary make site visits to report upon domestic electrical installations.
- 3) Respond in writing within 5 working days on all consultations on Building Regulation Applications giving advice on whether the installation is in conformity with AD"P" or BS 7671 and where appropriate liaise with the contractor to remedy an unsafe installation or support enforcement action

**Structures**

Respond in writing to all consultations on Building Regulation Applications giving advice on whether:

- 1) the proposed works comply with Part A of the Regulations

**c) Consultations on pre-application proposals**

Respond to all pre-application submissions with drainage or structural implications in the manner listed at a) above.

**d) Planning Appeals**

Provide evidence for inclusion in written statements and proofs of evidence and give evidence at inquiries and informal hearings as an expert drainage or structural engineering witness.

**e) Levels surveys**

Undertake topographical/ site level surveys on behalf of Planning and Building Control

FIGURE 1  
SHEET 5 OF 6

2) SERVICE VOLUME 2007/2008

**Drainage**

It is expected that the levels of consultation on applications for both Planning and Building Regulation will reduce in full year 2004/5 as a consequence of the termination of the Agency agreement between United Utilities and the Council

Applications - approx 50 Building Regulations Applications  
up to 50 Planning Applications  
Pre-application enquiries – on request – approx. 25

**Structures**

Applications - on request – approx. 740 Building Regulations Applications  
approx. 6 Planning Applications  
Pre-application enquiries – on request – approx. 1  
Appeals – on request – approx. 1

**Electrical**

Applications - on request – approx 50 Building Regulations Applications  
Pre-application enquiries – on request – approx 1  
Appeals – on request – approx. 1

3) RESPONSE LEVEL

Experienced drainage engineer, experienced structural engineer or experienced electrical engineer as appropriate.

4) SERVICE QUALITY

Office-based assessment of records and of drawings, calculations and reports.

Site inspection on those Planning and Building Regulation applications where the Drainage / Structural Electrical engineering case officer is otherwise unable to assess the site-specific issue from an office-based assessment or where requested to give on-site advice by the Planning or Building Control case officer

5) TARGET TIME

Planning applications within 15 working days of receipt in Asset Management or Environment Strategy.

Planning Appeals- to meet DETR deadlines for production of evidence.

Building Regulation Applications (drainage and structural) – 90% of written responses within 15 working days of receipt, except in the case of applications involving Schedule 3 of the Regulations and Partnership Authority schemes which will be the subject of an individual agreement with the Building Control Manager or a Senior Building Control Officer.

FIGURE 1  
SHEET 6 OF 6

Building Regulation Application (electrical certificates) – 100% of responses within 5 working days of receipt in Asset Management.

In the event that the Director of Environmental Strategy or Head of Asset Management decides to appoint approved private consultants, the target times shall be the same as above and the Building Control Manager must be notified

6) RECIPROCAL ARRANGEMENTS

Chief Planning Officer to ensure:

- 1) consultations are sent to Asset Management and Environment Strategy within 5 working days of receipt
- 2) consultations to include all relevant plans and forms.
- 3) consultations to identify name of Planning and Building Control case officer.
- 4) Environment Strategy are informed of applications involving demolition
- 5) Director of Environment Strategy is sent a copy of the ('yellow') list of new planning applications by email and through the internal post and all Building Regulation applications electronically on a weekly basis

7) MONITORING ARRANGEMENTS

Director of Environment Strategy and Head of Asset Management are to:

- a) record all consultations received in an appropriate manner including the dates received and returned and in a form available for inspection by Planning and Building Control
- b) maintain a record of officer time attributable to Planning consultation in the form of timesheets with appropriate code headings
- c) maintain a record of officer time attributable to Building Regulation consultations in the form of timesheets with appropriate headings

