

## **CABINET – 20 OCTOBER 2009**

### **REPORT ON THE PROPERTY PORTFOLIO 2008-09**

#### **Report by Head of Property**

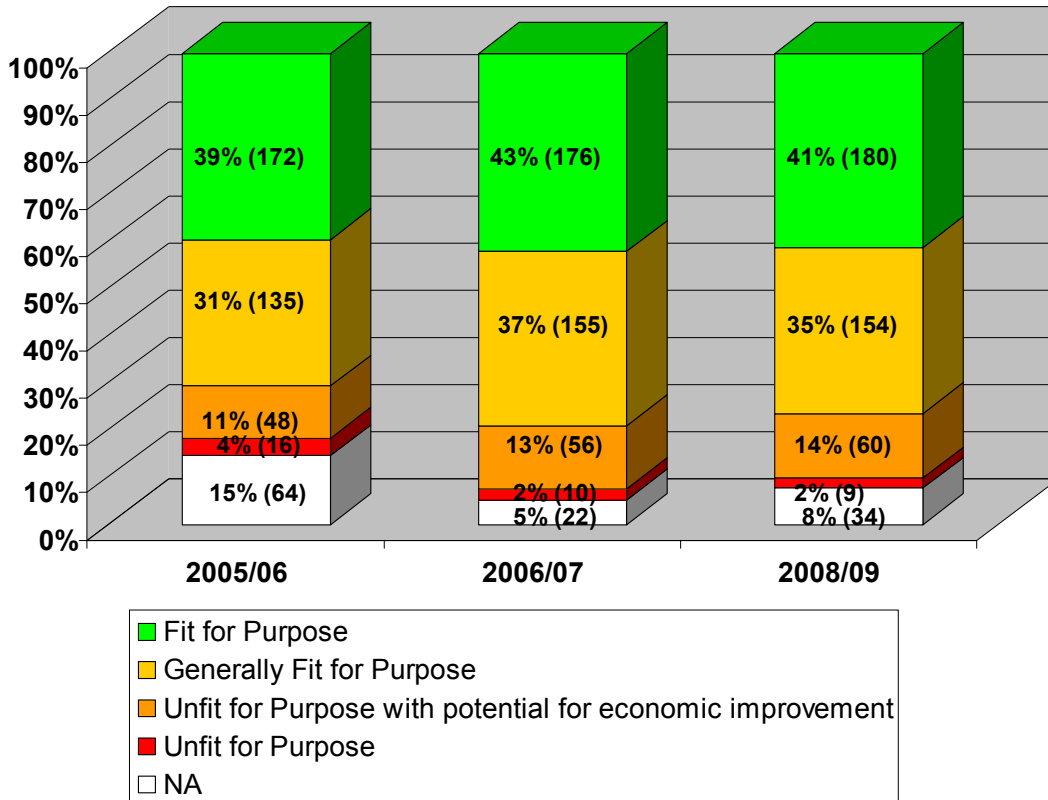
#### **Introduction**

1. This is the annual report detailing the performance of the Council's property portfolio from April 2008 to March 2009. The content of this report will help inform the Corporate Asset Management Plan.
2. The report includes benchmarking information and targets for 2009/10.
3. In the summary, the report shows:
  - A slight reduction in the number of fit for purpose properties to 41%, although only one third of the portfolio was surveyed in 2008/09.
  - Capital receipts of £6,947,871 were achieved in year.
  - Total required maintenance (assessed need) increased by 4.4% on 2007/08. Total spend on repairs and maintenance reduced, although the percentage split between planned and responsive maintenance has improved to 59% and 41% respectively.
  - 64% of properties perform better than typical in terms of environmental performance – a slight reduction on 2007/08 largely attributable to a particularly cold winter.
  - Performance indicators for capital projects show the core consultant performing very well in terms of cost and time predictability at the design stage and in terms of cost predictability at the construction stage.

#### **Fitness for Purpose**

4. The fitness for purpose results are used to inform the review of the Corporate Asset Management Plan, property reviews and decisions on investment in property, to monitor changes in the property portfolio and to help prioritise action.
5. Fitness for purpose surveys were last undertaken for the majority of operational non-school Council properties in 2006/07. Schools are excluded from this assessment because they are already subject to suitability and sufficiency assessments required by DCSF. The surveys are now on a programme of approximately one third of the non-school portfolio surveyed each year. For 2008/09, offices, children's centres, youth centres and adult learning centres were surveyed.

6. The overall results for the Council’s operational property portfolio (excluding schools) for 2008/09 in comparison to previous years are as follows:



7. The following targets represent the pro-rata progress needed to achieve the target of 90% of properties fit for purpose by 2015:

Year	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
<b>Target</b>	44.7%	48.9%	54.8%	60.6%	66.5%	72.4%	78.3%	84.1%	90.0%
<b>Actual</b>	43%	N/A	41%	-	-	-	-	-	-

8. The results for 2008/09 show a slight decrease in the number of ‘fit for purpose’ properties from 43% to 41%, although the total number of properties that are now ‘fit for purpose’ has increased from 176 to 180. It should be noted that only one third of the portfolio was surveyed in 2008/09 and therefore change in the other two thirds will only be measured in future years. The total number of properties covered by the survey has increased since 2006/07 from 419 to 437 mainly as a result of new children’s centres being established and new offices being acquired as part of the Better Offices Programme. Several offices will be removed from the survey once they are disposed of as BOP reaches completion. The total number of properties should therefore reduce in future years.
9. Many of the schemes already within the Capital Programme, the Repairs and Maintenance Programme, the Access Programme and energy schemes will address fitness for purpose issues. In addition, the completion of the Better Offices Programme will increase the number of Fit for Purpose offices from 20% to 60%.

