

**Agenda for consultative meeting of the LED
Monitoring Forum
Tuesday, 23rd November, 2021, 2.00 pm**



Members of LED Monitoring Forum

Councillors P Arnott, A Dent, B De Saram, S Hawkins
(Chair), P Hayward, N Hookway, J Loudoun,
G Jung, P Millar, G Pook, J Rowland.

East Devon District Council
Blackdown House
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Honiton
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Venue: Online via zoom app

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(or group number 01395 517546)
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**Important - this meeting will be conducted online and recorded by Zoom only.
Please do not attend Blackdown House.
Members are asked to follow the [Protocol for Remote Meetings](#)**

This meeting is being recorded by EDDC for subsequent publication on the Council's website and will be streamed live to the Council's Youtube Channel at <https://www.youtube.com/channel/UCmNHQruge3LVl4hcgRnbwBw>

Public speakers are now required to register to speak – for more information please use the following link: <https://eastdevon.gov.uk/council-and-democracy/have-your-say-at-meetings/all-other-public-meetings/#article-content>

Between 27th July 2021 to 17th January 2022, the Council has delegated much of the decision making to officers. Any officer decisions arising from recommendations from this consultative meeting will be published on the webpage for this meeting in due course. All meetings held can be found via the [Browse Meetings](#) webpage.

1 Public Speaking

Information on [public speaking is available online](#)

2 Minutes of the previous meeting held on 14 September 2021 (Pages 3 - 6)

3 Apologies

4 Declaration of interest

Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)

5 Matters of urgency

6 Confidential/exempt item(s)

To agree any items to be dealt with after the public (including the Press) have been excluded. There are four items which officers recommend should be dealt with in this way.

Part A

- 7 **Nominations for Vice Chair of the LED Monitoring Forum**
- 8 **East Devon District Council Leisure & Built Facilities Strategy workscope**
(Pages 7 - 15)
- 9 **LED Community Engagement Programme** (Pages 16 - 18)
- 10 **LED Community support to Afghan Refugees** (Pages 19 - 20)
- 11 **Activities by Property and FM Team on LED Properties** (Pages 21 - 26)

Part B

- 12 **Facilities and Activities Update** (Pages 27 - 31)
- 13 **Exmouth Pavilion** (Pages 32 - 34)
- 14 **Ways to Wellbeing Programme** (Pages 35 - 36)
- 15 **KPI Performance Dashboard** (Page 37)

[Decision making and equalities](#)

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EAST DEVON DISTRICT COUNCIL**Minutes of the consultative meeting of LED Monitoring Forum held online on 14 September 2021****Attendance list at end of document**

The meeting started at 9.30 am and ended at 10.40 am

68 Chair's introduction

The Chair acknowledged the outgoing Chairman of LED Community Leisure, Nigel Halford, and welcomed the incoming Chairman, Richard Purchase.

69 Public Speaking

There were no public speakers registered to speak.

70 Declaration of interest

Cllr P Arnott: Minutes 74 - 78; Personal Interest: Membership of LED Community Leisure.

Cllr A Dent: Minutes 74 - 78; Personal Interest: Membership of LED Community Leisure.

Cllr P Hayward: Minute 78; Personal Interest: Lives in vicinity of Cloakham Lawns Sports Club.

Cllr S Hawkins: Minute 77; Personal Interest: Director of Exmouth Sideshore as appointed by the Council.

71 Matters of urgency

None.

72 Confidential/exempt item(s)

There were three items to be considered in private session.

73 Minutes of the previous meeting held on 6 July 2021

The minutes of the previous meeting held on 6 July 2021 were recommended to senior officers for approval.

74 LED Community Leisure 2019 Social Value report

The CEO of LED Community Leisure outlined the project overview of the social value generated across selected operated facilities in 2019.

The key outputs of social value were explained as:

- Improved health, covering areas of
 - CHD stroke
 - Breast Cancer
 - Colon Cancer

- Diabetes
- Dementia
- Good Health
- Increased educational attainment, covering elements of
 - 11 – 18 educational attainment
 - Enhanced Human capital
- Improved subject wellbeing
- Reduction in crime

The report contained statistical data on the social value calculated for each of the sites listed above.

Overall, the social value generated annually across those sites in 2019 was approximately £8.9million. This equated to £6.80 per £1 invested by the Council, which was almost double the industry standard.

Debate on the report included:

- Reminder that LED Community Leisure had close links with GP surgeries as part of the GP referral program;
- Keen to include a social value report on an annual basis as part of the service level agreement;
- Consider how to reflect that social value for all areas of the District, not just the towns;
- Customer use of the tennis centre at Exmouth had been impacted more severely as racket sports had been prohibited through most of the pandemic; the site had also been used for vaccinations. Usage would naturally pick up during the winter months, and alongside promotion, it was hoped that the recent US Open win by Emma Raducanu would spark further interest;
- Reminder of how social prescribing is undertaken in the District;
- Look to benchmark social value with other comparable local authorities.

The Forum welcomed and endorsed the positive report.

75 **Strategic Outcomes Planning Guidance (SOPG) DIAGNOSTIC final report**

The Forum received the full Strategic Outcomes Planning Guidance DIAGNOSTIC report, which would provide the evidence for forming the emerging Leisure and Built Facilities Strategy.

Strategic Leisure updated the Forum on discussions with Sport England. This had resulted in support in principle from Sport England, whereby funding towards the project would be in the region of £5k - £10k. A draft scope of works was under discussion with officers.

