

**Agenda for consultative meeting of the Asset  
Management Forum  
Friday, 4th November, 2022, 9.30 am**



**Members of Asset Management Forum**

Councillors P Hayward (Chair), P Arnott, J Rowland,  
G Pratt and E Rylance

East Devon District Council  
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**Venue:** online via zoom

**Contact:** Debbie Meakin 01395 517540; email  
[dmeakin@eastdevon.gov.uk](mailto:dmeakin@eastdevon.gov.uk)

(or group number 01395 517546)

Thursday, 27 October 2022; republished 3 November 2022

**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>

1 Public speaking

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

2 Notes from the previous meeting held on 22 June 2022 (Pages 3 - 8)

3 Apologies

4 Declarations of interest

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

5 Matters of urgency

Information on [matters of urgency](#) is available online

6 Confidential/exempt item(s)

To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which officers recommend should be dealt with in this way.

- 7     **Exmouth Placemaking update** (Pages 9 - 12)
- 8     **Place and Prosperity Team update** (Pages 13 - 15)
- 9     **Estates Team update** (Pages 16 - 17)
- 10    **Property and FM Team Update Report** (Pages 18 - 35)

[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**

### **Minutes of the meeting of Asset Management Forum held online via zoom on 21 June 2022**

#### **Attendance list at end of document**

The meeting started at 9.40 am and ended at 11.20 am

#### **1 Public speaking**

There were no members of the public registered to speak.

#### **2 Notes from the previous meeting held on 5 January 2022**

With regard to minute 70, it was noted that the meeting to discuss procurement and materials discounts from builders merchants had not yet taken place. The meeting would be held during July.

The notes of the previous meeting held on 5 January 2022 were agreed.

#### **3 Declarations of interest**

Minute 6. Asset Management Plan for General Fund Assets.

Councillor Paul Hayward, Affects Non-registerable Interest, Works for Axminster Town Council.

Minute 8. Update on Community Asset Transfer Procedure.

Councillor Paul Hayward, Affects Non-registerable Interest, Works for Axminster Town Council.

Minute 9. Place and Prosperity Team update.

Councillor Marianne Rixson, Affects Non-registerable Interest, Member of Sidmouth Town Council and resident of Sid Valley.

Minute 9. Place and Prosperity Team update.

Councillor Paul Hayward, Affects Non-registerable Interest, Works for Axminster Town Council.

Minute 10. Estates Team update.

Councillor Marianne Rixson, Affects Non-registerable Interest, Member of Sidmouth Town Council and resident of Sid Valley.

Minute 10. Estates Team update.

Councillor Paul Hayward, Affects Non-registerable Interest, Works for Axminster Town Council.

#### **4 Matters of urgency**

None.

#### **5 Confidential/exempt item(s)**

None.

## 6 **Asset Management Plan for General Fund Assets**

The report before the Forum outlined the requirement to develop a new General Fund Asset Management Plan (AMP) in light of the new Council Plan in place and a number of emerging corporate strategies. Other factors needed to be taken into account in a new plan, including:

- Climate change declaration
- Increasing financial pressures
- Improved intelligence and data of the asset portfolio

The Forum were asked to consider the principles of the Plan and asked to recommend to Cabinet that the relevant officers work with the Portfolio Holder for Economy and Assets in developing the three core protocols, and the action plan, for further consideration by the Forum.

The Service Lead Place, Assets & Commercialisation highlighted the three key themes of:

- Proactive asset management
- Investment and capital programme
- Supporting wider objectives

Discussion and questions included the following points:

- The AMP covers all general fund assets including car parks.
- The financial and non-financial performance of assets is recognised in the disposal and acquisition protocol as poorly performing assets may have a hidden benefit for the future.
- Council owned housing stock is managed under a separate management plan and not included in the AMP.

### **Recommendation to Cabinet**

That Officers in consultation with the Portfolio Holder for Economy & Assets along with SMT:

- a) Develop the 3 protocols:
  - Investment / Capital programme Protocol
  - Disposal & Acquisition Protocol
  - Property Commercialism 'Let Property' Protocol
- b) Develop the Action Plan to sit within and be the core part of the Asset Management Plan

Before then bringing a draft Asset Management Plan to the Asset Management Forum seeking a recommendation for adoption to Cabinet.

## 7 **Land to the South of Redgates, Salterton Road, Exmouth**

The report before the Forum set out an opportunity for the Council to accept the transfer at 'nil consideration' of the freehold of land to the south of Redgates, Salterton Road in Exmouth. The development could yield 4 commercial units as part of the developer's planning obligation by unilateral undertaking under Section 106 of the Town and Country Planning Act 1990.

The report was seeking a recommendation to Cabinet to delegate authority to accept the transfer, and complete the acquisition if Cabinet agrees. If so, the units would be let out on a commercial basis, and a further report would be provided to Cabinet in regards to costs for refitting prior to let.

The Project Manager Place and Prosperity (Exmouth) introduced the report. Discussion and questions included the following points:

- The management charge, which would cover the whole site including the road, would be paid to McCarthy & Stone and would be recoverable through a recharge to the tenants.
- Full planning consent for the site has been granted and the site designated for light industrial use.
- Regarding the budget for fitting out, due diligence is still to be undertaken and all costs would need to be brought back to Cabinet and full Council.

### **Recommendation to Cabinet**

That AMF recommend to Cabinet:

- a) To delegate authority to the Strategic Lead - Governance and Licencing, the Strategic Lead – Finance and the Service Lead – Place, Assets & Commercialisation in consultation with Portfolio Holder for Economy & Assets to consider the opportunity for East Devon District Council to accept the transfer at 'nil consideration' of the freehold of the land (with the potential to develop 4 no. commercial units) as part of the Developer's Planning obligation by Unilateral Undertaking under section 106 of the Town and Country Planning Act 1990 relating to Land to the South of Redgates, Salterton Road, Exmouth.
- b) To delegate authority to the Strategic Lead - Governance and Licencing, the Strategic Lead – Finance and the Service Lead – Place, Assets & Commercialisation in consultation with Portfolio Holder for Economy & Assets to complete the acquisition if a decision is made to progress.
- c) If acquired, to lease these units out on a commercial basis.
- d) A further report to Cabinet with onward recommendation to Council to approve a fit out budget for the units to enable their letting.

## **8 Update on Community Asset Transfer Procedure**

The Forum were provided with an update on the Community Asset Transfer procedure, following advice from the Strategic Lead (Governance and Licensing).

The following changes had been made to the procedure:

- Reference to the latest Council Plan
- Clarification of the decision making process at the Expression of Interest stage and Full Business Case stage;
- The 'in principle' decision to transfer being taken by Cabinet, or where appropriate, Council;
- The 'in principle' decision to transfer delegating responsibility for agreeing detailed terms of transfer to the Service Lead – Place, Assets & Commercialisation, in consultation with the Portfolio Holder for Economy and Assets and any other Portfolio Holder as required;
- Updated Expression of Interest form to include reference to GDPR;
- Updated Procedure Diagram to reflect the changes in the decision making process.

A report recommending the approval of the procedure will be considered by Cabinet, as this follows the recommendation by the Forum on 27 July 2021, that the Service Lead – Place, Assets & Commercialisation prepares a report for Cabinet recommending the draft Community Asset Transfer Procedure be adopted.

The Forum noted the revisions to the draft Community Asset Transfer Procedure.

### **Recommendation to Cabinet**

That Cabinet adopts the Policy.

## 9 **Place and Prosperity Team update**

The Forum received a comprehensive update on the work of the Place and Prosperity Team on their current projects, including:

- RHSSF & Welcome Back Fund
- Hayne Lane, Honiton
- Beer Pilot Project
- Seaton Jurassic
- Jacobs Ladder Beach Huts, Sidmouth
- Drill Hall, Sidmouth
- Axe Valley Levelling Up funding bid
- Seaton Moridunum
- Websters Garage Site, Axminster
- Devon Place Urban Renewal Project.

