

Asset Management Update
Report by Asset Officer

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| <p>Summary: This report sets 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</p> <p>Recommendation: Members are asked to note the contents of the report , including the outcome of the internal audit and the status of mooring provision and piling strategy.</p> |
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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 a new post of Asset Officer was created 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 are- no assurance, limited assurance, reasonable assurance, and substantial assurance, and as a result of the review the category applied 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 – update 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 8,416 metres (7,535m 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

Report author: Angie Leeper
Date of report: 31 October 2017

Broads Plan Objectives: None
Appendices: APPENDIX 1 Summary of previously agreed liabilities and contributions to reserves
APPENDIX 2 Ten Year Piling Strategy Plan
APPENDIX 3 Current Broads Authority Vehicles

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 - |
|---|---------------------------------|---------|---------------------------------|--|---|
| | NAV | NPG | | | |
| Premises | | | | | |
| 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 |
| Plant Vehicle and Vessels | | | | | |
| 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 |
| 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 |
| 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 Apportioned 70/30 |
| Office pool vehicles | £4,620 | £9,380 | £14,000 | | |
| C & M Vehicles | £15,400 | £6,600 | £22,000 | | |
| Fen Management/ Fen Harvester | nil | nil | nil | £5,823 | Replacement of Fen Harvester |
| Property | | | | | |
| 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 |
| 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 |

Ten year Piling Strategy Plan as at September 2017

APPENDIX 2

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| 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 |

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|-------------------------------------|
| 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 |

Current Broads Authority Vehicles as at 1 September 2017

APPENDIX 3

| Reg No | Type of vehicle | Date acquired | Expiry Date | List Price | Annual Contract Mileage | Budget Holder/Responsible Person | Monthly Lease Costs | Strategy Projected replacement | Comments | |
|------------------------------------|----------------------|---------------------------|-------------|------------|-------------------------|----------------------------------|----------------------|--------------------------------|-----------------------------------|--|
| Pool Vehicles | | | | | | | | | | |
| 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/AEllson | - | 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 | | |
| Operations Directorate | | | | | | | | | | |
| Construction and Maintenance Teams | | | | | | | | | | |
| 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 | A064 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 | A012 TXR | Toyota Hi-lux Pickup | 17/05/2012 | - | 17,320 | - | DHoare/TLamb | - | May 2022 | |
| C | A012 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 | A063 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

| 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 |
|--------------------|---------------------|---------------|-------------|------------|-------------------------|---------------------------------|---------------------|--------------------------------|-----------------|
| Ranger Team | | | | | | | | | |
| 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 | |