

Runnymede Borough Council

Service Area Plan 26/27

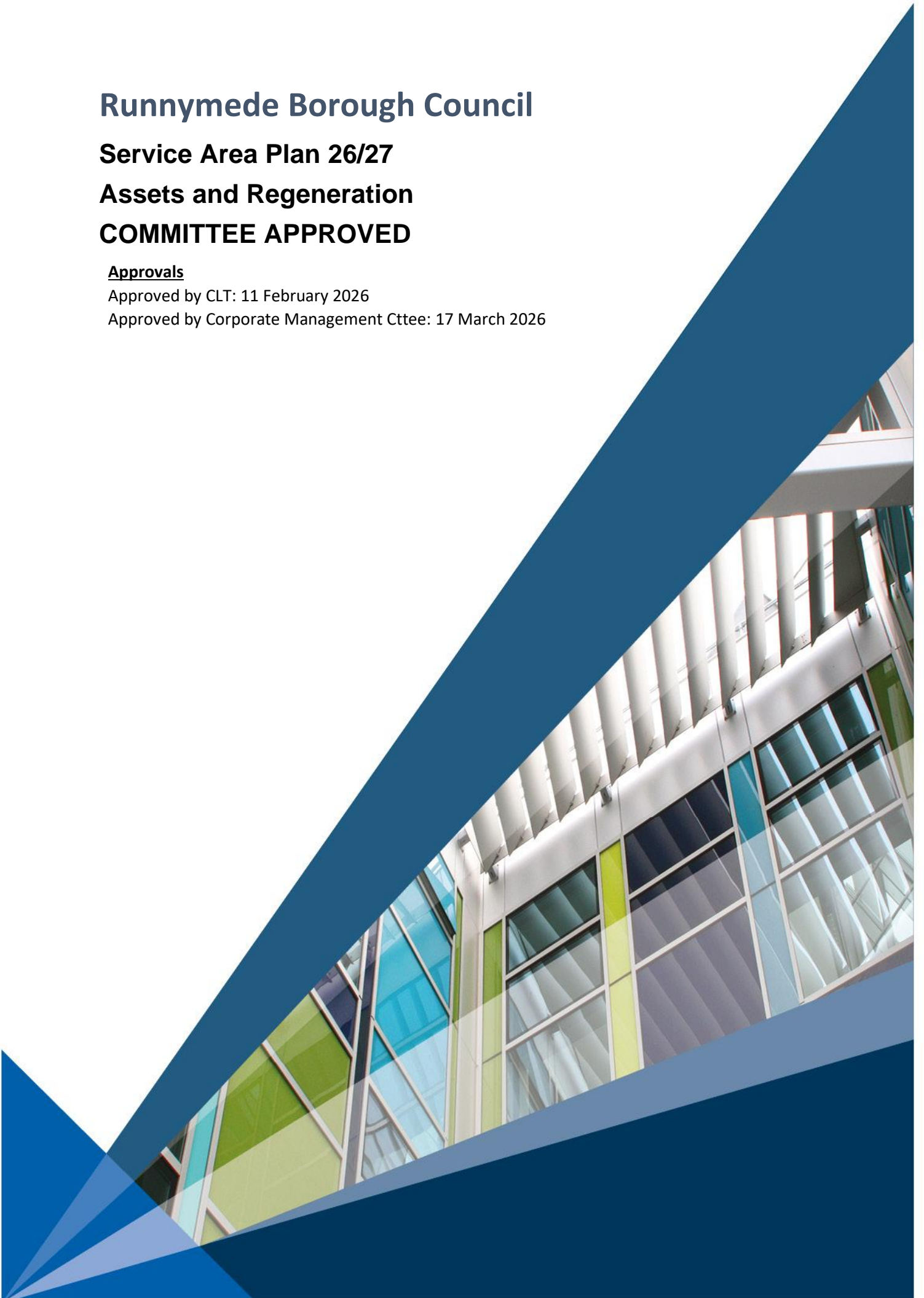
Assets and Regeneration

COMMITTEE APPROVED

Approvals

Approved by CLT: 11 February 2026

Approved by Corporate Management Cttee: 17 March 2026



Service Area Plan for Financial Year 2026/27

Service Area: Assets and Regeneration

Corporate Head of Service: Alex Williams

Version: Final

The priority and focus for service areas in 2026/27 is to actively support the Council's transition to the new unitary authority as a result of Local Government Reorganisation (which will take effect on 1 April 2027) alongside the delivery of core activity. Plans reflect the dual responsibility of delivering for Runnymede now, while preparing for a successful handover to the future unitary council. This includes ensuring financial sustainability, clarity of purpose, and alignment with the Corporate Business Plan for 2026/27. Initiatives from the Savings and Efficiency Programme and the rolling programme of Service Reviews will be prioritised and monitored throughout the year, contributing both to current performance and to the legacy we leave behind.

Mission statement

The Assets and Regeneration Team are responsible for the day-to-day running and maintenance of the Council's property portfolio, which includes both operational and investment assets. Our operational estate supports residents directly, and our core purpose is to ensure a compliant, safe and fit-for-purpose environment that enables the delivery of statutory and non-statutory services. Alongside this, we manage a diverse investment property portfolio that generates over £27 million in rental income each year, directly supporting essential services for our residents.

The business unit operates as a comprehensive property company, requiring a skilled and multidisciplinary team, including qualified surveyors, lawyers and accountants to maximise the value of the portfolio while maintaining best practice. We ensure all assets comply with health and safety legislation, including the Building Safety Act 2022, and remain focused on delivering a sustainable financial return for the Council.

The Council also owns three special purpose vehicles: RBCH Ltd, RBCI Ltd and RBCS Ltd, which are wholly owned by Runnymede Borough Council. Each has its own governance structure and performs distinct functions that support the Council's wider objectives.

Following the NS BVN, the business unit began a significant restructure and undertook a comprehensive review of its capacity and capability to ensure it is equipped to deliver the Asset Management Strategy and provide Best Value to the Council. As part of this work, we will continue to reduce borrowing costs where possible, which may include the disposal of selected commercial or operational assets. Although the current economic downturn has affected the value of our investment portfolio, we are assessing strategic options on an asset-by-asset basis to support informed and prudent decision-making. We will also continue to optimise our assets to maximise income potential and enhance long-term value.