Sport England were also launching a new framework for consultancy and support that was expected to be live in mid September 2021. Elements of costing in that framework were explained, and how those costings would be tendered would be subject to further discussion.

Discussion included:

- In response to a question about inclusion of other leisure providers, Strategic Leisure confirmed that consultation would take place with neighbouring authorities, as customers didn't recognise boundaries and travelled to their nearest provider. LED Community Leisure were already involved with consultation groups relating to Cranbrook and would continue that dialogue to establish the needs of that community.

The Portfolio Holder for Tourism, Sport, Leisure and Culture welcomed the full report and the work ahead in creating a Leisure Strategy.

RECOMMENDED to Cabinet

that the Strategic Outcomes Planning Guidance DIAGNOSTIC report be approved.

The consultative meeting then went into private session.

76 **KPI Dashboard July 2021**

The Forum received key details on the performance of LED Community Leisure for July 2021, including an outline of the net promoter score. Feedback from members was at a high level and positive.

The Forum endorsed the KPI dashboard.

77 **Facilities and Activities Report July/August 2021**

The Forum received a report that updated on the facilities and activities of LED Community Leisure for July and August 2021. This included the success of new initiatives and the trends showing improvements on numbers.

An issue was raised on what initiatives could be offered specifically for long covid sufferers; it was suggested that the health service would need to take the lead in what activities would benefit. LED Community Leisure were already looking at what initiatives could benefit such referrals.

The Forum endorsed the report.

78 **LED and Cloakham Lawns Sports Club**

The Forum had been provided with a report, updating on a recent informal meeting on 20 July 2021 between representatives of Cloakham Lawns Sports Club Committee, Council Members and officers, and LED Community Leisure.

Since publication, the Cloakham Lawns Sports Club had notified LED Community Leisure that they were withdrawing from any relationship with LED, and were no longer prepared to work with LED on providing a health and fitness facility at club.

The Forum received the update and acknowledged the impact this had on the current leisure offer in Axminster.

Attendance List

Councillors present:

P Arnott
A Dent
B De Saram
S Hawkins (Chair)
P Hayward
N Hookway
J Rowland

Councillors also present (for some or all the meeting)

D Bickley
S Gazzard
S Jackson
P Millar

LED Community Leisure representatives:

Peter Gilpin, CEO
Bridgette Jones, Director of Finance
Jamie Bryant, Director of Delivery
Nigel Halford, outgoing Chairman of LED Board
Richard Purchase, incoming Chairman of LED Board

Strategic Leisure representatives:

Liz Taylor
Rachel Sutcliffe

Officers in attendance:

Amanda Coombes, Democratic Services Officer
John Golding, Strategic Lead Housing, Health and Environment
Debbie Meakin, Democratic Services Officer
Charles Plowden, Service Lead Countryside and Leisure
John Symes, Finance Manager

Councillor apologies:

V Johns
G Jung
G Pook

Report to LED Monitoring Forum:

Date of Meeting 23rd November 2021

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



East Devon DC Leisure & Built Facilities Strategy workscope
Report summary:

East Devon DC has recently developed a Strategic Outcomes Planning Guidance (SOPG) Diagnostic report to identify the Council's current position on a journey to improving the physical and mental health and wellbeing of its residents.

East Devon DC recognises the need for a strategic and sustainable approach to planning for future physical activity provision, based on local insight and locality evidence. The development of a Leisure Strategy will follow the SOPG approach i.e. use shared outcomes and insight to identify the actions needed to address local priorities for physical activity. It will include the development of a clear Vision for the future of physical activity facilities and services in East Devon, objectives to be achieved and an action plan setting out the Strategy implementation.

Is the proposed decision in accordance with:Budget Yes No Policy Framework Yes No **Recommendation:**

Recommend to Cabinet to approve the Scope of Work for producing the Leisure Strategy & Built Facilities Evidence Base as detailed in the report.

Reason for recommendation:

To enable East Devon District Council to commence the preparation of its Leisure and Built Facilities Strategy in accordance with Sport England's guidance.

Officer: Charlie Plowden, Service Lead – Countryside & Leisure; cplowden@eastdevon.gov.uk

Portfolio(s) (check which apply):

- Climate Action and Emergency response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Tourism, Sport, Leisure & Culture
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities

Equalities impact Low Impact**Climate change** Low Impact**Risk:** Low Risk;

Links to background information

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
 - A greener East Devon
 - A resilient economy
-

Purpose of report

East Devon Leisure Strategy

SOPG – Scope of Work

Background Context

Based on the finding of the SOPG Diagnostic, there is a need to:

(a) Produce the following reports, to provide the evidence base for physical activity provision:

- Leisure Strategy (drafted using the SOPG approach)
- Built Facility Evidence Base
- Playing Pitch Strategy (PPS) N.B. this is being undertaken as a separate element of work by East Devon DC's Planning Policy team.
- Soft Market Testing Exercise for the leisure contract

(b) Undertake the following to inform the above reports:

- Undertake a residents' survey to provide evidence and insight of current needs, behaviours, interests and influences in relation to physical activity in East Devon.
- Undertake additional focussed community engagement with stakeholders who can represent hard to reach groups, and/or hard to reach groups direct.
- Undertake further detailed consultation with East Devon DC officers from other departments/service areas to discuss the role that the leisure service and/or facility stock could play in supporting the delivery of council-wide objectives and outcomes.
- Consult with Active Devon to understand the changing role of Active Partnerships and how this may impact on the work that LED currently undertakes.
- Commission national Facility Planning Modelling for Swimming and Sports Halls once the Local Plan Review is completed and outcomes for housing are known.
- Contribute to the review of all existing dual use arrangements to ensure that they are fulfilling the needs of residents and are financially sustainable for East Devon DC, and make recommendations for their future operational management and delivery.
- Review the financial arrangements between East Devon DC and LED with consideration given to introducing a business plan through to the end of the contract period, replacing the Service Fee with a baseline Management Fee increased by RPI annually, a revised Profit and Loss reporting format to be agreed with East Devon DC, clearly showing the management fee payment allocated to each site Profit and Loss account.
- Confirm all financial, timescale and policy elements of East Devon DC's commitment to inform and guide implementation of the Interventions.
- Undertake a headline appraisal of East Devon DC's operational management options

The Scope of the East Devon DC SOPG

- Develop the district's physical activity context to reflect its natural assets, built and outdoor resources to link into the Playing Pitch Strategy (PPS) and Open Space work
- Development of a vision for physical activity in East Devon through the development of a leisure strategy
- Establishing the role of physical activity in contributing to East Devon communities' health and wellbeing and East Devon's Statement of Intent and new Council Plan 2021 - 23
- The role of leisure in contributing to East Devon's Public Health Strategy's aims to (1) help more people be and stay healthy, (2) to enhance self-care and community resilience, and (3) to integrate and improve support for people in their homes
- The rationale for East Devon DC's provision and how this is targeted in the future
- Contribute to a review of all existing dual use arrangements to ensure that they are fulfilling the needs of residents and are financially sustainable for East Devon DC, and make recommendations for their future operational management and delivery.
- A review of national relevant strategies and policies, including Moving Communities' trends
- A review of local relevant strategies and policies, including Moving Communities' data
- A review of leisure industry best practice
- A review of other comparable local authority leisure services and sharing of lessons learned
- Impacts of Demographic and Socio-Economic specific to East Devon
- Review of each facility in relation to key strategic factors: meeting local need; community capacity; adjacency to/competition with other provision; financial (cost, investment, income generation); building condition; catchment areas; unmet demand; key users e.g. schools for curriculum delivery
- The process for developing the Built Facility Evidence Base will follow ANOG (Assessing Needs and Opportunities Guide for Indoor and Outdoor Sports) guidance from Sport England
- Identification of communities not currently served by existing facilities
- Review the financial arrangements between East Devon DC and LED with consideration given to introducing a business plan through to the end of the contract period
- Identification and assessment of operational options for future delivery and indicative financial implications (this will include other potential sources of funding where identified)
- A soft market testing exercise for the leisure contract
- A review of LED, East Devon DC and Active Devon community outreach services
- Consider the options for future operational delivery of East Devon DC services and facilities, in line with the Sport England Leisure Services Design Guidance (LSDG)

Development of a Leisure Strategy reflecting the SOPG approach, and setting out:

- Existing provision – facilities and services
- Stakeholder engagement, including a residents' survey
- Development of national and local strategic context and policy
- Assessment of the East Devon demographic
- A Needs Analysis for East Devon (facilities and services, supply and demand)
- A new Vision and Strategic Framework for Physical Activity provision in East Devon - why, what, where, and how this links to and reflects shared priorities for East Devon
- Identification and Assessment of operational models, including financial implications for East Devon (how and who?)
- Delivering the Vision (this will reflect review and assessment of all other aspects of the brief), and what this means in terms of facilities, finance, timescales, resources (Interventions and Commitment)
- Headline operational options analysis

Methodology

To deliver the above, Strategic Leisure will:

- Undertake site visits to all East Devon leisure facilities and other main providers and undertake quantitative and qualitative site audits
- Commission national Facility Planning Model (FPM) runs for swimming pools and sports halls across the district once the Local Plan Review is completed and outcomes for housing are known
- Map all facilities and catchment areas
- Undertake a residents' survey to provide evidence and insight of current needs, behaviours, interests and influences in relation to physical activity in East Devon
- Undertake stakeholder engagement (clubs, schools, parish and town councils, NGBs and identified stakeholders)
- Undertake consultation with key East Devon DC contacts from other departments/service areas
- Review East Devon DC facility performance and usage
- Development of national and local strategic context and policy
- Assessment of East Devon DC demographic
- Review LED, East Devon DC and Active Devon community outreach services
- Identify communities not currently served by existing facilities and services
- Review of each facility (LED plus other providers) in relation to key strategic factors: meeting local need; community capacity; adjacency to/competition with other provision; financial (cost, investment, income generation); building condition; catchment areas; unmet demand; key users e.g. schools for curriculum delivery
- Develop a Needs Analysis for East Devon DC (facilities and services, supply and demand) Identification and assessment of operational options for future delivery and indicative financial implications (this will include other potential sources of funding where identified)
- The process for developing the Built Facility Evidence Base will follow ANOG (Assessing Needs and Opportunities Guide for Indoor and Outdoor Sports) guidance from Sport England
- Development of a Strategic Outcomes Planning Guidance (SOPG) report as above following the following SOPG key elements as a minimum:

Outcomes
Insight
Interventions
Commitment

Given the amount of work already undertaken as part of the SOPG Diagnostic, we do not envisage significant new work for SOPG Stages 1 and 2. The focus of this work overall would be Stages 3 and 4 to develop a Leisure Strategy and way forward for provision in the District:

SOPG	Methodology	Outcomes
Introduction	An SOPG report sets out the strategic direction for a LA and its future approach to physical activity provision – services and built infrastructure (formal and informal) and the active environment. To do this there is a need to understand the location and current position of the local authority i.e., what it is currently providing, why, where, and how and the impact of this within a local community, plus any other local factors relevant to future sport and physical activity provision e.g., existing outreach programmes.	Local context

SOPG	Methodology	Outcomes
Stage 1 – Develop Shared Local Strategic Outcomes for your Place		
Develop an understanding of the wider shared local outcomes for you place	SLL has already undertaken a review of existing policy and strategy e.g., Corporate Strategies, the Local Plan, Public Health Strategy to understand EDDC's priorities for health and wellbeing, community development, housing growth and S106/CIL, economic development and physical activity. We will also review FPM runs, Active Lives data, and the approach the LA is taking to active travel and the wider active environment. It is also important from the outset to be clear about a LA's carbon neutral commitments, and its priorities for social value.	Identification of shared local priorities. Development of local physical activity outcomes which reflect the contribution to be made to identified local cross-sector priorities
Using a cross-sector approach identify local community needs and priorities	We will review any other cross-sector policy and strategy to understand wider priorities for health, education, infrastructure planning proposals, local authority re-organisation, opportunities for external funding, and private sector investment. The Local Plan is integral to all of the above and we recognise the need to engage further with EDDC planners over the emerging Local Plan in developing the full SOPG.	
Establish the contribution sport and physical activity can make	Understanding the above enables a clear understanding as to where sport and physical activity can make a contribution to addressing local priorities e.g., in EDDC it's about ensuring access to appropriate physical activity opportunities across the district; this needs to be considered given the significant growth in population over the next 10 years due to residential development (e.g. Cranbrook), and the opportunity to develop interventions which encourage the inactive to integrate more movement into their daily lives and therefore a positive impact on the all other aspects of life.	
Secure Buy-In to the shared local Strategic outcomes	There is currently no shared vision and outcomes supporting healthier lifestyles, physical and mental health and wellbeing and increased levels of physical activity. Stakeholders will be the key partners for future provision so it is critical that everyone signs up to a shared vision and local outcomes; these will drive the development of later interventions.	Agreed vision and shared local outcomes
Stage 2 - Understand Your Community and Your Place		
Gather Insight from the local community and stakeholders to identify barriers and opportunities for behaviour change	SLL has already undertaken significant consultation in EDDC. For the SOPG Diagnostic however, as highlighted in that report, there is a need to extend this. It is suggested that the following are consulted with as a minimum: <ul style="list-style-type: none"> - CCG's - Public Health - Local Sports Clubs - Parish and town Councils - The Education Sector - The Tourism Sector - Marginalised groups - Organisations representing older people, younger people, those in social care, those on low incomes, those with a disability etc. - All providers of physical activity facilities - Transport 	In depth understanding of a local community, how it functions and differs across an area, why the barriers to taking part are as they are, emerging ideas how these can be addressed, and appreciation of how life inequalities really impact on health and well-being.

SOPG	Methodology	Outcomes
	<p>- Arts/Cultural Sector</p> <p>SLL will lead on the community consultation on behalf of EDDC. This will be delivered through an online survey and focus groups.</p> <p>To determine whether EDDC is receiving value for money from the current leisure management arrangement, a market testing exercise (SMT) should be undertaken to inform future decision making.</p> <p>Need for up to date Facility Planning Modelling reports (FPM) to inform the supply and demand analysis.</p>	
Consider the contribution from the wider physical and social environment	The demographic, social and health profile for the borough is already developed but we will add to as appropriate from the additional consultation undertaken.	
Establish where you are now and where you want to be in the future	<p>We will review and extend the existing Insight findings to provide a position statement which sets out:</p> <ul style="list-style-type: none"> • The health and physical activity inequalities profile of the area • Key physical activity and health inequalities to be addressed • Barriers to taking part in physical activity • Potential opportunities to address this e.g., proposals for the active environment and active travel, infrastructure development, outreach programmes • Existing and potential partners 	
Agree the objectives needed to contribute to the shared local strategic outcomes	Based on these findings, we will review and develop a set of revised objectives, designed to resonate with all stakeholders who we need to buy into them, and which reflect the challenges identified by local people.	Agreed objectives – pragmatic, realistic and sustainable- which are needed at local level to contribute to shared local strategic outcomes.
Stage 3 Identify How the Outcomes can be Delivered Sustainably		
Consider a range of service and facility interventions across the broad range of provision	<p>EDDC has made significant interventions to retain its leisure facilities operated by LED. Interventions include both significant capital and revenue investment.</p> <p>Future interventions of any description need to be evidence-based, so that investment is aligned to an agreed Vision, priorities and outcomes for physical activity, that contribute to a healthier East Devon.</p> <p>In other words, future investment needs to be on the basis of an agreed Leisure Strategy framework.</p>	Identification of the optimal mix of interventions – service and built, plus the wider active environment, where these should be implemented, the partnerships behind them, and how. They should be managed and delivered.