10. The 2008/09 results show the council is now falling behind target for achieving 90% of properties fit for purpose by 2015, although this does not allow for change in the two thirds of the portfolio not surveyed in 2008/09. The Corporate Asset Management Plan will be revised towards the end of the year and will include a plan to address the fitness for purpose of the non-school portfolio over the coming years to seek to ensure the council achieves its target.
11. The 9 properties in the worst performing 'unfit for purpose' category in 2008/09 and action being taken are listed in Annex 1.

### Size of the Portfolio and Capital Receipts

	Number of main properties	Land area (freehold)	Land area (leased in)	Land area (leased/sublet out)	GEA of the property portfolio (used for Mouchel contract)
March 2009	850	1092.3ha	213.6ha	496.8ha	1,018,300m <sup>2</sup>
March 2008	843	1120.7ha	207.2ha	501.7ha	1,079,037m <sup>2</sup>
March 2007	849	1184.5ha	233.7ha	534.4ha	1,062,466m <sup>2</sup>
March 2006	835	1197.4ha	255.8ha	-	-
March 2005	840	-	-	-	-

	No. of freehold acquisitions	No. of freehold disposals
2008-09	10	17
2007-08	10	21
2006-07	9	13
2005-06	12	20
2004-05	4	19

CAPITAL RECEIPTS 2008-09	
Directorate	Capital Receipts
Children, Young People & Families	£204,000
Environment & Economy	£291,500
Corporate Core	£3,186,121
Social & Community Services	£3,266,250
Community Safety	£0
<b>TOTAL</b>	<b>£6,947,871</b>

ESTIMATED CAPITAL RECEIPTS 2009-10 (as at 1 <sup>st</sup> April 2009)	
Directorate	Capital Receipts
Children, Young People & Families	£111,200
Environment & Economy	£700,000
Corporate Core	£1,224,000
Social & Community Services	£6,077,000
Community Safety	£0
<b>TOTAL</b>	<b>£8,112,200</b>

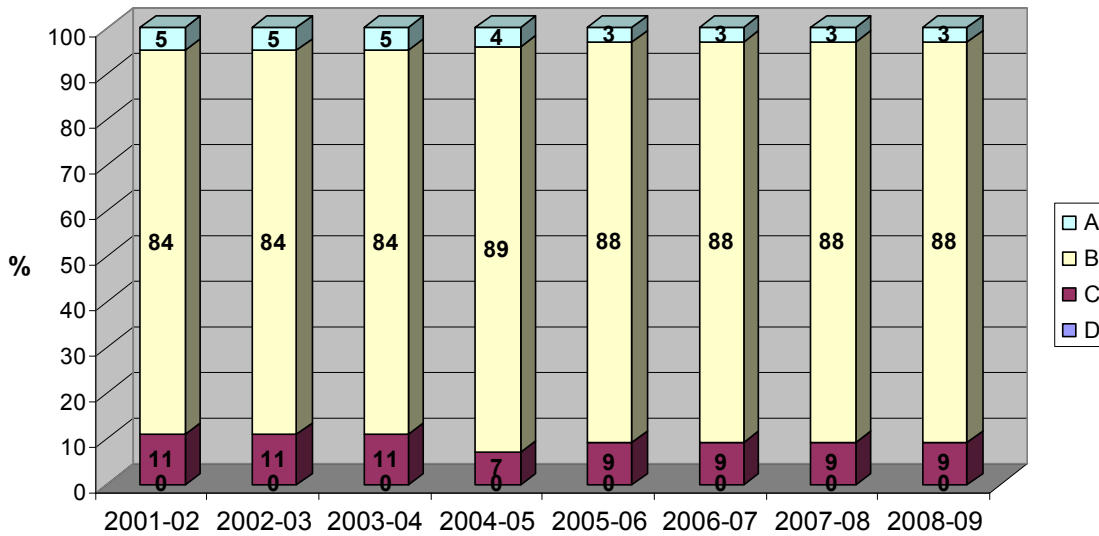
12. The number of main properties increased from 843 to 850 between March 2008 and March 2009. This largely reflects the opening of a number of new children's centres in 2008/09 and also the time lag between acquisitions and disposals reaching legal completion and property records being updated. For example, some Better Offices Programme disposals have yet to be reflected in the property database but will be removed for 2009/10. The number of main properties does not necessarily relate to the gross external area of the portfolio (GEA) as main properties could include a school, a library and a children's centre on an existing schools site – if the library closes, or if an adult learning centre also takes occupation, then the number of main properties will change but the floor area stays the same.
13. Gross capital receipts received from property and land sales for the year 2008/09 were £6.94m compared to a target of £19.3m at the start of the year, and £8.3m in 2007/08. A total of 17 sites/properties were disposed of. The shortfall was due to very difficult market conditions and the resultant lack of purchasers. There were also planning delays on two significant sales, Iffley House and Stowford House, both of which have now completed giving an additional £5.5m. There were two other significant disposals that failed to complete within the year. These were Lawn Upton School, a sale by the Oxford Diocese (£1.5m), and Shotover View (£3.6m) which was withdrawn for use as Extra Care Housing. Together these account for a further £5.1m.
14. Nearly half of the receipts came from the sale of Witan House and The Elms at Witney, achieving £2.5m and £750,000 respectively. Properties within Corporate Core contributed most of the remaining receipts with the sale of the County Council's interest in Carterton Industrial Estate realising £1.3m.
15. There were no significant land and property acquisitions during the year with most transactions being easements and access rights, together with land for highway improvements (Skimmingdish Lane, Bicester). Further details of acquisitions and disposals are provided in Annex 2. The number of acquisitions and disposals does not necessarily relate to the number of main properties above as often these relate to the purchase and sale of parcels of land or parts of sites, and not whole properties.
16. Estimated capital receipts for 2009/10 were £8,112,200 at the start of the year, but have since been revised to £7,142,200.

## Condition and Required Maintenance

Condition and required maintenance data for 2008/09 in comparison to previous years is provided below.

