

**Asset Management Update**  
Report by Asset Officer

**Summary:** This report provides an update for the development of the Asset Management Plan, the outcome of the internal audit and an update on the status of mooring provision and piling strategy. Members are asked to note the contents of the report

## **1 Asset Management Strategy**

- 1.1 The Broads Authority adopted its Asset Management Strategy in July 2012, following its identification as a key priority for the Broads Authority following an internal audit carried out in 2008/09, and the creation of a new post of Asset Officer as part of the restructuring in 2011. This Strategy identifies how the Authority will ensure that the Authority's land, property and other assets are managed and maintained as effectively as possible.
- 1.2 A follow up internal audit was completed in July 2017. The review was taken to provide insight into the management of the Broads Authority assets, with particular regard to: the policies and procedures that are in place, acquisitions and disposals, leases, maintenance, valuations and reconciliations to the fixed asset register.
- 1.3 The four overall Assurance Assessment categories that can be applied to the audit are- no assurance, limited assurance, reasonable assurance, and substantial assurance, and as a result of the review the category given to the Broads Authority was, reasonable assurance – 'Adequate and effective, risk and control processes.'
- 1.4 Recommendations suggested for improvement included: -
  - (i) A central database of building condition surveys to reduce the risk of surveys not being conducted at the required time and to ensure that the condition of buildings are maintained.
  - (ii) Procedural notes are produced for the disposal process.
  - (iii) The Authority works with partner organisations to improve timescales on completing lease agreements.

## **2 Asset Management Plan**

- 2.1 The Authority's progress in developing its Asset Management Plan was reported to members in January 2014 where for the first time the Authority had collected a complete dataset of all its assets. As a result the Authority reviewed the relevant revenue budgets, and agreed to make financial

provisions to a number of ring fenced reserves. An update of which is set out in Appendix 1.

- 2.2 As a general principle it was agreed that any underspend on any of these budgets as a result of securing more favourable prices should be ring fenced and added back into the appropriate reserves. Similarly, the reserve strategies should be regularly reviewed, updated and amended as required.

### **3 Moorings**

- 3.1 The Authority's Mooring Strategy 2006, updated in April 2009 includes information relating to its principles in respect of the provision of moorings, and a series of criteria relating to the provision of moorings. In 2013 the Authority adopted an Integrated Access Strategy (IAS) for the Broads which sought to make improvements to the connectivity and use of access facilities on both land and water.
- 3.2 Budgetary pressure has meant that contributions to ring fenced reserves for the purchase of sites have been removed from the revenue budget, and any opportunities considered on an ad-hoc basis.
- 3.3 Since the Asset Management report, which updated information on moorings at the Broads Authority meeting in November 2012, we have had a significant increase in the length of moorings the Authority provides. Currently the Authority provides 8416 metres (7535m in 2012) of visitor and demasting moorings over 68 (63 in 2012) sites.
- 3.4 At the Broads Authority meeting in November 2015 the 10 year moorings piling action plan was produced and this has been updated and can be found at Appendix 2 of the report.

### **4 Vehicles**

- 4.1 The Broads Authority's Vehicle Procurement Strategy supplements the overarching Broads Authority Procurement Strategy and provides guidance and advice on vehicle procurement decisions, and helps ensure that these objectives are met in full. The current status of our vehicles is set out in Appendix 2 of the strategy and is Appendix 3 of this report.

Background paper: None

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Broads Plan Objectives: None

Appendices: APPENDIX 1 Summary of previously agreed liabilities and contributions to reserves  
APPENDIX 2 Ten year Piling Strategy Plan as at September 2017  
APPENDIX 3 Current Broads Authority Vehicles as at 1 September 2017