SOPG	Methodology	Outcomes
<p>Determine the optimal and sustainable mix of facility and service interventions</p>	<p>SLL will contribute to a review of all existing dual use arrangements to ensure that they are fulfilling the needs of residents and are financially sustainable for EDDC, and make recommendations for their future operational management and delivery.</p> <p>SLL will review the financial arrangements between EDDC and LED with consideration given to introducing a business plan through to the end of the contract period, replacing the Service Fee with a baseline Management Fee increased by RPI annually, a revised P and L reporting format to be agreed with EDDC, clearly showing the management fee payment allocated to each site P and L account.</p> <p>Through ongoing dialogue with EDDC and partners, we will develop the optimal mix of facility and service interventions. Engagement with Sport England, NGB's and external funding opportunities will be vital to test the interventions and support for them, which has the potential to be reflected in resources.</p> <p>The critical issues are that the optimal facility and service interventions:</p> <ul style="list-style-type: none"> ● Respond to identified Insight ● Contribute to agreed shared local outcomes 	
<p>Explore and identify effective management option(s) to deliver core facility and service intervention</p>	<p>Once optimal facility and service interventions are agreed we consider the management options. This needs to take account of existing local operational delivery models e.g., outsourced contract, local trust etc.</p> <p>Thinking about delivery models now is helpful to inform the subsequent business case, and also highlight the need for ongoing involvement with an operator in terms of e.g., building design. It is important at this stage to fully explore the operational delivery options and opportunities so that if the identified intervention is a building, these decisions and intervention can be bought together.</p> <p>This will result in increased integration, sustainability and better joined -up thinking. Potentially interventions will then also be more cost-effective with a clear strategic contribution to the shared local outcomes.</p>	
<p>Establish the core Key Performance Indicators (KPIs) for each intervention</p>	<p>We will develop KPIs for each of the agreed interventions. The KPIs should be useful and provide a measure of how each intervention will contribute to the shared local outcomes, because the intervention itself addresses identified local need.</p> <p>Equally it is important that the KPI can be evaluated and that means being able to collect the data to enable this to happen.</p> <p>KPIs relating to behaviour change are people-centric and may take some time to be evidenced. We develop KPIs</p>	<p>Agreed relevant KPIs for each intervention</p>

SOPG	Methodology	Outcomes
	which evaluate both short and longer-term impact to reflect this aspect of physical activity behaviour change.	
	In developing the KPIs we take into account resources at local level, who will be managing the interventions and the delivery model so strategic outcomes and operational delivery are inextricably linked. It is also crucial that these KPIs link to and reflect what partners are already collecting/need to collect to demonstrate contribution to shared outcomes. This underpins partnerships and commitment to transformational change at local level.	
Stage 4 - Secure Investment Commitment to Outcome Delivery		
<p>Agree an effective and sustainable business case</p>	<p>The Interventions identified as a result of the options appraisal may be services, built or the infrastructure e.g., walking and cycling routes for a more active environment, incorporating active travel.</p> <p>We will develop a sustainable business case for the agreed interventions.</p> <p>We will develop a revenue model setting out indicative programming, throughput, pricing and access policies, membership options, income, and expenditure. It will illustrate, taking into account any capital borrowing, sustainability of the interventions and whether there is a need for a long-term subsidy.</p> <p>Based on high level capital costs and an indicative facility mix reflecting the options analysis and Insight, SLL will develop revenue estimates to enable the discussion at political and senior officer level about commitment to the recommended way forward. This will provide an indicative position on level of investment required, how this might be funded and the impact of this on revenue costs linked to a future delivery model.</p> <p>Operational delivery models will be described in detail as are the delivery mechanisms behind development of the active environment and implementation of new/extended services.</p> <p>The business case also considers risk, contingency, and timescales.</p>	<p>Agreed sustainable business case, including resource requirements, partnership support roles, responsibilities, and implementation plan.</p>
<p>Identify resource requirements to support implementation</p>	<p>We will identify resource requirements – all sources/options for external/internal capital funding, revenue support, people, partners, and timescales to implement the interventions, set out in a project plan.</p>	
<p>Secure stakeholder support and move to implementation</p>	<p>The project and business case will be discussed with stakeholders to secure commitment to their implementation. Re-engagement with Sport England and external partners such as NGB's is critical to progress the interventions to the next stage.</p>	

Financial implications: The report has no direct financial implications at this stage.

Legal implications: The report does not raise any specific legal implications requiring comment.

Report to: LED Monitoring Forum, November 2021

Subject: LED Community Engagement Programme

From: Andrew Dare, Lottie Edwards and Jane Nicholls (Community Engagement Team)

Date: November 2021

The Engagement Team has been and will continue to ensure that it links into the EDDC Public Health Strategy with LED driving the areas listed below across East Devon. LED's focus is twofold; delivering meaningful and beneficial activity to residents that need it, whilst also developing and supporting a volunteer network across the district to enable more people to become active. In the past month LED have engaged with 40 volunteers to support programs and had 250 attendees across our community projects.

- Physical activity
- Diet and nutrition
- Mental health
- Loneliness; social isolation
- Dementia
- Long-term conditions
- Frailty and falls

A big drive for LED Community Leisure is developing its partnership with the NHS and the local Primary Care Networks to support the community. This will be through the development of offering community spaces to support joint working (either in existing LED leisure facilities or 3rd party facilities) or developing pathways for people to activate services away from a hospital setting.