**(i) Percentage gross internal floor space in condition categories A-D (non-school property):**

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

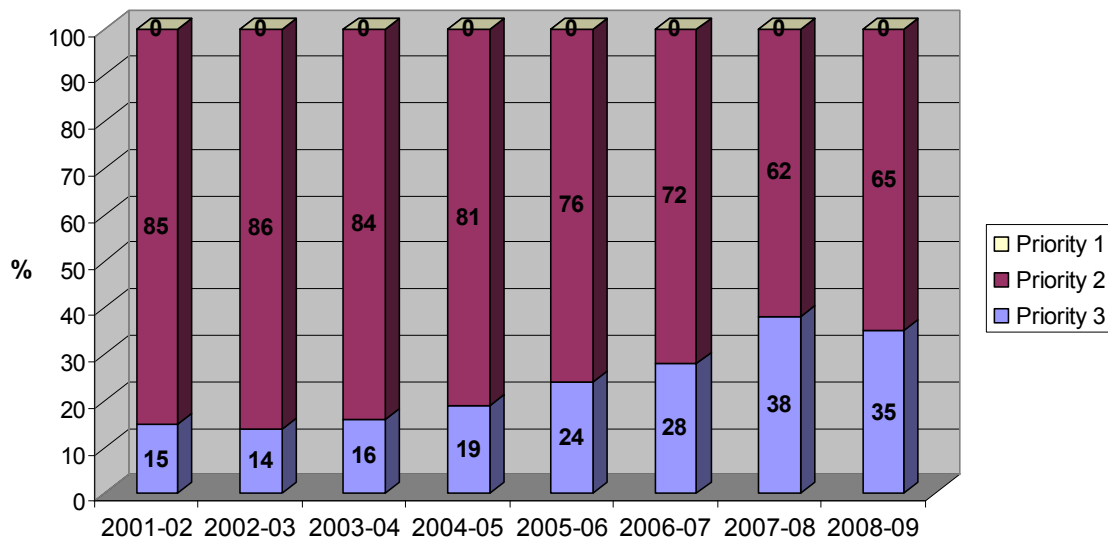


(ii) **Required maintenance by cost expressed as total cost/percentage in priority levels 1-3 and as overall cost per m<sup>2</sup> GIA:**

**Priority 1** – urgent works that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of the occupants and/or remedy a serious breach of legislation.

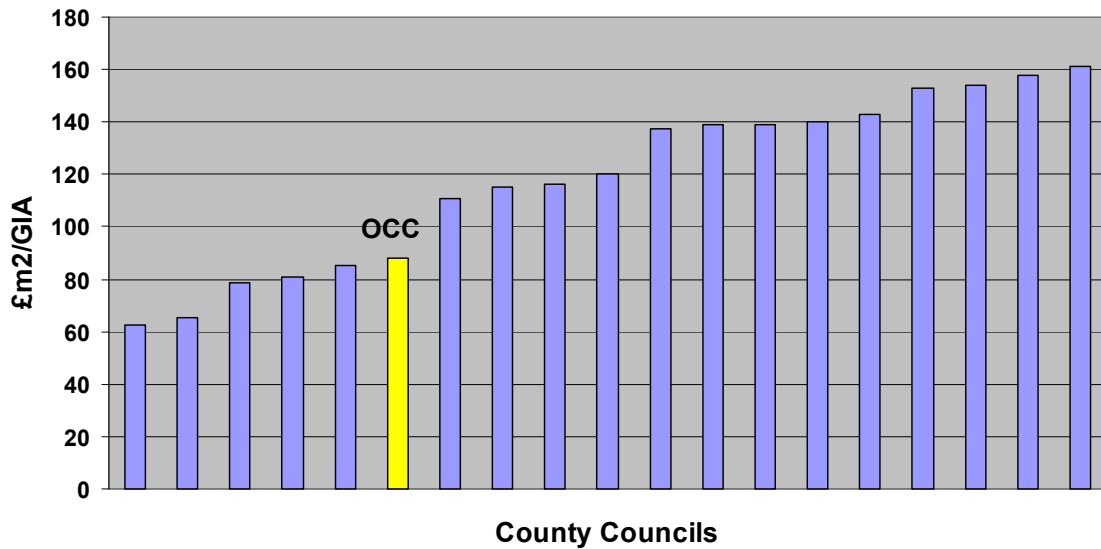
**Priority 2** – essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health and safety of the occupants and/or remedy a minor breach of the legislation.

**Priority 3** – desirable work required within 3-5 years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of the occupants and/or a minor breach of the legislation.



	Priority 1	Priority 2	Priority 3	Total	Cost/m <sup>2</sup> GIA
<b>Target 2009-10</b>	£0 (0%)	£50,651,784 (68%)	£23,836,133 (32%)	£74,487,917 (100%)	£84.43
<b>2008-09</b>	£0 (0%)	£50,133,361 (65%)	£27,458,219 (35%)	£77,591,580 (100%)	£87.94
<b>Target 2008-09</b>	£0 (0%)	£51,258,606 (70%)	£21,967,973 (30%)	£73,226,579 (100%)	£80.85
<b>2007-08</b>	£0 (0%)	£45,962,079 (62%)	£28,379,625 (38%)	£74,341,704 (100%)	£82.08
<b>2006-07</b>	£0	£56,332,884	£21,686,083	£78,018,967	£87.42
<b>2005-06</b>	£0	£60,106,883	£19,061,643	£79,168,526	£90.45

Total required maintenance per m<sup>2</sup>/GIA in comparison with other County Councils:



(iii) Annual percentage change to total required maintenance figure over previous financial year (including schools):