Discussion and questions on the report included the following points:

- The Project Manager, Place and Prosperity, would be meeting with the Chief Executive to discuss further contact with the Cadets in order to move the Drill Hall, Sidmouth project forward.
- Market research for the Jacobs Ladder beach huts, Sidmouth had been undertaken due to the technical challenges of the site. At this stage the design was not known but Members' views on the design would be sought at the appropriate stage.
- An update on the defects at Seaton Jurassic was provided and a further report currently intended to Cabinet in September would set out the options for the future. A short term offer had been received but it had not been possible to move forward due to the nature of the offer.
- It was noted that the Seaton Moridunum project had been discussed and agreed at the Cabinet meeting in May and this would now be included in the Axe Valley Levelling Up Funding Bid.
- The most pressing issue regarding the Drill Hall, Sidmouth is the signing of the Deed of Covenant. Various options are being considered, including the involvement of the MP.

The Forum agreed to note the update report.

## 10 **Estates Team update**

The Forum received an update on the work of the Estates Team, which included the completion of the annual asset valuation. This covered circa 180 assets with a combined value of approximately £70m for inclusion in the Council's Statement of Accounts.

The Senior Estates Surveyor advised that two new members of staff had been recruited.

With regard to the installation of EV charging points, it was noted that some delays have been due to supply chain issues. All sites are affected by issues with supply from Western Power. Works on the first sites, Ham East, Sidmouth and Imperial Road, Exmouth are due to start late summer. It was suggested that the Council considers installing photovoltaic panels in car parks in order to generate its own power.

The Forum agreed to note the update report.

## 11 **Progress of Placemaking in Exmouth**

The Forum received a comprehensive update on the projects specifically related to Exmouth, covering:

- Exmouth Queen's Drive Delivery Group work, including a workshop being held in April on the themes and characteristics of successful placemaking in Exmouth;
- Queen's Drive Space;
- Bids for funding;
- Local Development Plan.

It was noted that the Exmouth Queen's Drive Delivery Group has been renamed and is now the Placemaking in Exmouth Town and Seafront Group. A consultation exercise is now underway and feedback to date has been positive.

The Forum agreed to note the update report.

## 12 **Property & FM Update**

The update report summarised the recent activities and planned work by the Property and FM Team. It included a summary of the planned preventative maintenance and compliance works undertaken between January and May 2022, and works planned for June – August 2022.

In response to a question, the Principal Building Surveyor advised that there is no issue with obtaining external contractors as planned maintenance work is tendered well ahead. There are issues, however, with new capital works. Compliance and reactive work is mainly undertaken by small local contractors with whom the Council has built up a good relationship over many years.

With regard to Exmouth Pavilion, it was noted that current work is directed to ensuring that the building is safe and remains open.

The Forum agreed to note the update report

### **Attendance List**

#### **Councillors present:**

P Hayward (Chair)  
G Pratt  
E Rylance

#### **Councillors also present (for some or all the meeting)**

P Faithfull  
N Hookway  
D Ledger  
M Rixson

#### **Officers in attendance:**

Tim Child, Service Lead - Place, Assets & Commercialisation  
Simon Davey, Strategic Lead Finance  
Henry Gordon Lennox, Strategic Lead Governance and Licensing (and Monitoring Officer)  
Rob Harrison, Senior Estates Surveyor  
Alison Hayward, Project Manager Place & Prosperity

Gerry Mills, Project Manager Place & Prosperity (Exmouth)  
Jorge Pineda-Langford, Principal Building Surveyor, Property & FM  
Sarah James, Democratic Services Officer  
Sarah Jenkins, Democratic Services Officer

**Councillor apologies:**

P Arnott  
J Rowland

Chair .....

Date: .....





Report to: Asset Management Forum

Date of Meeting 4<sup>th</sup> November 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release NA

## Report on Progress in Place making in Exmouth

### Report summary:

The purpose of this report is to provide Members with a summary of progress with Placemaking in Exmouth that the Place and Prosperity Team is involved in.

#### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

That Members note the content of this report.

### Reason for recommendation:

To ensure that members are informed on the type of work that the team is undertaking and any work that is relevant to their ward.

Officer: Gerry Mills Project Manager Place and Prosperity (Exmouth) [gmills@eastdevon.gov.uk](mailto:gmills@eastdevon.gov.uk)

Tel 01395 519960

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

**Risk:** Low Risk; With any asset based projects, particularly where development is taking place, there are risks involved. However as we are still at the formative stage with Placemaking in Exmouth the risks are relatively low – singly the greatest risk would be the position of the Place

Making in Exmouth Town and Seafront Group and the Council's positions failing to align in an agreed plan for Exmouth.

**Climate change** Low Impact

**Risk:** Low Risk; The report is just to note an update on progress since our last meeting.

## 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

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## Report in full

### Placemaking in Exmouth Towns and Seafront Group (formerly known as Exmouth Queen's Drive Delivery Group)

- 1.1 As advised previously a consultation took place over the summer months consisting of : consultation with Exmouth Town Council,
- Four face-to-face consultations with Stakeholders and members of the public, which took place from May to the end of August with 138 people in all attending.
  - An online questionnaire was provided on the Council's website and 861 responses were received.
  - The Council also commissioned the South West Research Group to carry out further face to face interviews with up to 400 members of the public visiting Exmouth. Further detail is given below in the report.
  - Feedback was given to the PETS Group on the 10<sup>th</sup> of October 2022 (link below for the full papers)

[Browse meetings - Placemaking in Exmouth Town and Seafront Group \(formerly Exmouth Queen's Drive Delivery Group\) - East Devon](#)

- 1.2 The key next steps are:
- 10<sup>th</sup> October the PETS group make recommendations to Cabinet for their meeting on the 2<sup>nd</sup> November 2022
  - On the 2<sup>nd</sup> of November Cabinet consider recommendations and if appropriate forward a recommendation to Full Council for their meeting on the 7<sup>th</sup> of December 2022.
  - Full Council consider the budget request 7<sup>th</sup> December 22

#### Provisionally

- Procurement for Design Dec 22 to provide Approval of Terms of Reference for place making first half of 2023 to include:
  - A prioritisation of the key Themes and Characteristics and opportunity sites
  - Spatial analysis of the opportunities across Exmouth
  - Analysis of what the Council can deliver (ie what is within its remit) in the short, medium and long term
  - Identification of key partners to develop other elements eg Devon County Council

- Preparation of options for sites
- High Level Feasibility Design and Costing
- Draft options to Delivery group Summer 2023
  - Preparation of shortlist of options
- Further Consultation on the options (we may want to re-consult sooner)
- Cabinet and Full Council approval to move to detailed design and costing
- Implementation phase begins early 2024 subject to budget constraints.

## Queen's Drive Space

- 1.3 On the 10th of October The PETS Group agree to recommend to Cabinet to delegate to the Service Lead – Place, Assets & Commercialisation:
- 1.4 To grant leases to current tenants based on their current rents and include a goodwill benefit of a reduction in their rent for the incoming season of 15% below the current market rate. If the current tenants are unable to take up the offer for 2023 season then we would market the pitches in a tender process.
- 1.5 The Events Space will be tendered to attract an operator for the season. If one cannot be appointed for the season we will then put out a tender for the 6 weeks school holidays. Out of this time, the events team will hire out the Event Space as per the events Policy, terms and conditions, and Portfolio Holder agreed prices.
- 1.6 We consider a proposal from LED for the fitness space for 2 seasons (received in 26th July 2022) ie 2023/2024 subject to Heads of Terms being agreed – noting that we would have to include a break clause (with a pre-agreed compensatory payment) should we reach a decision to bring forward a development at Queen's Drive Space.
- 1.7 To ensure a vibrant level of activity at Queen's Drive Space
  - To allow tenants to better prepare for the season with leases in place before they take possession, and to save on the costs of protracted negotiations of previous years
  - Appointing a leisure operator to manager the fitness space
  - Hire out the events space when not occupied.
  - Seeking a reliable operator for the events space for the 2023 season.

