

Meeting not open to the public



District Council

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Agenda for Asset Management Forum Thursday, 14 January 2016; 9.30am

To: Members of Asset Management Forum; Service Leads

Venue: Council Chamber, Knowle, Sidmouth

Contact: [Chris Lane](#), 01395 571544 (or group number 01395 517546): Issued 11 January 2016

- 1 To confirm the report of the meeting of the Asset Management Forum held on 10 December 2015 (pages 2 - 4)
- 2 Apologies for absence
- 3 Exeter & East Devon Growth Point Enterprise Zone – Andy Wood
- 4 Holyford Woods – Charlie Plowden
- 5 Corporate Strategy Allocation Group
- 6 Data
- 7 Sports & Activity Clubs – update on progress -

Date of next meeting – Thursday, 11 February 2016, 9.30am, in the Committee Room

[Decision making and equalities](#)

EAST DEVON DISTRICT COUNCIL

Report of a Meeting of the Asset Management Forum held at
Knowle, Sidmouth on Thursday, 10 December 2015

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

Officers:
Donna Best
Adrian Marsden
Chris Lane
Sue Percival

Also present: Geoff Jung
Rob Longhurst

Apologies: Richard Cohen
Matthew Booth
Paul Diviani
Simon Davey
David Chapman

The meeting started at 9.30am and finished at 11.25am.

- 1 Agenda distribution
Forum members discussed the possible distribution of agendas for Forum meetings to all members of the Council.

RESOLVED that Asset Management Forum agendas be sent to all members of the Council, excluding any reports, identified as confidential at the pre-meeting briefing.
- 2 Notes
Members noted the report of the meeting held on 5 November 2015.
- 3 Data Management – Update on Strata project
The Forum received an update of progress since the last meeting from Adrian Marsden, Senior Systems Analyst, Strata. It was noted that the current data management system did not include all housing assets and not all of the other assets were correctly identified. Members acknowledged the need for a system that could report on all EDDC held assets based on each parish, and the amount of money spent on these assets to identify whether or not they were providing value for money. It was important that the necessary resources were put towards the provision of this report.

Adrian Marsden agreed to report back to a future meeting with a further report on property assets, arranged parish by parish.

During discussions the following points were noted:

- Relationship between the cost of maintaining an asset and its usefulness;
- Need to provide a report on all EDDC non housing assets (including housing assets that were not actual houses and for which no information is currently held anywhere in the Council);
- A problem was that certain information on property assets were held between a number of services throughout the Council, such as Housing, Street Scene, Finance, Property & Estates Services, and not held all in one place.
- Simon Davey was starting his Finance project to provide a full listing of cost and income over the last 5 years, summarised by Account Codes (ie what money has been spent on) (as long as the proper Job Code has been used);
- Aim to start rolling out the transfer of assets to parishes in 2018;
- There would be discussion on what was a strategic asset at the next meeting of the Forum on 14 January 2016.

RESOLVED 1. that the Strata and Finance produce a list of assets, their maintenance costs and any achieved income in each parish;
2. that a roll out scheme of assets be commenced with Payhembury, Lympstone and Woodbury parishes.

4 Tenanted Non Residential Property Review – Sports & Activity Clubs

Donna Best, Principal Estates Surveyor, gave an update on progress with the introduction of the rent support scheme for sports & activity clubs in East Devon. A covering letter along with a specimen application form for grant and guidance notes had been sent to the East Devon Reader Group for their comments. It was hoped that once the comments from this Group had been received then letters would go out in the New Year. The Community Fund Panel would consider any applications for grant from sports & activity clubs and would receive training from CIPFA on 12 January 2016.

Members noted that an agency surveyor had started work on held over rent reviews and lease renewals for sports and activity clubs.

5 Tenanted Non Residential Property Review – Beach Huts & Chalets

Donna Best, Principal Estates Surveyor gave an update on progress with the beach huts & chalets. The pricing strategy had now been written and agreed by the Portfolio Holder – Environment. The strategy would be included as part of the annual Streetscene Fees and Charges Portfolio Holder in the New Year. Councillor Ian Thomas, requested that it also be sent to him as Portfolio Holder – Finance.

A letter would be written to the four Town Councils with beach huts in their town and asked for their wishes for managing beach huts.

6 Acquisition Proposal

Members considered a proposal from the Countryside Team to accept a land transfer of Top Pool (or Lamb's Pool) Holyford Woods, and to incorporate it into the

management parcel of Holyford Woods Local Nature Reserve. Members expressed concerns over the liability and cost of taking on this asset.

RECOMMENDED that the proposed transfer of Top Pool, Holyford Woods to EDDC be refused as it had no obvious strategic benefit to the Council.

7 Date of next meeting

The next meeting of the Asset Management Forum would be held on **Thursday 14 January 2016** at 9.30am in the Council Chamber, Knowle, Sidmouth.