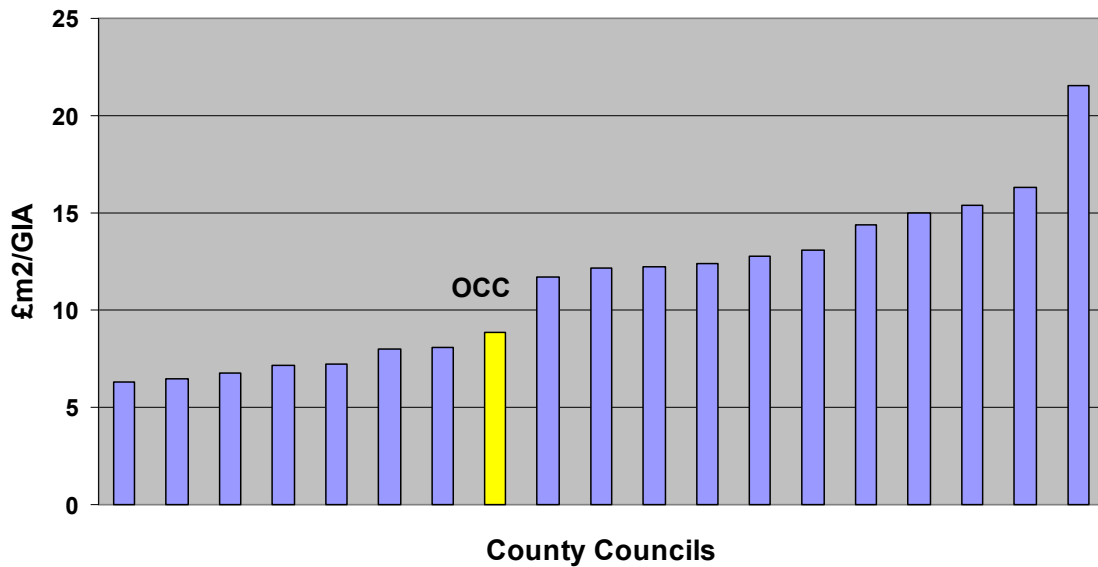
	Total required maintenance	Target % change over previous financial year	Actual % change over previous financial year
2009-10	-	-4%	-
2008-09	£77,591,580	-1.5%	+4.4%
2007-08	£74,341,704	-1.5%	-4.7%
2006-07	£78,018,967	-	-1.0%
2005-06	£79,168,526	-	-5.2%
2004-05	£83,482,680	-	-

(iv) Total spend on maintenance:

Note: The data does not refer to total budget but to the extent of work undertaken by Mouchel comprising the non delegated R&M budget plus that part of the delegated budget used by schools through Mouchel. Capital Prudential funding is excluded from the indicator.

	Total spend on maintenance	Total spend on maintenance per m <sup>2</sup> GIA	% split of total spend on maintenance	
			Planned	Responsive
Target 2009-10	£7,891,043	£8.94	63%	37%
2008-09	£7,832,642	£8.88	59%	41%
Target 2008-09	£10,576,156	£11.68	60%	40%
2007-08	£11,391,994	£12.58	47%	53%
2006-07	£9,936,238	£11.13	56%	44%
2005-06	£9,327,484	£10.66	51%	49%

Total spend per m<sup>2</sup>/GIA on maintenance in comparison with other County Councils:



**(v) Programmed repair and maintenance works**

Percentage of programmed works completed by completion date in year	
2008-09	100%
2007-08	100%
2006-07	100%

17. While the value of total required maintenance (the assessed need for repair and maintenance) increased in 2008/09, the trend since 2004/05 has been a downward one. If the figures shown at (iii) above are adjusted to a common 2008/09 price base, the value of total required maintenance has fallen by approximately £14.3m since 2003/04. This is largely attributable to Prudential Borrowing, investment in repairs to schools and rationalisation of the property portfolio. There are a range of factors that can affect the value of total required maintenance and which have contributed to the failure to achieve target in 2008/09. These include variations in material and labour costs, and peaks and troughs in the life cycle of building elements and systems. For example the Council invested heavily in the replacement of 'life cycle expired' heating boilers in the early 1990's. These boilers have a c.20 year life expectancy and are now due for replacement. Their addition to the schedule of required maintenance over the next two or three years could temporarily stall the downward trend in the total value of required maintenance.
18. Total spend on maintenance in 2008/09 was below target. The target for total spend on repairs and maintenance is an estimate. It is based on historic increases and decreases in funding made available by the Council and by schools. Achievement of the target can be compromised by a range of factors and circumstances. Compared to 2007/08, spend by schools through Mouchel has dropped from £2.75m to £1.29m. Spending by the Council on repairs and maintenance (excluding Prudential Borrowing) also dropped from £8.64m to £6.54m as a consequence of increased Prudential Borrowing



repayment costs and a reduction of the budget to offset overspends in 2007/08.

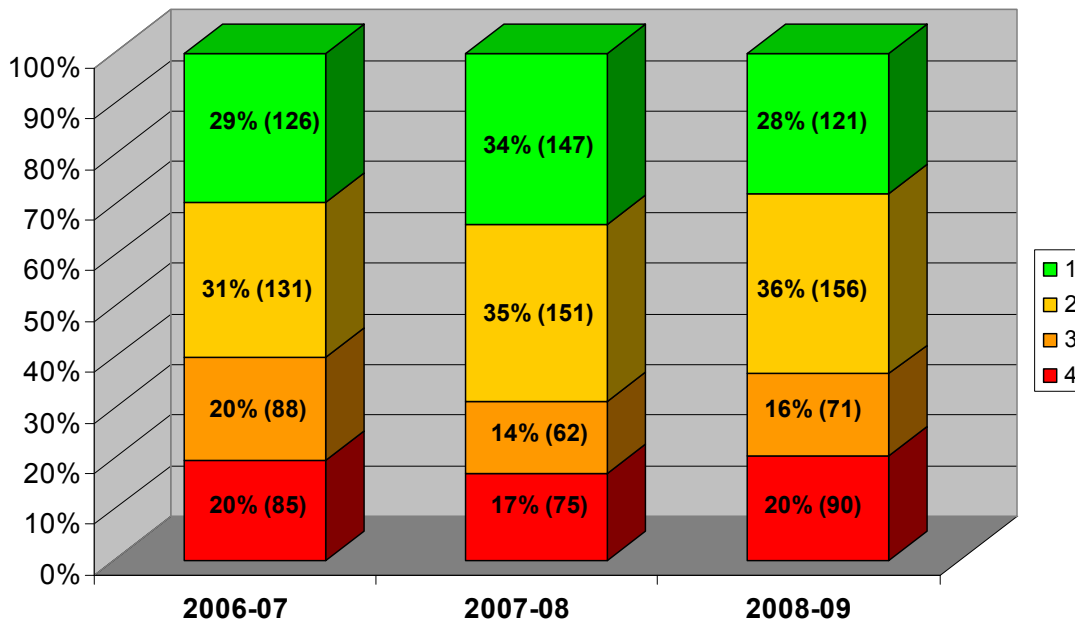
19. In comparison to other county councils, Oxfordshire County Council has a relatively low total required maintenance (£m2 GEA). However, total spend (£m2 GEA) is also comparatively low in relation to other similar authorities.
20. 2010/11 is the final year of the current Prudential Borrowing investment programme. When the programme was approved in 2004 it was made clear that there would need to be a continuing high level of investment in planned maintenance when it ended to avoid further deterioration in the Council's buildings.