## 1.8 Levelling up Fund Bid

The bid, led by colleagues in Devon County Council, was submitted and a letter of support has been issued by both EDDC and Exmouth Town Council as has match funding. With the Government Leadership contest over recent months any announcements maybe delayed but we hope to hear the outcome in November 2022.

## 1.9 Redgates Development Salterton Road Exmouth

East Devon District Council is pursuing the opportunity to accept the transfer at 'nil consideration' of the freehold of land with the opportunity to develop 4 commercial units as part of the Developer's Planning obligation by Unilateral Undertaking under section 106 of the Town and Country Planning Act 1990 relating to Land to the South of Redgates, Salterton Road, Exmouth.

EDDC Officers in conjunction with Cllr Hayward as Portfolio Holder are negotiating the Heads of Terms with McCarthy and Stone to enable this transfer to take place subject to a satisfactory build and sign-off of same.

## **Recommendation**

That Members note the content of this report.

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### **Financial implications:**

There are no direct financial implications from the recommendation in this report.

### **Legal implications:**

There is no direct comment to be made in relation to this update report, each and any individual issue will need to be considered as it arises in respect of each issue as it comes forward.

Report to: Asset Management Forum

Date of Meeting 4 November 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release n/a



## Place & Prosperity Team Update

### Report summary:

The report provides a summary of the various projects that the Place and Prosperity Team are currently involved in.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

That the Asset Management Forum note the report.

### Reason for recommendation:

To ensure that members of the Asset Management Forum are informed about project progress.

Officer: Alison Hayward [ahayward@eastdevon.gov.uk](mailto:ahayward@eastdevon.gov.uk) 01395 571738

### 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:** Medium Risk; Projects which involve considering the future uses of council owned assets involves a level of risk be it financial or reputational. These would be reported to cabinet at the relevant time when recommendations are being made to take a project forward for delivery.

### 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
- 

**Report in full**

**1. HAYNE LANE, HONITON:**

- 1.1 The consultants are making progress with the masterplan which is now almost finalised. Consultation is intended for November / December 2022 before reporting back to Cabinet.

**2. SEATON JURASSIC**

- 2.1 The marketing of the site has now been concluded and Seaton Tramway has been identified as the preferred tenant for the site. Negotiations will now commence on the Heads of Terms for the lease.

**3. BEACH HUTS**

- 3.1 The Team has discussed this project with local ward members in August. Following further discussions, it has been decided to bring this forward as a capital project for 2023/24. Work on the replacement of the huts would take place in late 2023 or early 2024 if the capital budget is approved. This project will now be taken forward by colleagues in the Property and Facilities Management team.

**4. DRILL HALL, SIDMOUTH**

- 4.1 The lease is due to complete before the AMF meeting on 4 November and it is expected that Rockfish will commence their work on detailed design and liaison with their contractor in November with a view to actual works commencing in February next year to tie in with the completion of works on their site in Topsham.

**5. AXE VALLEY LEVELLING UP FUNDING BID.**

- 5.1 A Levelling Up Funding bid was submitted in August following an extension to the deadline. We are currently awaiting the outcome of this bid which is expected towards the end of the year. In the meantime, as reported to Cabinet in October, we are in the process of engaging project management consultants to advise on preparatory work that can be undertaken in advance of any outcome, and which will be beneficial anyway if the bid is unsuccessful.

**6. SEATON MORIDUNUM**

- 6.1 This site has been included in the bid for Levelling Up Funding. We are currently awaiting the outcome of the bid. The Team continues to work with the developer of Fosseyway Court to facilitate their development and to ensure that the council's own land is safely maintained.

## **7. DEVON PLACE URBAN RENEWAL PROJECT**

- 7.1 Following a number of meetings with the Stakeholder Groups over the summer and a series of focussed workshops to discuss relevant issues for Axminster and Seaton, the DCC appointed consultants Hardisty Jones, are currently finalising the Regeneration Strategies. Each Strategy will identify Quick win projects for the towns as well as a key project which will be the subject of a detailed Business Case ensuring that it is "bid ready" for any subsequent funding opportunities that come forward.

## **8. COMMERCIAL INVESTMENT REVIEW**

- 8.1 The following activities have been or are being undertaken:

- Revision of the scoring matrices have now been completed.
- Consideration to the revised governance is being re-developed to take into account of the desire to involve key Cabinet Members and Ward Members (or other member forum) so that the views can be captured.
- A revised Investment Framework is being drafted and should come forward for consideration later this year.
- A draft will be considered by AMF in due course before a recommendation is given to Cabinet.
- It is hoped that subject to Cabinet and Council approvals, to have an Investment Fund in place by the Winter of 2022 (noting the Full Council will have to approve any budget allocation)
- See link to previous report to Asset Management Forum in 2021.

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### **Financial implications:**

There are no direct financial implications in the recommendation of the report.

### **Legal implications:**

'The report does not raise any legal implications requiring comment.'

Report to: Asset Management Forum

Date of Meeting 4 November 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Estates Team Update

### Report summary:

The report provides an update on the areas of work the Estates Team are involved in.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

That the Asset Management Forum note the report.

### Reason for recommendation:

To ensure that members of the Asset Management Forum are informed about the work of the Team.

Officer: Rob Harrison

[rharrison@eastdevon.gov.uk](mailto:rharrison@eastdevon.gov.uk)

01395 517498

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** n/a

**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. The Estates Team continue to deal with a significant day to day case load with around 400 active cases ongoing as part of the day to day estate management function. The two vacant posts within the team have now been filled and this has enabled work to commence on reducing the backlog of active cases.
2. Occupancy rates in the let estate remain high with only a small number of vacant properties. Demand for workshops has remained high and we continue to see rental growth in this part of the portfolio which mirrors the wider market in this sector. The longer term impact of the Economic situation remains to be seen but given supply levels in the market we do not envisage a significant drop in demand or occupancy moving forward.
3. In addition to the day job, the team have recently completed the annual insurance valuation work which involved the revaluation of all of the Council's land and building assets (Including Housing Assets) with a combined reinstatement value of over £950. This is a significant piece of work and relies upon the skills of the RICS registered valuers in the team to undertake the valuation work required.
4. The team have also successfully completed the acquisition of 25 acres of land at Broadclyst which will be used to provide a new area of green space as part of the Clyst Valley Regional Park. The completion of the transaction was the culmination of a number of years of work to deliver this important site.
5. The team are currently actively working on a number of cases where the Council has been approached by someone seeking to gain access to their property over the Council's land. These cases usually arise due to pressures on parking in the locality, development of new dwellings or convenience of access. The registered valuers within the team are able to undertake the necessary complex valuations and negotiate terms for such rights.

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## Financial implications:

There are no direct finance implications.

## Legal implications:

There is no direct comment to be made in relation to this update report, each and any individual issue will need to be considered as it arises

Report to: Asset Management Forum

Date of Meeting 4<sup>th</sup> November 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Property and FM Team Update Report

### Report summary:

This report summarises property and FM activities over the last few months and future activities.

The report also provides an update on the ongoing approved 2022-2023 capital work and lists the capital work proposals for the next financial year.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

That the Forum

- a) Note the content of this report.

### Reason for recommendation:

To ensure Members of the Forum are informed of the Property and FM activities that have taken place over the last few months and planned future activities.