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FIGURE 2

Chief Planning Officer  
Simon Castle

PO Box 96, Waterside House  
Sale Waterside, Tatton Road  
Sale, M33 7ZF

Health and Safety Executive  
Quay House  
Quay Street  
Manchester  
M3 3JB

When calling or telephoning on this matter  
Please ask for: «CONTACT»

Tel: «CONTACT\_TELNO»  
Fax: 0161 912 3179

E-mail: [building.control@trafford.gov.uk](mailto:building.control@trafford.gov.uk)  
Website: [www.trafford.gov.uk/portals/planning](http://www.trafford.gov.uk/portals/planning)

My Ref.:  
Date: «DATE\_OF\_LETTER»

Dear Sir/Madam,

BUILDING REGULATIONS

LOCATION «LOCATION»  
PROPOSAL «PROPOSAL»  
PLAN NO. «APPLICATION\_NUMBER»  
APPLICANT «APPLICANT\_NAME»

Please find enclosed duplicate copies of drawings for the above project which were submitted to this Council for Building Regulation consent on the (insert date of receipt).

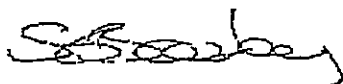
I understand the above proposal may be classified as "special premises" as defined in the Health and Safety at Work Act 1974 and that you are the responsible authority for the certification of such premises.

I would be obliged if you would let me have your comments on the above project in respect of means-of-escape in case of fire, structural fire precautions and access and facilities for the fire service.

To enable the Council to process this application within the prescribed period as laid down in the Building Act 1984 would you please let me have your response within 14 days of this request.

Thanking you in anticipation of your early reply.

Yours faithfully



Stuart Beesley  
Building Control Manager

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FIGURE 3

The Estate Manager  
Estate Service Directorate  
Trafford Health Care N.H.S. Trust  
Trafford General Hospital  
Moorside Road,  
Davyhulme,  
M41 5SL

When calling or telephoning on this matter  
Please ask for: «CONTACT»

Tel «CONTACT\_TELNO»  
Fax 0161 912 3179

E-mail [building\\_control@trafford.gov.uk](mailto:building_control@trafford.gov.uk)  
Website [www.trafford.gov.uk/portals/planning](http://www.trafford.gov.uk/portals/planning)

My Ref:  
Date. «DATE\_OF\_LETTER»

Dear Sir/Madam,

**BUILDING REGULATIONS**

LOCATION «LOCATION»  
PROPOSAL «PROPOSAL»  
PLAN NO. «APPLICATION\_NUMBER»  
APPLICANT «APPLICANT\_NAME»

Please find enclosed duplicate copies of drawings for the above project which were submitted to this Council for Building Regulation consent on the (insert date of receipt).

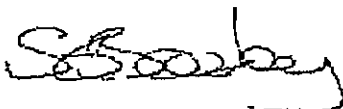
I understand the above proposal may be classified as a hospital/nursing home and that you are the responsible authority for the registration of such premises

I would be obliged if you would let me have your comments on the above project in respect of means-of-escape in case of fire, structural fire precautions and access and facilities for the fire service

To enable the Council to process this application within the prescribed period as laid down in the Building Act 1984 would you please let me have your response within 14 days of this request.

Thanking you in anticipation of your early reply

Yours faithfully



Stuart Beesley  
Building Control Manager

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FIGURE 4

<i>Planning and Building Control</i> PO Box 96, Waterside House Sale Waterside, Tatton Road Sale, M33 7ZF 0161 912 1212	<b>TRAFFORD</b> —METROPOLITAN BOROUGH—	Application Number «APPLICATION_NUMBER»
---	---	--

APPLICATION TYPE «CATEGORY»		TYPE «APP_TYPE»	
PROPOSAL	«PROPOSAL»		
APPLICANT	«APPLICANT_NAME»		
LOCATION	«LOCATION»		
AGENT	«AGENT_FULL_NAME»	OFFICER	«CONTACT»
Date Received	«DATE_RECEIVED»	Date for Decision	«TARGET_DATE»
Extension of Time Rec'd		EOT Decision Date (FP only)	
Plan Fee	£ «INITIAL_NET_FEE»	Inspection Fee	£ «BALANCE»
Estimated Gross Cost of Work	£		

