

Agenda for Asset Management Forum

Thursday 14 June 2018, 9.30am



Venue: Council Chamber, Knowle, Sidmouth, EX10 8HL
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- 1 [Public speaking](#)
- 2 Notes for 8 March 2018 (attached)
- 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 **Role of Asset Management Forum**
- 8 **Beer Pilot**
- 9 **Asset Ownership, mapping and visualisation**
- 10 **Seaton Workshops – update**
- 11 **Property Investment Framework**
- 12 **Performance Dashboard**
- 13 **Seaton Look-Out Building**
- 14 **Newton Poppleford Public Conveniences**

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[Decision making and equalities](#)

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EAST DEVON DISTRICT COUNCIL

Minutes of a meeting of the Asset Management Forum held at Knowle, Sidmouth on 8 March 2018

Attendance list at end of document

The meeting started at 9.30am and ended at 11.01am.

***12 Public speaking**

There were no public speakers at the meeting.

***13 Report of previous meeting**

The report of the previous meeting held on 7 December 2017 was confirmed as a true record.

***14 Declarations**

Councillor Geoff Pook: Minute 16; personal interest – Member of Beer Parish Council

***15 Introduction of Tim Child**

Tim Child, Property and Estates Manager, introduced himself to the Forum and outlined his previous experience in the public sector, outlining the commercial approach he would be applying to the role. The Chairman welcomed him on behalf of the Forum and looked forward to working with him for the delivery of the aims of the Forum.

***16 Beer Pilot and interim arrangement**

Since the last update to the Forum on work preparing the pilot scheme, an interim arrangement had been drafted in order to provide the Parish with means of starting operations from the intended transfer date of 1 April 2018. This was to enable the Parish to get underway in preparation for the busy summer season under the terms of the interim arrangement for a year, whilst permitting further time to establish the final terms of the permanent transfer.

The interim arrangement covered aspects such as enquiries and bookings, insurance, liability, charge setting, clearing up and toilet cleaning. Legal would review the form of wording with a view to ensuring a robust agreement wording that retained brevity.

In response to a question about obtaining a licence as required, it was explained that the Parish Council would still have to comply with licensing requirements and either make the necessary application or ensure that the third party hiring from the Parish Council had applied and got the required licence.

In response to a clarification, the Forum were reminded that the asset transfer would not include the car parks – the pilot was set up around discretionary services. A full business plan had been drawn up to identify the potential income, revenue costs and administration costs. From this plan, the District Council still retained the majority of income from the car parks.

For the longer term proposal, further work was required on the title of land in the parish and on the detailed terms for the proposed transfer. This would be reported to Cabinet for approval in due course.

RESOLVED:

1. to check that authority is in place to action an interim arrangement, which may differ from the previously agreed authority for a permanent transfer of assets;
2. that officers finalise the terms of interim agreement;
3. that a timetable for delivery of the transfer be drawn up and provided to the Forum.

***17 Asset Ownership, mapping and visualisation**

Paul Johns, Corporate Property Records Officer showed the Forum the mapped areas of Council non-housing property in the District. Paul had visited all areas of the district, and entered data on the Council's GIS system and investigated records to establish clear ownership.

The visual information could be exported to other mapping systems currently, but there were some issues with migrating data to other systems the Council already held.

The Forum discussed the value of the data and how additional information could be added to each land record in order to build up a comprehensive system that could be interrogated for asset management purposes. Strata had already been approached to see if they could provide an interface between the mapping data and the Council's other databases, including the housing data held.

There was a very practical need for the comprehensive data as a management tool, but there was also a likely requirement from national government to have a public version showing core data in the future, as well as data sharing with other authorities and agencies. In determining what detail was required for assets, the Property and Estates Manager would choose a significant asset to explore the level of detail that could be assimilated.

The Chairman felt that this evaluation of the data needed resourcing, but would ultimately deliver considerable efficiencies both for asset management, and in fielding public enquiries. He wanted to see a plan of what the system solution would achieve, and what was required in order to deliver it, including cost and resource and including projected savings to offset additional resource cost. He felt that on completion of such a project, the savings delivered through efficiency could be significant.

The Deputy Chief Executive would oversee the preparation of a business case for Strategic Management Team, looking at the practical issues of delivery and the technical solutions required for both the management tool and for public use.

RESOLVED:

1. for the Forum to receive a fully costed plan on what the development of a mapping solution integrated with the Council's data will deliver and the resource required;
2. that the asset mapping solution is a standing item on the Asset Management Forum agenda.

***18 Seaton Workshops update**

Tenders for the two sites – Colyford Road and Fosseyway Park – had been returned in 2017 with higher costs than expected. As a result, discussions had taken place with the planning team on the specification of the build to achieve a development which satisfied planners but also in realised a financial saving through a more appropriate design and specification.

With this new specification, expressions of interest were to be sought from March 12, with progression to tendering in April and returns expected by early June 2018. Wider

publication of the tendering process would be considered, as not all suitable commercial building companies had signed up to the portal used for the tendering process.

***19 Rent Support Scheme**

The Forum were updated on the current position with the existing scheme. In light of the existing measures not delivering the intention the Council had, a revised scheme will need to be developed and may need to go through a further formal decision making process. This is likely to take some time and, in the meantime, there may be individual lease renewals and rental reviews that need to be negotiated. Jamie Buckley, Engagement and Funding Officer, was praised for her work in the scheme in what had been undertaken to date.

Attendance list (present for all or part of the meeting):

Councillors:

Paul Diviani
Geoff Pook (Chairman)
Alan Dent
Phil Skinner
Ian Thomas

Officers present:

Richard Cohen, Deputy Chief Executive
Tim Child, Property and Estates Manager
Paul Johns, Corporate Property Records Officer
Anita Williams, Principal Solicitor
John Hudson, Accountant
Adrian Priest, Estates Surveyor
Debbie Meakin, Democratic Services Officer

Apologies:

Laurelie Gifford, Financial Services Manager
Colin Whitehead, Principal Building Surveyor

Chairman Date.....