Officer: Jorge Pineda-Langford – Principal Building Surveyor / Team Lead [JPineda-Langford@eastdevon.gov.uk](mailto:JPineda-Langford@eastdevon.gov.uk) 01395 571633

Tim Child, Service Lead – Place, Assets & Commercialisation [tchild@eastdevon.gov.uk](mailto:tchild@eastdevon.gov.uk) 01395 571692

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

If choosing High or Medium level outline the equality considerations here, which should include any particular adverse impact on people with protected characteristics and actions to mitigate these. Link to an equalities impact assessment form using the [equalities form template](#).

### Climate change Low Impact

**Risk:** Low Risk; Click here to enter text on risk considerations relating to your report.

### Links to background information:

- [AMF 21/06/2022. Update Report on Activities by Property and FM Team](#)
- [AMF 07/12/2021. Update Report on Activities by Property and FM Team.](#)

### Link to [Council Plan](#)

Priorities (check which apply)

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

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## Report in full

- 1.1 The Property and FM Team continues to support and fulfil the Council's responsibilities across its corporate property stock.
- 1.2 As background information, the Forum has previously received the following reports:
- June 2022: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to May 2022.
  - December 2021: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to November 2021 and was the first of such report. It also stated the intention to provide similar reports to the Forum on a more regular basis.
- 1.3 This new report focuses on providing an update / summary on work being done and planned since the previous report and it covers the period from June 2022 to September 2022.
- 1.4 A summary of planned preventive maintenance (PPM) and compliance works undertaken between June and September 2022 is shown in the table below.

Location	PPM And Compliance Works (June 2022 - September 2022)
Axminster Leisure Centre	<ul style="list-style-type: none"><li>• Automatic Doors</li><li>• Gas fired boilers</li><li>• Emergency lighting</li><li>• Heating and ventilation maintenance</li><li>• Fire escapes</li><li>• TMVs – showers, etc.</li></ul>
Axminster Millwey Rise Workshops	<ul style="list-style-type: none"><li>• Roller shutter</li></ul>

Location	PPM And Compliance Works (June 2022 - September 2022)
Broadclyst Leisure Centre	<ul style="list-style-type: none"> <li>• Automatic doors</li> <li>• Emergency lighting system</li> <li>• Lightning conductor</li> </ul>
Colyton Dolphin St Car Park Pc	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> </ul>
Colyton Leisure Centre	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> <li>• Gas fired boilers</li> <li>• Lightning conductor</li> <li>• Heating and ventilation maintenance</li> </ul>
Exmouth Camperdown Depot	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> </ul>
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Automatic doors</li> <li>• Emergency lighting system</li> <li>• Lightning conductor</li> <li>• Heating and ventilation maintenance</li> <li>• TMVs - showers, etc.</li> </ul>
Exmouth Foxholes Car park PC	<ul style="list-style-type: none"> <li>• Bottle filler water testing</li> </ul>
Exmouth Imperial Recreation PC	<ul style="list-style-type: none"> <li>• Roller shutter</li> </ul>
Exmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Electrical - fixed wiring (5 Years)</li> <li>• Emergency lighting system</li> <li>• Automatic doors</li> <li>• Heating and ventilation maintenance</li> <li>• Pool calorex systems</li> </ul>
Exmouth Pavilion	<ul style="list-style-type: none"> <li>• Asbestos survey</li> <li>• Emergency lighting systems</li> <li>• Automatic Doors</li> <li>• Lifts (biannually)</li> <li>• Roller shutters</li> <li>• Heating and ventilation maintenance</li> <li>• TMVs – showers, etc.</li> </ul>
Exmouth Station PC	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> </ul>
Exmouth Town Hall	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Automatic doors</li> <li>• Emergency lighting system</li> <li>• Fire Shutters</li> <li>• Fire escape stairs</li> <li>• Roof guardrails</li> <li>• TMVs – showers, etc.</li> </ul>
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> </ul>
Honiton Allhallows Pavilion And Tool Shed	<ul style="list-style-type: none"> <li>• TMVs – showers</li> </ul>

Location	PPM And Compliance Works (June 2022 - September 2022)
Honiton Blackdown House	<ul style="list-style-type: none"> <li>• Automatic doors</li> <li>• Lifts (Quarterly)</li> <li>• Heating and ventilation maintenance</li> <li>• Gas fired boilers</li> <li>• Emergency lighting systems</li> <li>• Lightning conductors</li> <li>• TMVs - showers, etc.</li> </ul>
Honiton East Devon Business Centre	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Automatic Doors</li> <li>• Emergency lighting systems</li> <li>• Lightning conductors</li> <li>• Heating and ventilation maintenance</li> <li>• TMVs - showers, etc.</li> </ul>
Honiton Leisure Centre	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> <li>• Automatic doors</li> <li>• Heating and ventilation maintenance</li> <li>• TMVs - showers, etc.</li> </ul>
Honiton Swimming Pool	<ul style="list-style-type: none"> <li>• Automatic Doors</li> <li>• Pool calorex systems</li> </ul>
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Heating and ventilation maintenance</li> <li>• Lifts (Biannually)</li> <li>• TMVs – showers, etc.</li> </ul>
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> <li>• Oil fired boilers</li> <li>• Lightning conductor</li> <li>• Heating and ventilation maintenance</li> <li>• Automatic doors</li> </ul>
Seaton Harbour Road PC	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> </ul>
Seaton Jurassic	<ul style="list-style-type: none"> <li>• Fire alarm system</li> <li>• Intruder alarm system</li> </ul>
Seaton River Side Workshops 1 to 14	<ul style="list-style-type: none"> <li>• Roller shutter</li> </ul>
Sidford Changing Rooms	<ul style="list-style-type: none"> <li>• Heating and ventilation maintenance</li> <li>• Fire extinguishers</li> <li>• TMVs – showers, etc.</li> </ul>
Sidmouth Cemetery Chapel and Store	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Sidmouth Connaught Gardens PC	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> </ul>
Sidmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> <li>• Automatic doors</li> <li>• Heating and ventilation maintenance</li> <li>• TMVs – showers, etc.</li> </ul>
Sidmouth Lymebourne House	<ul style="list-style-type: none"> <li>• Heating and ventilation maintenance</li> </ul>
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> <li>• Asbestos survey</li> <li>• Gas fired boilers</li> <li>• Lifts (Biannually)</li> <li>• Heating and ventilation maintenance</li> <li>• Fire escape stairs</li> </ul>

<b>Location</b>	<b>PPM And Compliance Works (June 2022 - September 2022)</b>
Sidmouth Swimming Pool	<ul style="list-style-type: none"> <li>• TMVs – showers, etc.</li> <li>• Gas fired boilers</li> <li>• Lightning conductors</li> <li>• Heating and ventilation maintenance</li> <li>• Automatic doors</li> </ul>

- 1.5 A summary of planned preventive maintenance (PPM) and compliance works planned over the next few months is shown in the table below.