**APPENDIX 1 – Summary of previously agreed liabilities and contributions to reserves**

Item	Financial provision to reserves		Annual Contribution to reserves	Current reserve position (31/8/2017)	Comment -
<b>Premises</b>	<b>NAV</b>	<b>NPG</b>			
Dockyard Maintenance	£21,000	£9,000	£30,000	Dockyard site maintenance reserve	Apportioned 70/30 Nav/NPG
Other depots/Boathouses and billets/TICs and Yacht stations	£14,000	£36,000	£50,000	nil	Full review of property undertaken in 2016. Agreed by BA Jan 2017 – Contributions to commence 2018/19
New Office Accommodation	nil	nil	nil	£80,412	Defra Funding for Head Office move
<b>Plant Vehicle and Vessels</b>					
Capital Vessels and equipment	£64,400	£27,600	£92,000	Vessels, vehicles and Equip reserve £73,828	Apportioned 70/30 Nav/NPG
Launch Replacement Strategy	£15,000	nil	£15,000	£29,083	£3,000 increase from 18/19 contributions agreed by BA Jan 2017
Trip Boats	nil	nil	nil	No current reserve for trip boat replacement	Current replacement estimate for 3 trip boats £135,000 no provision for replacement contributions recommended at this stage, provided regular refit maintenance and replacement of equipment is carried out. To be reviewed if costs escalate 100% NPG
Ranger Vehicles	£7,800	£5,200	£13,000	Vehicle Reserve £155,787	The Authority has adopted a 10 year vehicle replacement strategy apportioned Ranger 60/40 Nav/NPG, Office vehicles 67/33/ Nav/NPG
Office pool vehicles	£4,620	£9,380	£14,000		
C & M Vehicles	£15,400	£6,600	£22,000		Apportioned 70/30 Nav/NPG
Fen Management/ Fen Harvester	nil	nil	nil	£5,823	Replacement of Fen Harvester
<b>Property</b>					
Mutford Lock	£25,000	nil	£25,000	Mutford Lock endowment fund £315,949	100% Navigation plus £2,000 rental
24hr Moorings	£150,000	nil	£150,000	nil	16/17 utilised for purchase of Acle Bridge
Dredging disposal sites	nil	nil		£19,602	Need to maintain £30,00 in reserve for surrender of Postwick Tip Licence but no further funds to be accrued
Countryside sites/furniture	nil	£46,000	£46,000	£169,953	Agreed by BA Nov 2015 together with ring fenced UT
Upper Thurne Enhancement Scheme	nil	nil	£19,000	Within “Other reserves” Reserve £98,809	Ring fenced specifically for the maintenance of assets in Potter Heigham. – agreed by BA Nov 2015

## APPENDIX 2 - Ten year Piling Strategy Plan as at September 2017

Piling remains or less than 2 years life
2 to 5 year remaining servicable life
6 to 10 year remaining servicable life
10 to 20 years remaining servicable life

BA Mooring
<i>BA piled asset (non mooring)</i>
Repeat re-piling

Mooring/Asset Piling	Length	Life end	lease end	Programme Year	Workshop priority	Cost Estimate	Proposed Action Plan
Hoveton Viaduct	319	2018	Sep-19	2017	2	150000	Contractor - Repile steel -50% only - New lease agreed in principle
Burgh Castle	139	2017	holding		1		EA cost - action still unclear - Current agreement finishes December 2017
Boundary Farm, Oby	40	2017	F/H	2017	1	5000	Repair timber boards and possible installation of returns - BA Staff
Geldeston Lock Extension	20		F/H	2017		4000	BA staff - steel sheet at downstream end
<i>The Heater</i>	200		F/H	2018		50000	Remove timber pile remains (hazard) install new erosion protection
Deep Dyke	193	2020	Oct-14	2019	1	200000	Contractor - Repile steel 2018 - New Lease signed (2035)
Deep Go Dyke	112	2022	Oct-14	2020	2	112000	Contractor - Re-pile steel - New lease signed ( 2035)
White Slea	25	2022	Oct-14	2020	2	25000	Contractor - Re-pile steel - New lease signed (2035)
<i>Ludham Fieldbase basin</i>	80	2021	F/H	2021	1	40000	contractor - repile timber - premises budget (being sold)
<i>Mutford Lock - Broad front piling</i>	40	2017	F/H	2021		50000	Not officially BA yet - needs doing as soon as HRO complete for River Tours purchase
<i>Turntide Jetty - End section</i>	102	2023	F/H	2022	1	200000	Contractor - Remove/mark piles or replace
Potter Heigham Martham Bank	144	2025	2085	2023	1	22500	BA Replace boards or Contractor - Re-pile steel if necessary
Potter Heigham Repps Bank	145	2025	2085	2023	1	22500	BA Replace boards or Contractor - Re-pile steel if necessary
Dilham Staithe	50	2025	F/H	2024	2	100000	Drainage issues, leaning piling - re-pile with stiffer sheets
<i>Tylers Cut - turning basin</i>			F/H	2024		50000	Remove steel pile remains (hazard) install new erosion protection
Horning Marshes	225	2025	Nov-19	2025	1	225000	Gaps between vertical timber piles - check EA position
Cantley	131	2027	Mar-17	2027	1	140000	30m new EA piling, 101m older piling - EA
<i>The Mud</i>	170	2027	F/H	2027		200000	Railway sleeper piling leaning but not currently a hazard