- In Club
 - Working with the NHS Community Teams we now have the NHS teams working from Honiton and Exmouth delivering the community exercise groups such as COPD and Strength and Balance, with the GP Referral and low intensity classes as the exit strategy for the patients.
- Social Prescribing
 - An exercise pathway offering for new Mental Health Coaches working across Sidmouth, Ottery and Honiton has been launched and working with the team to help support Mental Health Week across LED. It is disappointing to hear that the Ways2Wellbeing Scheme will be stopping in December 2021. This scheme has been an asset to community over the last 4 years and to see this scheme cut with no communication to the public or team members and volunteers involved is very disappointing.
- Health Referrals
 - Escape Pain, Strength and Balance, GP Referral, Cardiac and Escape Pain sessions are now all up and running across all LED sites. We continue to develop processes and develop links with partners to help develop this scheme.
- Community Engagement
 - Strollercise running in and around Ottery, from the meeting point at Land of Canaan – gentle mobility exercises with a stroll. Meeting every Wednesday for 8 weeks initially and targeting inactive Over 55s. Sessions are now being developed to link with the Leisure Centre as a class, like seated exercise.
 - Pilot project to work with Honiton Community College to provide digital health and wellbeing sessions – this project is in initial planning stages. A meeting was held in early September with a hope that the project will start in November working with Year 11 boys that have been identified by the school as in need of additional support.
 - Our Active Mums programme has been selected as a good practise case study for UK Active and will therefore achieve national recognition.
 - Provide taster sessions for year 10 girls who have been identified as having a higher need through SENCO and Pupil Premium. These sessions have an added mental health focus with partnership working through the Mental Health Charity Heads Up. These sessions started on the 13th October.

- This Girl Can Cardio, Coffee and Chat Mother and Toddler group exercise sessions at Exmouth Tennis Centre – targeting mothers that feel isolated or have not previously had the opportunity to access the centre because of issues such as childcare. These sessions have now started and sees 10– 12 mums attending each week.
- The 1st Session of Couch to Coast started with a launch event at Ocean and saw over 20 people attend. This is a funded CAN project supporting the South West Coast Path
- Linking with Emma Molony to deliver a CAN nature project in Harpford woods called ROUTES. A project that combines a walk in the local area and creative artistic led sessions. Started in September and has 16 attendees.

Another great Routes session this time with the wonderful Rosie!
 Showing the group how to screen print with what we found on our walk. We also stumbled across the fab creative nature boxes that are dotted around Harpford Woods [Double Elephant Print Workshop LED Community Leisure Ltd Active Devon](#)

Well done ladies this morning...if you'd like to join these sessions(mother and toddlers) they are on a Tuesday at 9.30am at Exmouth Tennis centre... The instructor will adapt the sessions to your fitness level...so if you've not done anything for a while don't worry this is for you! [LED Exmouth Tennis & Fitness Centre LED Exmouth Leisure Centre LED Community Leisure Ltd](#)



- Swim to Sea in Exmouth, 3 groups: Under 18s, adults and Over 55s – Funding from Wild Exmouth Project aimed at people needing to build their confidence/technique for sea swimming –All projects are full, with waiting lists. The Under 18s ran successfully through the 6 weeks holiday and the over 55s and adults are currently still running.



- The team have been working with Doctors from Imperial and Haldon House Surgeries in Exmouth to set up a Grade 1 walk from the surgeries. Walk leader training was delivered to staff and volunteers from the practise and then held their 1st walk from Manor Gardens on the 14th October.

Excited to be delivering our 1st Walk Leader training session of 2021!!!
 We love walking [The National Lottery Community Fund Ramblers](#)
[Walking for Health LED Community Leisure Ltd](#)



- The team have been working with the Exmouth Admiral Nurse to see if we can start a new Opportunity Club for dementia sufferers and their carers. Starting with a couple of focus group sessions.
- Working with EMDUK to set up a This Girl Can Classes course for instructors. Training course will take place on 20th November at Ottery LC.
- We have supported all areas to restart the Walking for Health sessions and these continue to be very popular with a planned leaders celebration day for 2022. We are working with the Ramblers to migrate it over to the new national scheme called Wellbeing Walks starting in 2022. See below Honiton Dementia Walking group which is still going strong 6 years after we helped support the group to set up.



Dementia Friendly Honiton

August 13 · 🌐

So many miles covered and friendships made over the 6 years of our monthly Honiton Memory Cafe Ambles. Delighted to be all back together again this week enjoying nature on Salcombe Hill. Huge thanks to Lottie & Andrew from [Outreach LED LED Honiton Leisure Centre](#) for your invaluable support 🙏😊🙏



Andrew, Lottie, Jane

Community Engagement Team

Report to: LED Monitoring Forum
Subject: LED Community support to Afghan Refugees
From: Jamie Bryant, Director of Delivery
Date: 10th November 2021

The below report sets out a summary of the activities undertaken by LED to support the sports and leisure provision of a number of Afghan families currently residing in Exmouth following repatriation from Afghanistan. LED felt privileged to be able to support this initiative.

- LED have worked in partnership with Devon County Council officers having been invited by EDDC Cllrs to provide a range of indoor sport and leisure opportunities for the Afghan families currently residing in temporary accommodation in Exmouth, to help them settle in the UK and also to provide opportunities for physical activities they may never have experienced and help improve both their physical and mental health.
- There were 67 family members residing in temporary accommodation, both adults and children in family groups.
- LED allocated a senior manager (Leanne Perkins) as the project lead for the initiative, who engaged with Oenone Thomas from Devon County Council to understand the requirements, such that she could then liaise with all LED facilities in Exmouth to ensure that the appropriate activities and facilities could be made available at no cost to the families, at times to suit the families.
- Following a review of available space and activities available a programme was developed, creating opportunities for the families to take part in the following activities, with all the necessary equipment provided (and some instances some coaches on hand to support): -

Exmouth Leisure Centre – 10 hours per week minimum

- Squash
- Badminton
- Swimming
- Tennis

Exmouth Tennis Centre – 5 hours per week minimum

These are coach-led sessions for beginners

Ocean, Exmouth

Soft Play – all day, every day

Bowling – all day, every day

Exmouth Pavilion

The local manager has offered to put on a film night or provide some free tickets to events

- Leanne worked with Oenone to gather the required information to create and issue the temporary memberships that the families would need to access the sites, giving consideration to some of the cultural differences that may be experienced by some family members.
- LED IT team set up temporary free of charge membership options, linked to the membership cards so that usage could be tracked and the appropriate customer information was safely stored.
- The local centre teams were briefed and trained around potential language barriers and cultural understanding to ensure the families experiences were the best they could be.