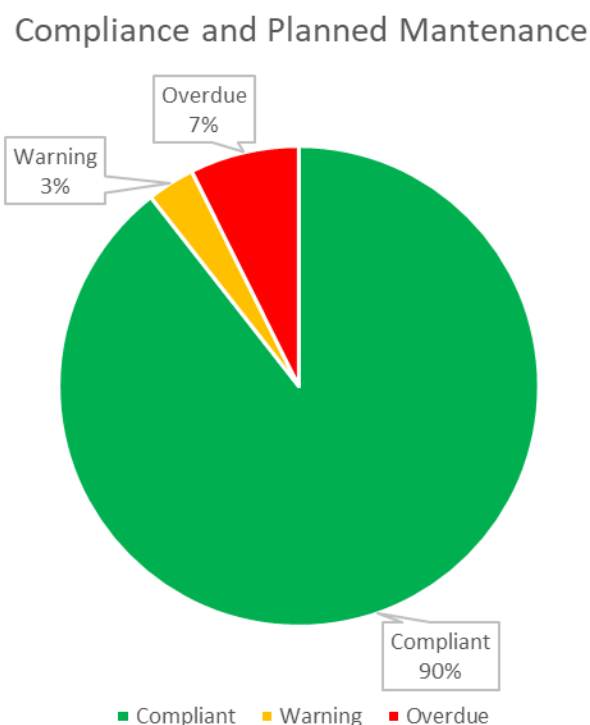
<b>Location</b>	<b>PPM and Compliance Works (September 2022 - March 2023)</b>
Axminster Leisure Centre	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> <li>• Heating and ventilation maintenance</li> </ul>
Beer Jubilee Gardens PC	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> </ul>
Broadclyst Leisure Centre	<ul style="list-style-type: none"> <li>• Automatic doors</li> <li>• Emergency lighting system</li> <li>• Fire alarm system</li> <li>• Mansafe Harness</li> </ul>
Colyton Dolphin St Carpark PC	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> </ul>
Colyton Leisure Centre	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> <li>• Heating and ventilation maintenance</li> </ul>
Exmouth Camperdown Depot	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> </ul>
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> <li>• Automatic doors</li> <li>• Emergency lighting system</li> <li>• Fire alarm system</li> <li>• Mansafe harness</li> <li>• Heating and ventilation maintenance</li> </ul>
Exmouth Foxholes Carpark PC	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> <li>• Bottle filler water test</li> </ul>
Exmouth Imperial Recreation PC	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> </ul>
Exmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Pool plant maintenance</li> <li>• Lifts (Biannually)</li> <li>• Emergency lighting system</li> <li>• Automatic doors</li> <li>• Heating and ventilation maintenance</li> <li>• Pool calorex system</li> <li>• TMVs – showers, etc.</li> </ul>
Exmouth Magnolia Centre PC	<ul style="list-style-type: none"> <li>• Emergency lighting systems</li> </ul>
Exmouth Manor Gardens PC	<ul style="list-style-type: none"> <li>• Emergency lighting systems</li> </ul>
Exmouth Pavilion	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Emergency lighting systems</li> <li>• Automatic doors</li> <li>• Lifts (Biannually)</li> <li>• Heating and ventilation maintenance</li> </ul>

Location	PPM and Compliance Works (September 2022 - March 2023)
Exmouth Phear Park Cafe	<ul style="list-style-type: none"> <li>Asbestos survey (5 yearly)</li> </ul>
Exmouth Phear Park Gardeners Depot	<ul style="list-style-type: none"> <li>Emergency lighting system</li> </ul>
Exmouth Phear Park PC	<ul style="list-style-type: none"> <li>Emergency lighting system</li> </ul>
Exmouth Queens Drive PC	<ul style="list-style-type: none"> <li>Emergency lighting system</li> </ul>
Exmouth Queens Drive Space Bar	<ul style="list-style-type: none"> <li>Fire extinguishers</li> </ul>
Exmouth Station PC	<ul style="list-style-type: none"> <li>Emergency lighting system</li> </ul>
Exmouth Town Hall	<ul style="list-style-type: none"> <li>Asbestos survey (5 yearly)</li> <li>Electrical – fixed wiring (5 years)</li> <li>Assistance alarm</li> <li>Lifts (Biannually)</li> <li>Zip boilers</li> <li>Emergency lighting system</li> </ul>
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> <li>Emergency lighting system</li> <li>Intruder Alarm</li> </ul>
Honiton Allhallows Pavilion and Tool Shed	<ul style="list-style-type: none"> <li>Emergency lighting system</li> </ul>
Honiton Blackdown House	<ul style="list-style-type: none"> <li>Automatic doors</li> <li>Lifts (Quarterly)</li> <li>Heating and ventilation maintenance</li> <li>Emergency lighting system</li> <li>Generator</li> </ul>
Honiton East Devon Business Centre	<ul style="list-style-type: none"> <li>Zip boilers</li> <li>Fire extinguishers</li> <li>Automatic doors</li> <li>Emergency lighting system</li> <li>Heating and ventilation maintenance</li> </ul>
Honiton Lace Walk PC	<ul style="list-style-type: none"> <li>Emergency lighting system</li> </ul>
Honiton Leisure Centre	<ul style="list-style-type: none"> <li>Gas fired boiler</li> <li>Emergency lighting system</li> <li>Automatic doors</li> <li>Heating and ventilation maintenance</li> </ul>
Honiton Swimming Pool	<ul style="list-style-type: none"> <li>Emergency lighting system</li> <li>Pool plant maintenance</li> <li>Automatic doors</li> <li>Pool calorex systems</li> </ul>
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> <li>Emergency lighting system</li> <li>Intruder alarm system</li> <li>Heating and ventilation maintenance</li> <li>Lifts (Biannually)</li> </ul>

Location	PPM and Compliance Works (September 2022 - March 2023)
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> <li>• Mansafe harness</li> <li>• Heating and ventilation maintenance</li> <li>• Automatic doors</li> </ul>
Sidford Changing Rooms	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Emergency lighting systems</li> <li>• Fire alarm systems</li> <li>• Heating and ventilation maintenance</li> </ul>
Sidmouth Coburg Gardeners Groundsman Shed	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 yearly)</li> </ul>
Sidmouth Connaught Gardens PC	<ul style="list-style-type: none"> <li>• Emergency lighting systems</li> </ul>
Sidmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Emergency lighting systems</li> <li>• Automatic doors</li> <li>• Heating and ventilation maintenance</li> </ul>
Sidmouth Lymebourne House	<ul style="list-style-type: none"> <li>• Heating and ventilation maintenance</li> </ul>
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> <li>• CCTV</li> <li>• Emergency lighting system</li> <li>• ZIP boilers</li> <li>• Lifts (Biannually)</li> <li>• Heating and ventilation maintenance</li> </ul>
Sidmouth Port Royal PC	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> </ul>
Sidmouth Swimming Pool	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> <li>• Pool plant maintenance</li> <li>• Heating and ventilation maintenance</li> <li>• Automatic doors</li> </ul>
Sidmouth Triangle PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 yearly)</li> <li>• Emergency lighting system</li> </ul>



1.6 The status of compliance and PPM work is shown below.



- Compliant: More than 30 days to due date
- Warning: Within 30 days to due date and 13 days past due date
- Overdue: More than 14 days past due date

Overdue figures include work that may have already been undertaken but paperwork/certification is still to be issued/received.

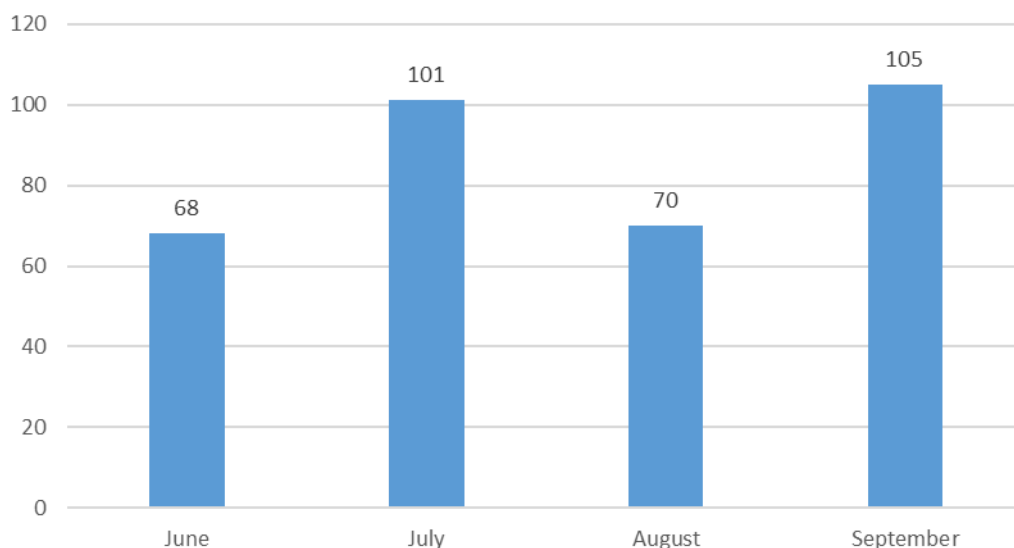
1.7 Other planned works not listed above, completed over the last three months and planned or ongoing over the next three months.