Energy costs and wider market conditions continue to influence the running costs of both operational and investment assets, and we remain vigilant in monitoring these pressures. Compliance with the Building Safety Act 2022 continues to shape expenditure, particularly for mixed-use developments, and will continue to impact service charge budgets. Despite these pressures, the safety of our residents remains our highest priority.

We remain committed to progressing our carbon net zero ambitions. A carbon baseline has been established for RBC, and the Council has formally declared a climate emergency. In 2026, major capital improvements will begin at the Civic Centre to reduce carbon emissions and lower energy consumption. Essential works to the Depot will also commence, ensuring the facility meets the needs of the services operating from the site. Across the wider operational estate, we will continue to drive carbon-reduction initiatives.

For our investment portfolio, we will work collaboratively with tenants to encourage improvements, recognising that these upgrades sit outside RBC's direct control and will require a balanced, strategic approach, particularly as leases approach expiry.

Service Information

Service Area: **Assets and Regeneration**

Service Area 1: Assurance and Risk

Service Area 2: Building Operations – Facilities

Service Area 3: Project and Building Surveying

Service Area 4: Asset Management and Regeneration

Asset Management and Regeneration

Description of Service Area (1) Assurance and Risk

Main Purpose: The Assurance and Risk service provides strategic leadership across the Assets & Regeneration Business Unit, ensuring that the Corporate Landlord Model operates in a compliant, financially sustainable and well-governed way. They are the primary liaison for key internal service areas, partner organisations and specialist professionals, ensuring that property related needs are clearly understood, prioritised and aligned with corporate objectives.

Key areas of responsibility include workflow triage, performance reporting, governance, data intelligence and operational resilience across the Business Unit, ensuring that decisions are evidence based and supported by accurate, timely and meaningful information. This includes leading the development of reporting dashboards, KPIs and assurance frameworks that monitor compliance, financial sustainability, maintenance activity and contract performance across the estate and SPV companies.

