

Agenda for Asset Management Forum

Thursday 1 September 2016, 9.30am



Venue: Committee Room, Knowle, Sidmouth, EX10 8HL

[View directions](#)

Contact: [Chris Lane](#), 01395 517544 (or group Number 01395 517546): Issued 24 August 2016

East Devon District Council
Knowle
Sidmouth
Devon
EX10 8HL

DX 48705 Sidmouth

Tel: 01395 516551

Fax: 01395 517507

www.eastdevon.gov.uk

- 1 [Public speaking](#)
- 2 Notes for 7 April 2016 (pages 3-5)
- 3 Apologies
- 4 [Declarations of interest](#)
- 5 [Matters of urgency](#) – none identified
- 6 Confidential/exempt items – there are no items which officers recommend should be dealt with in this way.

Part A Matters for Decision

- 7 **Data – Asset Register & Land Record Management SWAP** – Documents attached
- 8 **Asset Devolution Programme** – update on progress
- 9 **Sports & Activity Club Rent Support Grant Scheme** – update on progress
- 10 **Workspace provision on Council owned land** – update on progress
- 11 **Statutory Compliance**

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful if you could let the democratic services team know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.

[Decision making and equalities](#)

For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546

EAST DEVON DISTRICT COUNCIL

Report of a Meeting of the Asset Management Forum held at Knowle,
Sidmouth on Thursday, 1 September 2016

Present: Councillors:
Geoff Pook
Philip Skinner
Andrew Moulding
Ian Thomas
Paul Diviani

Officers:
Donna Best
Richard Cohen
Simon Davey
Chris Lane

Also present: Councillors:
John Dyson
Geoff Jung
Rob Longhurst
Pauline Stott
Tom Wright

Apologies: Mike Allen
Matthew Booth
Iain Chubb
Alan Dent

The meeting started at 9.30am and finished at 11.50am.

1 Notes

Members noted the report of the meeting held on 7 April 2016.

2 Data – Asset Register and Land Record Management SWAP

Donna Best, Principal Estates Surveyor, updated Forum members on progress on the SWAP report to assess the adequacy of the controls and procedures in place for the Asset Register and Land Record Management at EDDC. SWAP was able to only offer partial assurance in relation to the areas reviewed and the controls found to be in place. Some key risks were not well managed and systems required the introduction or improvement of internal controls to ensure the achievement of objectives. As a result, a number of recommendations to improve these controls were made in the report.

During discussions the following points were noted:

- There was a corporate asset system, that could be utilised to meet business requirements, but not currently being used by all service managers involved in property management;
- In response to a question in relation to capital accounting, it was noted that General Fund assets were valued on a rolling programme every 5 years (as a minimum) by Property & Estates Services. Housing assets were valued by the VOA;

- Emphasis needed on a corporate “buy-in” for a universal use of the asset system;
- Uniform was used as the Corporate Asset System and was used by Teignbridge District Council and would be adopted in due course by Exeter City Council. Non residential housing land would be added to this system in due course;

RESOLVED 1. that the report from SWAP be acknowledged and disappointment be expressed over the partial assurance contained in the findings;

2. that the Forum receive the follow up report in response to the partial assurance contained in the SWAP report on the Corporate Asset Register.

3 Asset Devolution Programme

Donna Best, Principal Estates Surveyor, reported on progress made on the Asset Devolution Programme. AMT had considered a draft Project Plan on 10th August. Alignment of property information with finance data was currently being finalised. This would be considered by the SMT on 21 September to make recommendations as to designation. These recommendations would then be presented to AMF on 6 October, when recommendations to Cabinet would be agreed on Asset Devolution and the project plan. Members noted that the trial project in Beer would continue.

4 Sports & Activity Club Rent Support Grant Scheme

Donna Best, Principal Estates Surveyor, provided details of progress made on the introduction of the Sports & Activity Club Rent Support scheme. There had been workshops on the scheme run in both Exmouth and Sidmouth during July, which had been fairly well attended. The closing date for application for funding was 23 September 2016. Donna Best reported that the Estates Service were struggling to achieve agreed terms with many of the clubs who were due for rent review; so far only two clubs had agreed terms and were eligible to apply.

During discussions the following points were noted:

- How much the cost of administering the new scheme would be against the benefits it would achieve;
- Importance of sports to the health and well being of residents in the district;
- Need to help clubs become better at claiming funding from external organisations by giving them advice on aspects such as form filling. Question as to whether the resources were available within the council to provide such assistance.

(Councillor Ian Thomas declared a personal interest in this item as a member of Uplyme & Lyme Regis Cricket Club)

5 Work Space provision on Council owned land

Donna Best, Principal Estates Surveyor reported on progress made on the Work Space provision on Council owned land. She wished to highlight, in particular, work providing additional spaces at East Devon Business Centre, Honiton and Colyford Road Depot, Seaton.

Donna Best reported that she had obtained cost estimates for Phase 3 of the expansion of the East Devon Business Centre and would apply to the LEP for funding to help deliver this before undertaking more work on this project.

Donna Best was keen to gain a recommendation from AMF on the future of the Colyford Road Depot site. Planning permission was in place for 14 new workshop spaces at Colyford Road, Seaton, and would expire in July 2017. Tenders had been received for building these units, but the prices received had been considered too high and the scheme had not proceeded. Donna Best recommended discussions with the planning authority to find opportunities to reduce the costs through design and value engineering.

As it stood development of the workspace was unviable, but a way to improve this could be to link it to redevelopment of the existing Harbour Road workshops. Councillor Pauline Stott also suggested the possibility of using some under used HRA garages within the district as small industrial units.

- RESOLVED**
1. that a re-evaluation be made of the design and development costs of the Colyford Road workshop units be undertaken;
 2. that a joint Economy and Strategic Planning Think Tank briefing be arranged within the next 4 weeks to look at workspace delivery options in the wider context of Seaton with a view to then making a recommendation to AMF.

6 Statutory compliance

Donna Best, Principal Estates Surveyor reported on progress made on Statutory Compliance. This had been considered by SMT at its meeting on 10 August. Once a clear corporate approach to this important area of asset management had been achieved then a further report would be made to AMF.

7 Date of next meeting

The next meeting of the Asset Management Forum would be held on **Thursday 6 October 2016** at 9.30am in the Committee Room, Knowle, Sidmouth.