Location	Other Planned Work	Status
Exmouth Town Hall	Replacement of lift ropes	Completed.
Honiton Leisure Centre	Squash court repairs	Completed.
Seaton Jurassic	Latent defects – M&E	90% Completed.
Sidmouth Connaught Gardens Shelter 1B	Roof and wall repairs	50% completed.
Sidmouth Normal Lockyer Observatory	External repairs and redecorations	Ongoing, consultant appointed. Design. External decorations 40% complete.
Sidmouth The Knowle	Flood attenuation scheme liaison	Completed.
Sidmouth Watch Tower Cafe	External wall repairs to clock tower	Completed.
Exmouth Leisure Centre	Replacement of gym lighting	Ongoing

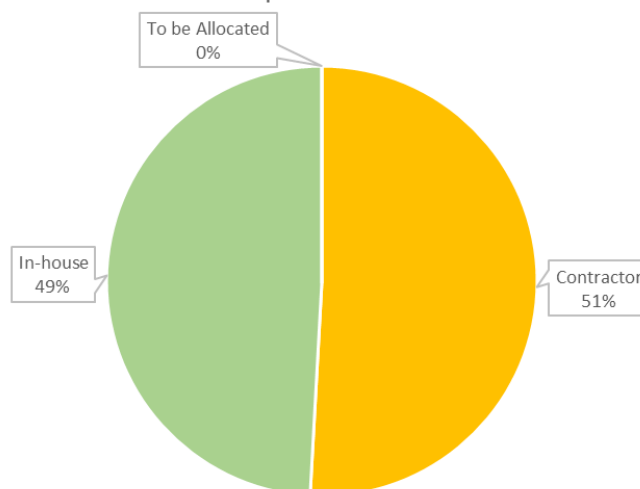
- 1.8 A summary of reactive jobs by property and allocation for the period June 2022 to September 2022 is shown in the table below.

Month	Reactive Jobs (allocation)			Total
	In-house	Contractors	To be Allocated	
June	41	27	0	68
July	57	44	0	101
August	30	40	0	70
September	41	64	0	105
<b>Totals</b>	<b>169</b>	<b>175</b>	<b>0</b>	<b>344</b>
<b>% by allocation</b>	<b>51%</b>	<b>49%</b>	<b>0%</b>	<b>100%</b>

Reactive Repair Cases by Month  
(June - September 2022)

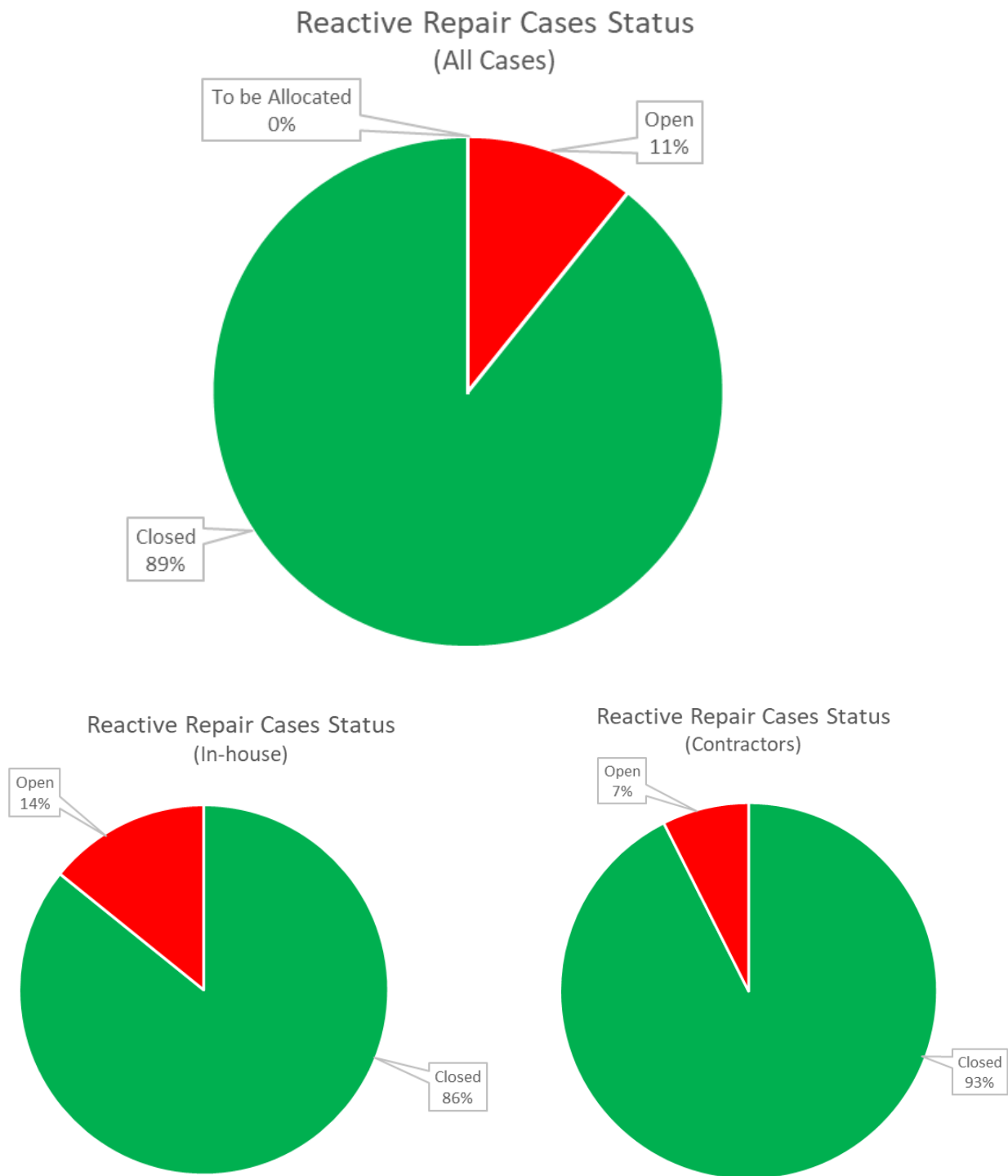


Reactive Repair Cases Allocation



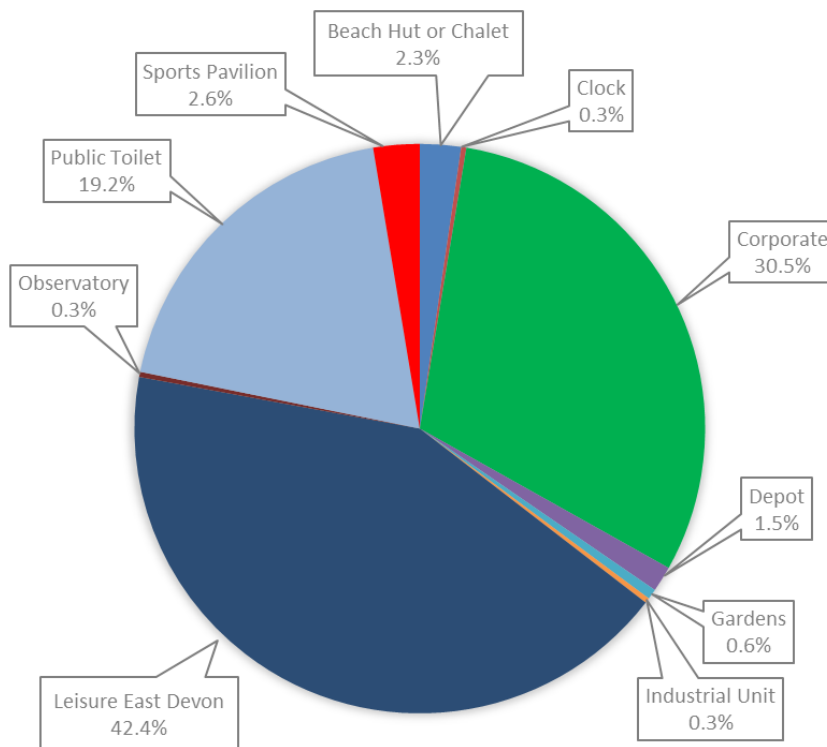
49% of reactive work cases is done in-house by the Property and FM Team. Whilst the remaining work is done by external contractors the team manages the work and provides technical support as required.