## Environmental Performance

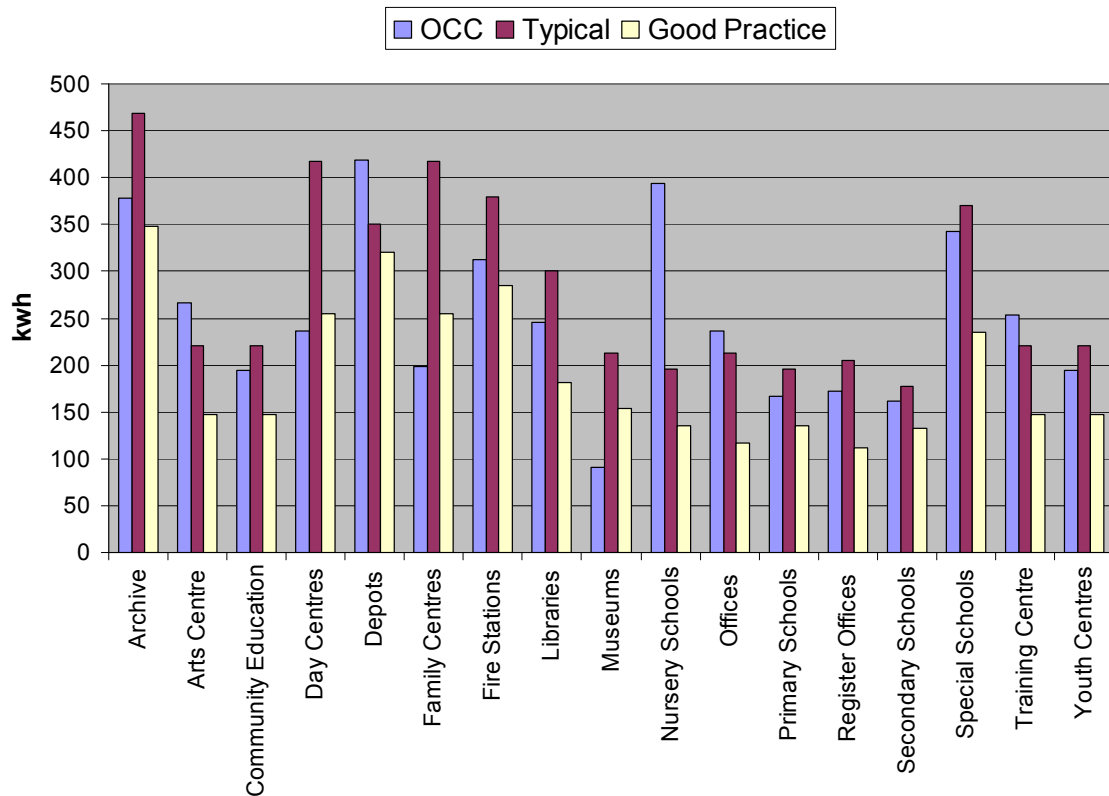
Environmental performance data for 2008-09 is provided below:

### (i) Percentage of all properties (with available data) in environmental performance categories 1-4

- 1 – Better than good practice benchmark
- 2 – Consumption above good practice benchmark but better than typical
- 3 – Consumption above typical by up to 25%
- 4 – Consumption above typical by more than 25%



(ii) **Energy consumption in kWh/m<sup>2</sup> by property type with typical and good practice benchmarks**