The Team drives continuous improvement by identifying risks, analysing performance trends, and ensuring that mitigation actions are implemented and monitored. They support budget monitoring across all service areas, contribute to business cases, and ensures that procurement activities meet corporate and statutory requirements

Working closely with the Corporate Head of Assets and Regeneration, the Head of Assurance and Risk strengthens organisational resilience and supports staff development.

Description of Service (2) Building Operations – Facilities

Main Purpose: The Facilities Team delivers all hard and soft facilities management services across the Council's operational and investment estate, ensuring buildings are safe, compliant, well-maintained and fit for purpose. Working within the corporate landlord model, the team manages FM contracts, oversees day-to-day building operations, and ensures statutory compliance, including responsibilities under the Building Safety Act 2022.

The team works closely with Estates and Projects Team to provide a seamless service, supported by the Super FM contract introduced in April 2024, which delivers strategic FM support and efficiencies across the estate.

The Facilities Team also supports the Council's SPV companies, including RBCS Ltd, in managing multi-tenanted commercial properties where facilities costs are recovered through service charges. The team ensures high quality FM delivery, strong contractor performance, and a safe, sustainable and compliant estate for all stakeholders.

Description of Service (3) Project and Building Surveying

Main Purpose: The primary objective of the Project and Building Surveying team is to manage all projects arising from the Council's estate, whether operational or investment. The Building Project Surveyor is responsible for delivering building-related projects on behalf of the authority and reports directly to the Corporate Head.

Projects requiring building expertise, whether aimed at achieving capital receipts, generating revenue, or delivering social value, will involve legal due diligence, feasibility assessments, and progression through RIBA Stages 1–4. The Building Project Surveyor then leads the project through RIBA Stages 5–7, from construction to completion.

The Corporate Head is responsible for ensuring that all projects are procured in full compliance with current legislation and Council policy. They ensure that project management principles and governance requirements are consistently applied, and

that regular reporting to Committee is completed, including updates on budget allocations and confirmation that each project remains within the approved financial envelope. This team supports the delivery of a variety of building and infrastructure projects ensuring they progress within agreed scope, timeframes, and resources.

A key part of the role is the coordination and management of a multidisciplinary professional team, including architects, engineers, quantity surveyors and contractors.

Key Functions and Relevant Statistics for 2025/26

- Regular project updates are provided through the Council's Project Portfolio reporting framework.

Description of Service (4) Estates Management

Main Purpose: The Estate Team is responsible for the effective property management of the Council's operational and investment assets ensuring that they meet the strategic objectives of the Councils Asset Strategy 2023-2028.

The team's core purpose is to maximise the performance of the Council's investment and operational property portfolios. This includes ensuring that all rental income is invoiced and collected accurately and on time, and that rent reviews, lease renewals, and other landlord and tenant obligations are progressed promptly to optimise asset value and support the delivery of corporate KPIs, which are reported quarterly.

In addition to day-to-day estate and property management, the team delivers complex and financially robust service charge management, ensuring transparency, compliance, and value for money for both the Council and its occupiers. The Estates Team is also responsible for providing professional valuation and estate management advice in accordance with corporate policies, statutory requirements, and industry best practice, supporting strategic decision-making and ensuring the effective stewardship of the Council's property assets.

Quarterly inspections are undertaken across the investment estate to ensure compliance with lease obligations, good health and safety practices, and other key requirements affecting asset performance. This includes ensuring statutory information, such as Energy Performance Certificates (EPCs), is correctly displayed and maintained.