- Offers of support from team members (and a local councillor who is a regular user of the centre) to assist with some of the activities came through.
- The scheme went live on the 1st November, providing fully free of charge access to services and facilities for all 67 refugees.
- At the time of writing sadly take up has (so far) been low. When Oenone returns from leave on 12th November, Leanne will be contacting her to discuss how LED can support and further encourage these families to access and enjoy LED facilities whilst they are in Exmouth.

Report to: LED Monitoring Forum



Date of Meeting 23 November 2021

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Update Report on Activities by Property & FM Team at LED properties

Report summary:

This is an update report on the activities of the Property & FM Team in relation to the LED buildings.

The report outlines not only the Council's responsibilities with the LED buildings but also the types of work currently being done or planned.

This is the 1st such update to this Forum but it is intended that similar reports will be provided to the Forum every 6 months.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That the forum note the content of this report.

Reason for recommendation:

To ensure visibility over the role that the Property & FM Team have in the LED buildings.

Officer: Tim Child- Service Lead, Place, Assets & Commercialisation tchild@eastdevon.gov.uk
 01395 571692 Jorge Pineda-Langford - Principal Building Surveyor, jpineda-langford@eastdevon.gov.uk 01395 571633

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk;

Links to background information [LED Building Maintenance & Investment Requirements Report; Planned & Reactive maintenance works completed and planned](#)

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
- A greener East Devon
- A resilient economy

Report in full

- 1.1 This report summarises the work that has taken place in recent months by EDDC to support LED in their operations at the various buildings leased to them. The leisure assets are some of our largest and certainly our most complex buildings that EDDC are responsible for and therefore form a large part of the work of the Property & Facilities Team.
- 1.2 As background to the scale of the work involved in maintaining and investing in these buildings, in December 2020 the Forum received a report on the LED building maintenance and investment requirements. This report is included as a background document. The Net Present Value of the building maintenance & investment required over the next 30 years was reported as minus £11.4 million (at 5.5% discount rate) and the total forecast investment required is £22.8million (or £26.6million before dual use contributions from the schools are deducted). This data is driven by maintenance, investment and Property & FM management costs and do not reflect improvements (other than standard component replacement) towards fulfilling the climate change agenda. The current leisure portfolio property related budgets are £410,000 revenue and circa £1.5m for capital expenditure over a five year timescale (£300,000 per annum) therefore averaging at a total cost of circa £710,000 per annum.
- 1.3 EDDC's obligations as landlord are to keep the leased building in good repair, maintain (repair and replace) all plant, refurbishment in addition to repairs to hard playing surfaces over and above the tenant's minor repairs. Where LED want to make improvements to the building that benefit their operating ability, but are not essential to the building itself, (perhaps adaptations to a reception area, LED must undertake at their own expense although they often contract EDDC to do these works and we recover our costs. LED must keep clean, lit, clear of weeds and vermin, replace landlord's fixtures that are damaged as a result of tenant's actions, comply with statutory requirements (other than those that fall within landlord's obligations) and undertake repairs to open spaces. Therefore in general terms, EDDC as landlord is responsible for the building and grounds with LED as tenant responsible for the equipment inside.
- 1.4 To provide a little more context, and bearing in mind that this is the first report of this nature below is a summary of the works EDDC typically undertake:

Overall View of Services Provided

- General estate and facility management, including building and grounds maintenance
- Management of Statutory Building Compliance (SBC)
- Management of Planned Preventive Maintenance (PPM)
- Delivery and Management of Reactive Maintenance (RM) by both EDDC maintenance technicians and external contractors
- Safekeeping and sharing of compliance documentation
- General advice on property matters and sharing of relevant information
- Project management (capital works)
- Contractor management, including review of H&S documentation, quality of work, etc

Main Compliance and PPM Work

- Fire Detection (Fire alarm systems)
- Fire Suppression (Firefighting equipment, sprinklers systems, etc.)
- Fire and Smoke Dampers
- Emergency Lighting & Escape Routes
- Electrical Installation Condition Reports (EICR)
- Portable Appliance Testing (PAT) in some instances
- Building Fabric (Walls, Ceilings Voids, Automated Doors, Fire Doors, Asbestos, Roofs)
- Gas Safety Checks (Gas appliances)
- Water Systems (Legionella Management)
- Air Conditioning & Refrigeration (F-Gas, 5 year TM44 Air Conditioning Inspections, etc.)
- Ductwork Cleaning
- Lifts & Lifting Equipment
- Lightning Protection
- HVAC maintenance and servicing – Gas and oil boiler and system servicing, pumps, ventilation, air handling units, filter changes, etc.
- Safety Equipment (Specialist equipment, fall protection systems, suspended access equipment, etc.)