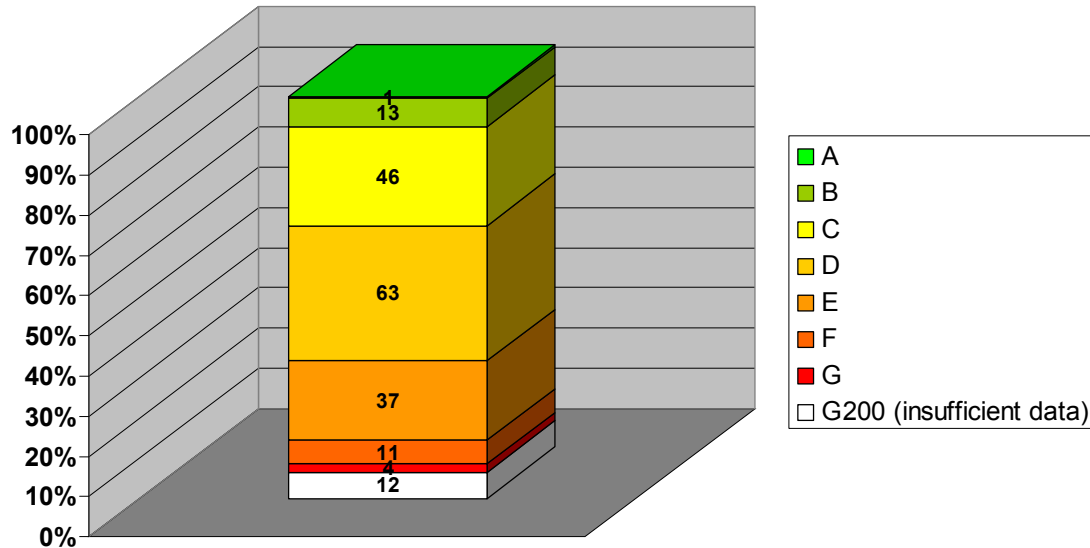


21. The first chart above indicates that 64% of properties perform better than typical (i.e. average, based on benchmarks for various property types) in terms of carbon dioxide (CO<sub>2</sub>) emissions arising from energy and water use. Conversely, 20% of properties have CO<sub>2</sub> emissions that are at least 25% higher than typical for the type of building. These both represent poorer environmental performance on the previous year, partly explained by a cold winter.
22. The second chart above shows the average energy use across various property categories, compared to good practice benchmarks and typical (average) values for such properties. It indicates that whilst for many property categories, average energy use for County Council properties is between good practice and typical, there continue to be two groups (depots and nursery schools) which have higher energy use. The small sample size for some categories (e.g. Register Offices) makes the comparison less reliable. The energy management service from the core property consultant, Mouchel, continues to investigate use at poorer performing sites in order to understand the reasons for this and to identify measures that could be implemented to improve the situation. These could relate to building fabric, services issues or site management practices.
23. Carbon dioxide emissions during 2007/08 were 6% lower than 1990-91. Since 2005/06 (the benchmark year for the Carbon Management Programme), emissions have increased by 2%. Reported emissions decreased between 2005/06 and 2007/08 but increased significantly in 2008/09. A proportion of

this was because 2008/09 was the coldest year in the last decade, meaning greater energy use to heat buildings. However, the rise was more significantly the result of a sharp increase in electricity use. This would appear to be the result of continuing expansion of IT, especially the recent installation of computer white boards. It is also the result of expanding computer networks and longer opening hours. In addition, it has been reported that electric top-up heating was utilised more extensively in 2008/09 because of the colder weather.

24. The Carbon Management Strategy & Implementation Programme was developed in 2006/07 and delivery commenced during 2007/08. A significant element of this Programme relates to the use of Salix funds (joint Carbon Trust and County Council funding) and these were fully committed during the year, with lighting upgrades being the major area of spend. Supplementing the Salix funds is Prudential borrowing. It continues to be difficult to fully commit the Prudential funds for a variety of reasons, including budget-holders' reluctance to enter into agreements to repay the initial capital costs from ongoing revenue savings.
25. The processes for procuring energy were reviewed during 2008/09 by the Energy Procurement Forum and it was decided that from Autumn 2009, supplies would be secured through 'flexible' contracts arranged by Laser (Kent County Council). 'Flexible' in that the final price charged by suppliers is built up via a number of purchases of proportions of the total annual requirement, following established risk management rules. This allows for quick decisions to take advantage of market movements and is designed to achieve lower mid- and long-term prices than would be achieved from traditionally procured contracts. Prices for gas for the year from November 2009 will be similar to the last two years. Electricity prices for larger sites will also remain stable. Electricity prices for the smaller sites will reduce by about 20%.
26. Energy management is enhanced by good quality data on patterns of use. Meters that provide actual readings each month will be installed for all electricity meters through the new electricity contract. Investigations are ongoing regarding a similar arrangement for gas. Such meters can also provide information about hourly or half-hourly use however there is an additional cost for obtaining such information and options are being assessed.

(iii) **Number of properties accessed by the public in Display Energy Certificate (DEC) categories A-D (above average/typical) and E-G (below average/typical)**



27. Display Energy Certificates (DECs; energy labels, similar to those on retail white goods) became a legal requirement on 1 October 2008 for sites above 1,000m<sup>2</sup> that are frequented by the public. Certificates, along with advisory reports identifying measures that can be employed to reduce carbon emissions, have been produced and delivered to those sites meeting the above requirement. The intention is to raise awareness and help users identify what they can do to improve carbon performance. The public nature of the display is further intended to encourage action. The ratings used for DECs do not precisely match the categorisation above, which is based on Carbon Trust benchmarks (for a comparable volume of use, a DEC would give a better score than the Carbon Trust benchmark based assessment). The chart above shows the number of assessed properties falling within each of the DEC categories. Of the 187 buildings having DECs to date, 66% have ratings that are better than average (typical) i.e. those properties in categories A-D.

(iv) **CO<sub>2</sub> targets**

TARGET	Reduction in total CO <sub>2</sub> emissions between 2005-06 and 2011-12 of 18%, which equates to a 3% annual reduction in total emissions (887 tonnes per annum).	
Year	Target emissions (tonnes/annum)	Actual emissions (tonnes/annum) exclusive of renewables purchases
2011-12	34,652	-
2010-11	35,690	-
2009-10	36,728	-
2008-09	37,766	41,750
2007-08	38,803	38,840
2006-07	39,841	38,400
2005-06	40,879	40,879