1.9 The status of reactive work for the period June 2022 to September 2022 is shown.

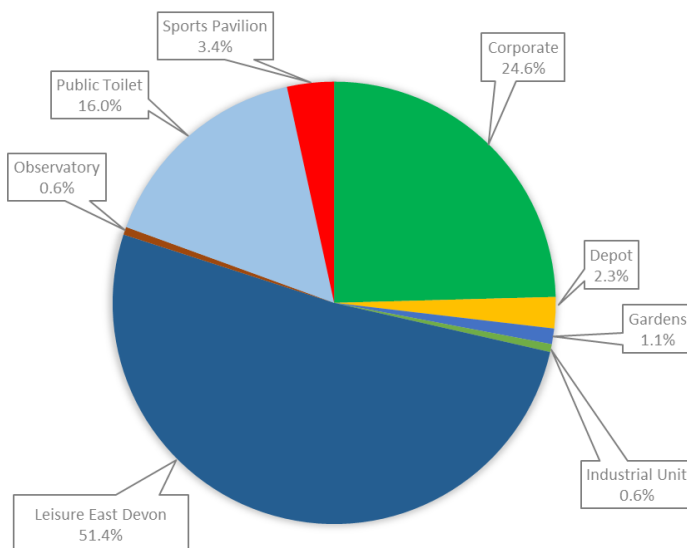


1.10 The distribution of reactive work by Asset type and allocation is shown in the chart below.

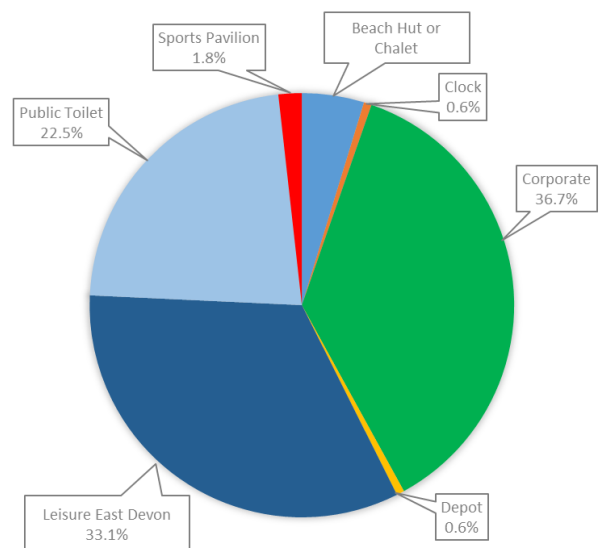
Reactive Repairs Cases by Asset Type



Reactive Repairs Cases by Asset Type  
(Contractors)



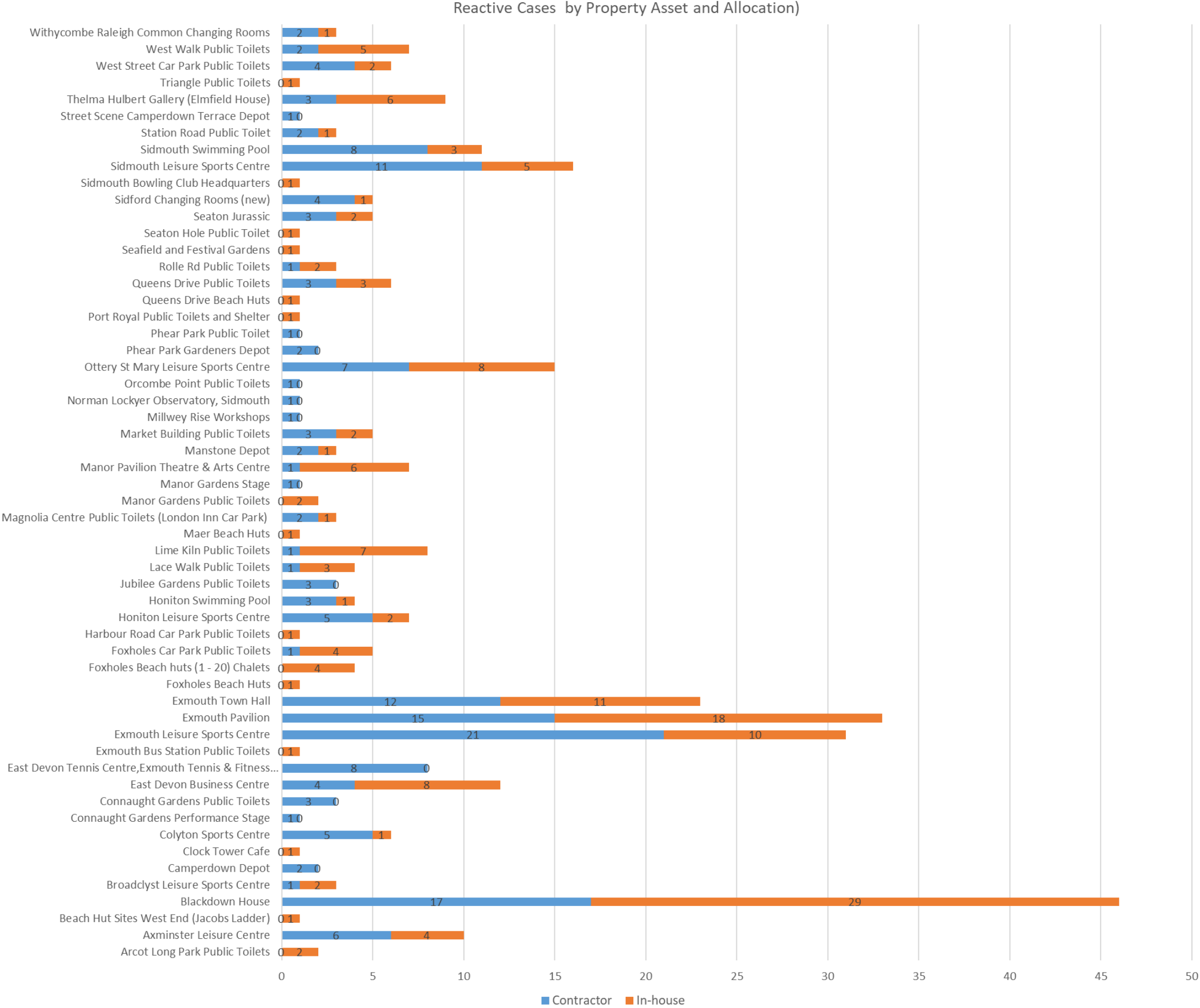
Reactive Repairs Cases by Asset Type  
(In-house)



**Worth noting:**

- For this period, reactive work on LED managed assets was 42.4% of the total work, 10% lower than in the previous report.
- More than half of the reactive work by contractors is in LED managed properties, 51.4%, yet 13% lower than in the previous report.
- Most of the reactive work by the in house team is in corporate properties, about 67%.

1.11 The distribution of reactive work by property and allocation is shown in the chart below.



1.12 A summary of the approved current and recently completed capital projects is provided below, including their status.