Main Reactive Work

- Painting and decorating
- Replacement of fixing and fittings, including sanitary and brass wear
- Windows and doors boarding/repair/replacement
- Drainage faults
- Glazing
- Joinery repairs
- Lock repairs
- Making safe areas
- Mechanical and electrical faults
- Plant and boiler faults
- Roofing repairs

1.5 Works undertaken during recent months include

- All Automatic Doors at all LED premises have been serviced and are compliant.
- Gas Safety inspections of the Boiler installations at various LED premises have been undertaken and any required repair/remedial works instructed accordingly.
- Tamar Security have submitted several reports following their first maintenance inspections of the Fire Alarm systems which have been reviewed and appropriate works instructed/undertaken.
- The 3 Hour inspection and testing of the Emergency Lighting systems at Axminster, Broadclyst, Honiton & Ottery St Mary Leisure Centres and Honiton Swimming Pool have been undertaken by Baker Electrical and Certificates received/requested with any necessary repair/remedial work instructed.
- The annual Electrical Inspection Condition Reports have been carried out at Exmouth & Honiton Swimming Pool by Baker Electrical and the Certificates received/requested.
- The Pool Plant installations at Exmouth, Honiton and Sidmouth Swimming Pools have been serviced by Cannings.
- The roof level Mansafe systems and associated harnesses and lanyards at Exmouth Tennis Centre and Broadclyst & Ottery St Mary Leisure Centres were examined by A & M Defence & Marine Services and are safe to operate. The anchor bolts to the Lighting Towers at Ottery St Mary Leisure Centre were also examined and no defects were found.
- The replacement of a secondary heating pump in the Boiler Room at Sidmouth Leisure Centre has been carried out and a twin headed pump is on order to replace the defective pump in the Internal Plant Room at Honiton Leisure Centre.
- Cannings have installed various new extract fans at Axminster & Broadclyst Leisure Centres and Exmouth Tennis Centre to replace existing defective units.
- Greenacre M & E Ltd have removed sludge from the sump of the Pumping Station at Exmouth Leisure Centre and cleaned down the chamber. At Honiton Swimming Pool Pumping Station they also replaced one of the pumps, a gate valve, two non-return valves and associated items.

1.6 Other works to specific properties, have included:

Axminster Leisure Centre

- Minor asbestos remediation
- Ventilation remedial works

Broadclyst Sports Centre

- Ventilation remedial works
- Redecoration works

Colyton Leisure Centre

- Dance studio floor sand and seal

Exmouth Leisure Centre and Pool

- The Pool Covers to the Main & Training Pools were serviced by Glatz Pioneer
- The Platform Lift at Exmouth Leisure Centre has been serviced by Hanover Lifts and is compliant
- Poolside tile, survey and repairs at ladder access point

- Squash Court refurbishment (1 Nr.)
- AC survey and remedial works
- Ventilation issues in Studio 1
- Proposals obtained regarding pool lighting.
- Remedial works to a raised manhole cover

Exmouth Pavilion

- All snagging associated with the remedial works following the fire have now been satisfactorily carried out
- Agreement of the Fire Insurance Claim has been agreed with the Loss Adjuster
- Stage Electrics examination of the Lighting & Curtain Bars, Rope Sets, Winches etc was undertaken in February 2021 and we received the Unsatisfactory Report on 19 April. A Capital Bid has been submitted for the necessary recommended remedial works.
- A2M Safety Survey for the installation of eye bolts postponed pending resolution of issues identified by Stage Electrics.
- External cladding redecoration to the Café entrance area satisfactorily carried out.

Exmouth East Devon Tennis Centre

- Ventilation maintenance to the Café FCU
- Gas leak rectification

Honiton Leisure Centre

- Roof repairs over Reception area
- Squash Court refurbishment (1 Nr)
- Dance studio floor sand and seal
- Replacement pump in plant room
- Redecoration works

Honiton Pool

- Refurbishment of the reception and changing areas due to commence 15 November and be complete by 18 February 2022
- Poolside tile surveys undertaken. Tile repairs to have been progressed
- Replacement pool pump and associated equipment

Ottery St Mary Leisure Centre

- Dance studio floor sand and seal
- Capital Bids submitted for the full replacement of the roof coverings and replacement of the Oil tank
- Redecoration works

Sidmouth Swimming Pool

- The leak to the Chlorine Delivery Tank has been resolved
- The new Trend BMS controls and touchscreen interface were installed on 20 April ready for the pool to reopen to the public on 26 April following the latest lifting of the relevant lockdown restrictions
- New replacement Boiler on Order for installation prior to Christmas
- Poolside tile surveys and associated repairs have been undertake.

Sidmouth Leisure Centre

- Bouygues have commenced their Party Wall Works, which is due to be completed by 12 November 2021
- Squash Court refurbishment (2 Nr)

- 1.7 In terms of smaller planned and reactive works undertaken in the last 3 months and forecast in next 3 months please see attached table as background paper. There have been 108 reactive works undertaken in past 3 months – this does not include planned works.
- 1.8 In terms of capital projects, these have been light in recent years but 12 bids have been submitted in the current bidding round (some bids containing projects across multiple sites) for circa £3,000,000 at LED sites and will be assessed over the coming months alongside other bids from across the Council. A small element of these bids relate directly to energy efficiency measures but the majority is to reflect the reduction in capital projects in recent years as identified in the report to the Forum of December 2020 and are to maintain the fabric and operation of the building.
- 1.9 The Team meet monthly with LED to review progress on current work and identifying new work. This arrangement developed over the past 18 months works well and it is key that there is a good level of communication between parties.

Financial implications:

The financial details are included in the report.

Legal implications:

There is a formal agreement between EDDC and LED setting out the provisions relating to property costs, otherwise the report does not raise any legal implications requiring comment.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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