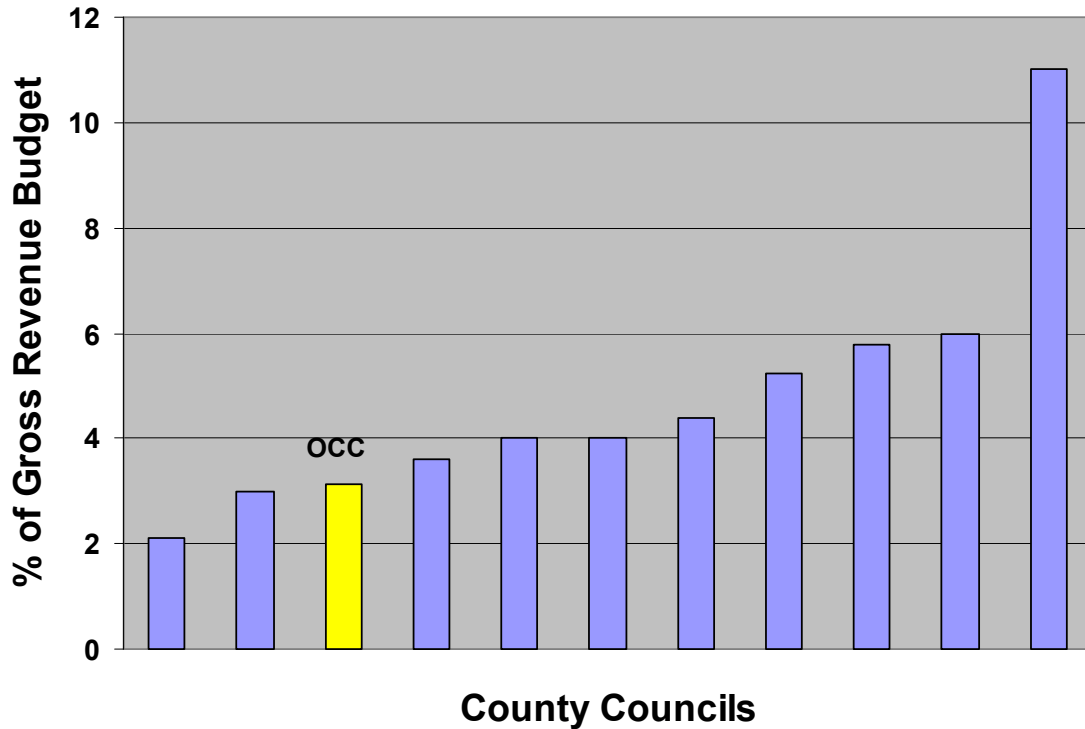
28. The table above shows the target reduction in carbon emissions required from the Council's property as part of the Carbon Management programme. Actual progress to date is also shown and indicates that with the rise in energy use in 2008/09, emissions reductions are well behind target, although a milder winter could bring actual emissions back in line with target in future years. Efforts continue to identify opportunities for reducing energy use and consequent carbon emissions as well as assessing low carbon energy options. These include:
- providing energy and carbon performance information to site managers;
  - encouraging and assisting building occupants to manage energy use more effectively by working with the Northmoor Trust (who are delivering the school's energy programme), as well as TV Energy and Brookes University's Environmental Information Exchange, and seminars, workshops and communication with building managers;
  - identifying and implementing capital projects to improve efficiency of use or automate a switching off regime, primarily using Salix and Prudential Energy funds; and
  - promoting and purchasing more efficient equipment and enabling lower-power options.
29. Display Energy Certificates are designed to raise awareness of energy and carbon with the intention of influencing site managers to take steps to improve performance. The Carbon Reduction Commitment will come into effect from 1 April 2010. This is likely to bring financial incentives to budget holders to implement measures to reduce carbon emissions.

## Building Accessibility

30. The Best Value Performance Indicator (BVPI 156) was discontinued after 2007/08. There is no replacement national indicator.
31. Work is being undertaken by Property Services and the Disability Equality Advisors in the Corporate Strategies Team to introduce a new local performance indicator focused on measuring access to Council services, rather than the accessibility of Council buildings. This is likely to be a development of the existing Accessibility assessment which already forms part of the Fitness for Purpose surveys and will be implemented in 2009/10.

## Property Costs

Gross property costs of the operational estate as a percentage of the gross revenue budget:	
OCC	Average of other County Councils (median)
3.14%	4%



32. This indicator reflects the total cost of operating the Council's property assets as a percentage of the gross revenue budget for the Council as a whole. Gross property costs include repairs and maintenance, energy, rents, rates, grounds maintenance, cleaning, security, caretaking and insurance.
33. The data shows Oxfordshire County Council has a percentage of 3.4% compared to an average across other county councils of 4%. The chart shows that gross property costs are a low percentage of total revenue costs in comparison to other authorities.

### Utilisation of School Properties

Reported in the annual DCSF return	Schools with over 25% surplus spaces (and greater than 30 spaces in the case of primary schools)		Overall % of surplus spaces	
	Primary	Secondary	Primary	Secondary
<b>2009</b>	7.8% (18 of 232 schools)	9% (3 of 32 schools)	8.6%	12%
<b>2008</b>	8.6% (20 of 232 schools)	9% (3 of 33 schools)	8.6%	11%
<b>2007</b>	6.4% (15 of 233 schools)	6% (2 of 34 schools)	10%	10%
<b>2006</b>	9% (22 of 233 schools)	3% (1 of 34 schools)	12.45%	10.76%

34. Each year the Authority completes a statement on the supply of school places in the primary and secondary sectors for submission to DCSF. It is used to determine efficiency of provision of school places and to assess future basic need allocations. County Council policy is to have an average of 10% overall

surplus spaces in schools to allow for necessary flexibility. On this basis, primary schools are within this target in 2009; secondary schools have risen above target, largely due to specific circumstances at two schools outlined below.

35. Primary school rolls are starting to rise, which has already required an increase in primary provision in some parts of the county, with more required to meet future demand: allocations to reception intake for September 2009 have risen by over 8% since last year. High levels of surplus places are due to three main reasons: schools located within catchment areas that include military bases where school rolls can fluctuate significantly as military personnel move into and out of the area; small rural schools which are more sensitive to local fluctuations in the population; and schools awaiting increased intakes from housing developments that have slowed down due to the recession.
36. Secondary numbers are also forecast to start growing after a period of decline. Of the three secondary schools with over 25% surplus spaces, two are expected to benefit from a substantial increase in their catchment population over the next few years: Banbury School is in an area of large future growth and a strategic plan for the site is in place; and Carterton Community College will fill up as military personnel move back to Brize Norton. Chiltern Edge School is forecast to gradually increase its numbers.