**APPENDIX 3 - Current Broads Authority Vehicles as at 1 September 2017**

Reg No	Type of vehicle	Date acquired	Expiry Date	List Price	Annual Contract Mileage	Budget Holder/Reponsible Person	Monthly Lease Costs	Strategy Projected replacement	Comments
<b>Pool Vehicles</b>									
AU17 OBA	Renault Kango Crew	April 2017	-	10,921	-	SBirtles/SBirtles	-	April 2027	
A058 OXC	Renault Kangoo	17/10/2008	-	12,559	-	SBirtles/SBates	-	April 2018	
A058 RJV	Ford Focus Estate	21/11/2008	-	14,962	-	SBirtles/AEIlson	-	Nov 2018	
Not known	Renault Zoe Electric	Forecast end October 17	-	11,672	-	SBirtles/AClarke	89 (battery Lease)	Oct 2027	to replace written off Ford Focus
AO59 ERX	Smart Passion Coupe	14/09/2009	-	8,630	-	SBirtles/TRisebrow	-	Sep 2019	
AO59 ERY	Smart Passion Coupe	18/09/2009	-	8,630	-	SBirtles/EGuds	-	Sep 2019	
AO13 ABF	Dacia Duster	08/07/2013	-	11,579	-	SBirtles/GDevaney	-	Jul 2023	
<b>Operations Directorate</b>									
<b>Construction and Maintenance Teams</b>									
C DU61 NUX	Mitsubishi L200 Doublecab	15/09/2011	14/09/2016	-	10,000	DHoare/TLamb	282.45	Sep 2016	This lease has been temporarily extended
M AP12 GUA	Toyota Hi-lux DoubleCab	17/08/2012	-	17,763	-	DHoare/MDane	-	Aug 2022	
M AO64 EAW	Ford Ranger	30/09/2014	-	18,760	-	DHoare/MDane	-	Sep 2024	
C AO13 ABU	Renault Traffic	06/05/2013	-	13,892	-	DHoare/MDane	-	May 2023	
C AO12 TXR	Toyota Hi-lux Pickup	17/05/2012	-	17,320	-	DHoare/TLamb	-	May 2022	
C AO12 TXS	Toyota Hi-lux Pickup	17/05/2012	-	17,320	-	DHoare/TLamb	-	May 2022	
C AO12 KFJ	Mitsubishi L200 Singlecab	28/05/2012	-	12,260	-	DHoare/TLamb	-	May 2022	
M AO15 ULW	Peugot Boxer Van	20/05/2015	-	16,500	-	DHoare/MDane	-	May 2015	Purchased from Sidegate Mtrs
C AO12 DWP	Peugot Expert Tepee	30/03/2012	-	12,958	-	DHoare/TLamb	-	March 2022	
C AO12 OCN	Renaut Traffic Crew Van	27/04/2012	-	13,318	-	DHoare/TLamb	-	April 2022	
C AO12 DWX	Peugot Boxer	19/04/2012	-	13,584	-	DHoare/TLamb	-	April 2022	
C AO12 DWY	Peugot Boxer Tipper	20/03/2012	-	14,693	-	DHoare/TLamb	-	March 2022	
C AU07 WRP	Transit Connect Van	26/05/2009	-	5,335	-	DHoare/RClarke	-	May 2019	Purchased second-hand
P AO63 BHX	Dacia Duster	23/10/2013	-	12,079	-	DHoare/Dockyard Pool		Oct 2023	
M EU63 LUJ	Peugot Boxer Dropside	11/09/2013	10/09/2018		15,000	DHoare/TLamb	271.92		
C AO12 TXU	Toyota HiLux Pickup	17/05/2012	-	17,320		DHoare/TLamb	-	May 2022	
P AP11 EPO	Peugot Bipper	15/07/2011	-	9,115	-	DHoare/RClarke	-	July 2021	

**Current Broads Authority Vehicles as at 1 September 2017**

Appendix 2 cont.

Reg No	Type of vehicle	Date acquired	Expiry Date	List Price	Annual Contract Mileage	Budget Holder/Reponsible Person	Monthly Lease Costs	Strategy Projected replacement	Comments
<b>Ranger Team</b>									
AU12 OMA	Renault Kangoo	14/03/2012	-	9,521	-	LBurchnall/ABartlett	-	March 2022	
AU12 OMB	Renault Kangoo	14/03/2012	-	9,521	-	LBurchnall/CMorphew	-	March 2022	
AO12 URF	Toyota HiLux Pickup	15/06/2012	-	17,320	-	LBurchnall/HConstantine	-	June 2022	
AO12 URJ	Toyota HiLux Pickup	15/06/2012	-	17,320	-	LBurchnall/CHart	-	June 2022	Assigned to WCT
AO12 TXV	Toyota HiLux Pickup	17/05/2012	-	17,320	-	LBurchnall/RAllard	-	May 2022	
AO12 URE	Toyota HiLux Pickup	15/06/2012	-	17,320	-	LBurchnall/ACullum	-	June 2022	