CONSULTATION LAST DISPATCH DATE				
CONSULTEE	DISPATCH DATE	DATE TO BE RETURNED	ACTUAL DATE RETURNED	NOTES
Fire Authority				
Fire Authority (2)				
Structures Division				
Structures Division (2)				
Drainage Division/United Utilities				
Poll <sup>n</sup> Cont <sup>t</sup> / Env <sup>t</sup> Health Section				
Building Services				
NHS Estates / H S Executive				

BCO Comments	CONSTRAINTS	X
	LANDFILL SITE / CONTAMINATED LAND	
	CONS AREA / LISTED BDLG / TPO	
	SPECIAL PREMISES	
	HP GAS MAIN / THIRLMERE AQUEDUCT	
	SITE HISTORY ASSOC PLAN	
	MAIN DRAINAGE COMMENTS	
	SITE PLOTTED ON GIS ? YES / NO	
	BLOCK PLAN SUPPLIED ? YES / NO	

Decision	Approve / Accept	Decision Date	
	Conditional Approval	Standard Conditions /	
	Reject / Non-Acceptance	Rejection Reasons	

Actions	Signed	Dated
Letter sent requesting Amendment		
Emailed / faxed requesting Amendment		
Telephoned requesting Amendment		
Withdrawn by Agent / Applicant		

Building Control Officer		Team Leader
--------------------------	--	-------------

Alternative Invoice Address

---

Inspection Invoice Details

(ADMIN USE ONLY)

Electrical Cert Received ?	Yes / No / Not applicable	Date of Completion
----------------------------	---------------------------	--------------------

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FIGURE 5  
Sheet 1 of 2

Chief Planning Officer  
Simon Castle

PO Box 96, Waterside House  
Sale Waterside, Tatton Road  
Sale, M33 7ZF

To United Utilities  
External Planning Liaison  
Ground Floor, Thirlmere House  
Lingley Mere  
Lingley Green Avenue  
Warrington WA5 3LP

When calling or telephoning on this matter  
Please ask for: «CONTACT»

Tel: «CONTACT\_TELNO»  
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E-mail: [building.control@trafford.gov.uk](mailto:building.control@trafford.gov.uk)  
Website: [www.trafford.gov.uk/portals/planning](http://www.trafford.gov.uk/portals/planning)

Telephone: 01925 - 464714  
Fax: 01925 - 463701

My Ref.:  
Date: «DATE\_OF\_LETTER»

Dear Sir/Madam,

### BUILDING REGULATIONS

Building Regulations 2000 (as amended)  
Consultation in respect of H1/H4 at:

LOCATION «LOCATION»  
PROPOSAL «PROPOSAL»  
PLAN NO. «APPLICATION\_NUMBER»  
APPLICANT «APPLICANT\_NAME»

Please find enclosed details of an application submitted to the Council for Building Regulation consent

- 1) Having inspected this application and the statutory sewer map, the proposed works appear to be positioned over or within 3 000 of a public sewer, drain or disposal main
- 2) Having inspected this application which involves a low lying site or basement below ground level at a point where the drainage connects to the sewer, please comment on the flooding risk
- 3) Please note work has started on site

The following information is enclosed

- o Location Plan
- o Copy of statutory sewer map
- o Details of the application
- o Extract of the application showing the plan and drainage details

QUALITY  
ASSURANCE  
PROCEDURE

BUILDING CONTROL  
BUILDING REGULATION CONSULTATIONS

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FIGURE 5  
Sheet 2 of 2

I look forward to receiving your comments concerning this matter as soon as possible and within the next 15 days

\* Delete as appropriate

Yours faithfully

«CONTACT»  
Building Control Officer