## Capital Projects

37. The contract performance indicators for core property consultancy services include indicators for time and cost predictability. Projects are split into the design/planning stage and the construction stage. The contract performance indicator definitions allow for change control where there are good reasons for timescales or budgets to be changed.

	DESIGN/PLANNING STAGE		CONSTRUCTION STAGE	
	Projects completed on time	Projects completed on cost	Projects completed on time	Projects completed on cost
	The planned date for issue of the Contract Let Pack is agreed at the commencement of the Planning Stage. The PI requires that the Contract Let Pack is issued within 105% of the planned time.	The forecast Contract Sum is agreed at the commencement of the Planning Stage. The PI requires that the Contract Sum is within $\pm 15\%$ of the forecast Contract Sum.	The PI requires that the actual Contract Period, from Start on Site to Handover is within 105% of the planned Contract Period	The Final Account is compared with the Contract Sum. The PI requires that the Final account is within 105% of the Contract Sum
<b>Pass</b>	6	7	12	16
<b>Fail</b>	2	0	12	3
<b>Target</b>	60%	50%	60%	80%
<b>Actual 2008/09</b>	<b>75%</b>	<b>100%</b>	<b>50%</b>	<b>84%</b>

38. The table above shows that Mouchel are performing well in terms of time and cost predictability of capital projects at the design/planning stage, and cost predictability at the construction stage. Estimates of the time taken for construction are not as accurate, with the construction stage generally taking longer than anticipated to complete. This was for a number of reasons, including 5 schemes that encountered underground services issues that could not have been foreseen until work had begun on site, and 3 projects that were delayed by the client. The other schemes were delayed because of extended contract completion dates which may arise through delays outside the control of the contractor, such as exceptionally inclement weather, increased scope of works, delays by statutory authorities etc. There are however factors within the control of the consultants such as completeness of the design and delivery of information in a timely manner which contributed to delays on some projects.
39. Improvement & Efficiency South East (IESE) is the South East Regional Improvement & Efficiency Partnership, established to help the region's 74 local authorities in their drive to increase efficiency and improve services.
40. IESE use a series of key performance indicators to measure time and cost parameters for construction, and OCC has adopted the same key performance indicators to monitor work carried out under the new construction framework agreements that were put in place in April 2009. OCC can now benchmark cost and time performance of the work of its framework contractors against the database which is growing within the IESE.

## **RECOMMENDATIONS**

41. **The Cabinet is RECOMMENDED to note the report.**

NEIL MONAGHAN  
Head of Property  
Environment & Economy

Background papers: Nil

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Tel: 01865 816012

October 2009



### Unfit for purpose properties and action being taken

Ref.	Establishment Name	Tenure	Action
10078	Banbury Library	Leased in by OCC	Funding allocated in Capital Programme. Work is being undertaken with Cherwell DC to consider integration of the library within a new cultural centre. The initial study has been briefed.
13983	Chipping Norton Library	Owned by OCC	Plans for a new library as part of housing development to the rear of the High Street have fallen through due to market conditions. There are no current plans but consideration will be given as opportunities arise.
11197	Headington Library	Leased in by OCC	Planning permission and listed building consent now obtained. Heads of Terms agreed with the City Council. Lease will be completed by January 2010, with start on site estimated for the end of April 2010 and completion by October 2010.
N/A	Redlands Transport Office	Owned by OCC	Facilities moving to share depot with Cherwell DC
14349	Witney Day Centre (The Elms)	Owned by OCC	Now relocated to suitable premises at Moorview
11607	Oakley Wood Traveller Site	Owned by OCC	Site purchased and improvements made
13999	Castle View Elderly Persons Home	Owned by OCC	Replacement is proposed as part of the new care home and PCT facility on the Rockhill Farm site. Construction has started and is due to complete in late 2010.
10244	Calthorpe House	Owned by OCC	To be replaced as part of the Better Offices Programme by early 2010.
12612	Wallingford Youth Centre	Owned by OCC	Replacement planned. Funding from capital receipt and capital programme allocation. Planning application has been submitted. Due to complete August 2010.

## Disposals and acquisitions

<b>FREEHOLD DISPOSALS 2008-09</b>	
<b>Description</b>	<b>Location</b>
Milham Ford Cottages	Oxford
Nettlebed Hall	Nettlebed
Surplus land at Highways Depot	Chipping Norton
Agricultural Land	Watchfield
Garden Land Grove Street	Wantage
Former Caretakers Bungalow	Eynsham
Agricultural Land	Chipping Norton
Agricultural Land	Eynsham
Former School House	Kiddington
Overage Payment Sainsburys	Wantage
Witan House	Witney
The Elms	Witney
Covenant release Windmill Road	Oxford
Industrial Estate	Carterton
Garden Land Foxburrow Barn	Hailey
Garden Land for Cottage	Eynsham
Land at Beeching Close	Upton
<b>TOTAL</b>	<b>17</b>

<b>FREEHOLD ACQUISITIONS 2008-09</b>		
<b>Description</b>	<b>Location</b>	<b>Purpose</b>
Easement for access to school playing field	Combe	Access
Various Plots Skimmingdish Land	Bicester	Highway Improvement
125 year lease of flat	Thame	Re-housing secure tenant, Milham Ford Cottages
3 sq m of land adjacent to adopted road	Kiddington	Title regularisation
860 sq m for parking and playing area	Kingham	Education
Land exchange, Tramway Road	Banbury	OCC Offices
Access Rights	Wantage	Title regularisation
Easement	Wantage	Footpath provision
Drainage easement	Witney	Highway Drainage
Drainage easement	Abingdon	Highway Drainage
<b>TOTAL</b>		<b>10</b>