Capital Project	Year	Property	Approved Funding	Work Planned For	Status / Comments
Re-roofing of Seaside Tenanted Properties	2018/19	Exmouth Octagon Kiosk	£63,000.00	2022/23	Completed.
Reception and Changing Rooms Refurbishment	2020/21	Honiton Swimming Pool	£457,000.00	2021/22	Completed, defect period.
New Changing Rooms	2020/21	Seaton Football Club	£291,000.00	2021/22	98% complete. Delay in commissioning and final handover.
Replacement sports hall store cupboard doors.	2020/21	Broadclyst, Ottery and Sidmouth Leisure Centres	£35,500.00	2022/23	Completed.
Refurbishment and improvement works	2022/23	Exmouth Pavilion	£352,000.00	2023/24	Structural engineer appointed, tender documentation being produced. To be combined with other work at this site.
Roof Replacement	2022/23	Broadclyst LC	£575,575.00	2023/24	Tendered, Contractor to be appointed shortly.
		Ottery St Mary LC		2022/23	Completed
FRA remedial works	2022/23	Axminster LC	£431,000.00	2023/24	Design, consultants appointed. Tender documents being produced.
		Broadclyst LC		2023/24	
		Colyton LC		2023/24	
		Exmouth East Devon Tennis Centre		2023/24	
		Exmouth LC		2023/24	
		Exmouth Pavilion		2023/24	
		Honiton LC		2023/24	

		Honiton Swimming Pool		2023/24	
		Ottery St Mary LC		2023/24	
		Sidmouth LC		2023/24	
		Sidmouth Swimming Pool		2023/24	
Floor repairs and replacement	2022/23	Axminster LC	£364,550.00	2022/23	Completed
		Colyton LC		2023/24	To be tendered.
		Exmouth LC		2023/24	To be tendered.
		Honiton LC		2022/23	Contractor appointed, awaiting contractor's availability.
		Ottery St Mary LC		2022/23	Completed.
		Sidmouth LC		2023/24	To be tendered.
Swimming pool plants repairs and replacement.	2022/23	Exmouth Swimming Pool	£126,500.00	2022/23	Completed.
		Honiton Swimming Pool		2022/23	Completed.
		Sidmouth Swimming Pool		2022/23	Completed.
Extractor fans, AC, AHU upgrades and refurbishment	2022/23	Axminster LC	£172,500.00	2023/24	To be tendered
		Colyton LC		2023/24	To be tendered
		Exmouth East Devon Tennis Centre		2023/24	To be tendered
		Exmouth LC		2023/24	To be tendered
		Exmouth Pavilion		2023/24	To be tendered
		Honiton LC		2023/24	To be tendered
		Ottery St Mary LC		2023/24	To be tendered
		Ottery St Mary LC		2023/24	To be tendered
		Sidmouth Swimming Pool		2023/24	To be tendered

Pool Energy Management System	2022/23	Honiton Swimming Pool	£62,500.00	2022/23	90% Completed.
		Exmouth Swimming Pool		2022/23	90% Completed.
		Sidmouth Swimming Pool		2022/23	90% Completed.
Cold Water Storage Tank	2022/23	Exmouth Swimming Pool	£21,000.00	2022/23	To be tendered
Stage Equipment Remedials and Improvements	2022/23	Exmouth Pavilion	£56,500.00	2023/24	To be tendered. Total funding £56,500 includes Sidmouth Manor Pavilion. To be combined with other work at this site.
Energy Efficiency Review	2022/23	Corporate and LED Properties	£60,000.00	2022/23	Design, consultant to be appointed. Note this project also include non LED managed properties.
External Decoration	2022/23	Exmouth Beach Huts	£100,000.00	2022/23	80% completed.
Corporate Property External Fabric and Roof Works	2022/23	Various Corporate Sites	£448,500.00	2022/23	Contractors appointed (Phase 1 and 2), 70% completed. Phase 3 tendered, Contractor to be appointed shortly.
FRA Works	2022/23	Various Corporate Sites	£104,000.00	2022/23	Design, consultants appointed. Tender documents being prepared.
Replacement of Tool Shed	2022/23	Exmouth Manor Gardens	£22,500.00	2022/23	Design / tender preparation, ongoing.
Renewal of Render of External Walls, External decorations	2022/23	Colyton Dolphin Street Toilets	£25,000.00	2023/24	Design / tender preparation, ongoing.
Rebuilding of Retaining Wall	2022/23	Mini Site No. 3, Durham Way	£101,000.00	2022/23	Tendered, Contractor to be appointed shortly.



1.13 A summary of capital projects proposals for the new financial year 2023-2024.

Property	Detailed Description	Justification	Estimated budget
Exmouth East Devon Tennis Centre	Roof replacement over courts 1-4; overlay the existing with new or apply waterproofing coating system on existing.	The roof coverings are in excess of 25 years old and over its design life. A recent inspection showed extensive signs of failure, consisting of failure of the plastisol coating on the metal profile sheets leading to corrosion. The issue manifests all throughout the roof, isolated repairs will not be cost effective, nor will address the issues efficiently. The roof leaks during long periods of wet weather.	£ 597,500.00
Exmouth East Devon Tennis Centre	Replacement of existing indoor tennis carpet surface, courts 1-4	The indoor tennis playing carpet surface has reached the end of its design life (approx. 10-15 years depending on use) and is showing signs of wear and tear. The carpet surface is thinning in areas may tear in the short term. The surface grip has considerable wear and will lead to an increase in slips and falls, and possibly injuries. Therefore an increased H&S risk and liability.	£ 194,500.00
Sidmouth Manstone Workshops	Overlay existing carpark	The existing carpark surface is breaking up and there is loose material throughout. The current condition is hazardous for both vehicles and pedestrians. Both tenants and customers have been complaining for years about the carpark surface being slippery and unsafe. Earlier in the year, a user of the facilities slipped walking on the carpark and injured herself to the extent that the emergency services had to be called.	£ 73,000.00
Sidmouth Manor Pavilion Theatre	Replacement of existing fire escape steps including altering existing to comply with current regulations.	The metal fire escape steps are showing signs of extensive corrosion and will need to be replaced. In their current state, they are an H&S risk.	£ 32,000.00

Property	Detailed Description	Justification	Estimated budget
Exmouth Pavilion Theatre	Recovering of flat roof areas, including upgrading the roof's thermal performance where possible.	The single ply roof coverings are beyond their design life and it shows. Age circa 20 years. There have been numerous isolated repairs and the covering material is becoming brittle in places.	£ 280,000.00
Exmouth Pavilion Theatre	Overhauling existing pitched roof areas, including new felt, battens, 70/30% new/reuse slate, insulation, etc.	The roof does not appear to be leaking, however it is estimated to be over 25 years old and it will make sense to overhaul it at the same time as the flat roof areas.	£ 110,500.00
Honiton Leisure Centre	Surface water drainage improvements to prevent flooding.	The existing soakaways are no longer effective, particularly during prolonged rainfall. There is a risk of flooding and floodwater getting into the building causing damage and service interruption.	£ 25,500.00
Sidmouth Jacobs Ladder Beach Huts	Replacement of existing roof	The 24 beach huts at Jacobs Ladder are beyond their design life. Constructed c. 1994, nearly 30 years old, the beach huts require considerable regular repairs, particularly at the start of the season and then lighter repairs throughout the season. The beach huts are popular with users and there is a waiting list. They provide an income stream to the council and their failure will affect this asset income potential.	£ 240,000.00
Exmouth Foxhole Chalets	Replacement of existing roof with new. Removal and disposal of existing, new roof.	The existing roof is over 25 years old and has reached the end of its design life. The metal roof sheets and roof structure are showing signs of excessive corrosion, which has led to numerous leaks.	£ 134,500.00

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**Financial implications:**

There are no financial implications identified in this report and works are within existing approved budgets.

**Legal implications:**

There is no direct comment to be made in relation to this update report, each and any individual issue will need to be considered as it arises.