Planned Activities

Assets & Regen



| Project | | | | | | |
|------------------|--|---------------------------------------|-------------------|-------------------|-------------------|-------------|
| Type of Activity | Title | Corporate Theme(s) | Plan start date | Actual start date | Plan due Date | Progress |
| Project | Chertsey Depot Refurbishment - Implementation | Improving H&W | 01 February 2025 | 01 February 2025 | 31 March 2027 | In progress |
| Project | Civic Centre Refurbishment | OD - Internal | 01 October 2023 | 14 September 2023 | 30 September 2027 | In progress |
| Project | Hall Heating Improvements, Literary Institute, Egham | Supporting Communities through Change | 01 April 2026 | | 31 March 2027 | Not started |
| Project | Infrastructure and replacement works to 5 public car parks | Fair & Sustainable Economy | 01 January 2026 | 01 January 2026 | 31 March 2026 | In progress |
| Project | Refurbishment of two public toilets | Improving H&W | 01 February 2026 | 01 February 2026 | 31 July 2026 | In progress |
| Project | Runnymede Pleasure Ground works - Bell Weir Refurbishments | Improving H&W | 01 January 2026 | 01 January 2026 | 30 September 2027 | In progress |
| Project | Solar Roll-out Across RBC Estate | Climate & Enhancing Nature | 01 January 2026 | 01 January 2026 | 31 March 2027 | In progress |
| Not Reported | Disposals of surplus assets | Fair & Sustainable Economy | 29 December 2025 | 29 December 2025 | 31 July 2026 | In progress |
| Not Reported | Office Review 1 | Fair & Sustainable Economy | 01 September 2024 | 01 September 2024 | 31 March 2027 | In progress |
| Not Reported | Office Review 2 | Fair & Sustainable Economy | 01 April 2024 | 01 April 2024 | 31 March 2027 | In progress |
| Not Reported | Office Review 3 | Fair & Sustainable Economy | 01 April 2025 | 01 April 2025 | 31 March 2027 | In progress |
| Not Reported | Office Review 4 | Fair & Sustainable Economy | 01 October 2024 | 30 September 2024 | 31 March 2027 | In progress |
| Not Reported | Office Review 6 | Fair & Sustainable Economy | 01 April 2025 | 01 April 2025 | 31 March 2027 | In progress |

| Review | | | | | | |
|------------------|--|----------------------------|-------------------|-------------------|-------------------|-------------|
| Type of Activity | Title | Corporate Theme(s) | Plan start date | Actual start date | Plan due Date | Progress |
| Review | Chertsey Museum collection storage options | OD - Internal | 01 November 2025 | 01 November 2025 | 31 March 2027 | In progress |
| Review | Egham Precinct future strategy | Fair & Sustainable Economy | 01 January 2023 | 01 January 2023 | 31 December 2026 | In progress |
| Review | Jubilee High Gym operation | Improving H&W | 01 September 2025 | 01 September 2025 | 30 September 2026 | In progress |
| Review | Review of Larchwood Drive asset | Fair & Sustainable Economy | 01 October 2025 | 01 October 2025 | 31 March 2027 | In progress |
| Review | Self Management for voluntary sector | Fair & Sustainable Economy | 01 October 2025 | 01 October 2025 | 30 April 2026 | In progress |

| One-off | | | | | | |
|------------------|---|----------------------------|------------------|-------------------|-------------------|-------------|
| Type of Activity | Title | Corporate Theme(s) | Plan start date | Actual start date | Plan due Date | Progress |
| One Off | Addlestone One asset management plan | Fair & Sustainable Economy | 01 November 2025 | 01 November 2025 | 31 March 2027 | In progress |
| One Off | Barbara Clark House asset disposal | Fair & Sustainable Economy | 01 November 2021 | 01 November 2021 | 30 September 2026 | In progress |
| One Off | Condition Survey of Identified Park Sites | Health and Wellbeing | 01 April 2026 | | 31 December 2026 | Not started |
| One Off | EV charging borough wide car parks leases | Fair & Sustainable Economy | 01 August 2025 | 01 August 2025 | 31 March 2027 | In progress |

| New Core Activity | | | | | | |
|-------------------|--|----------------------------|-------------------|-------------------|---------------|-------------|
| Type of Activity | Title | Corporate Theme(s) | Plan start date | Actual start date | Plan due Date | Progress |
| New Core Activity | Office Review 7 | Fair & Sustainable Economy | 01 September 2025 | 01 September 2025 | 31 July 2026 | In progress |
| New Core Activity | Operational portfolio climate change initiatives | Climate & Enhancing Nature | 01 April 2023 | 01 April 2023 | 31 March 2027 | In progress |

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