

Agenda for Asset Management Forum

Thursday 7 April 2016, 9.30am



Venue: Council Chamber, Knowle, Sidmouth, EX10 8HL

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Contact: [Chris Lane](#), 01395 517544 (or group number 01395 517546): Issued 30 March 2016

East Devon District Council
Knowle
Sidmouth
Devon
EX10 8HL

DX 48705 Sidmouth

Tel: 01395 516551

Fax: 01395 517507

www.eastdevon.gov.uk

- 1 [Public speaking](#)
- 2 Notes for 10 March 2016 (pages 3-5)
- 3 Apologies
- 4 [Declarations of interest](#)
- 5 [Matters of urgency](#) – none identified
- 6 Confidential/exempt items – there are no items which officers recommend should be dealt with in this way.

Part A Matters for Decision

- 7 **Rent support grant scheme – launch details** – draft Cabinet report to follow
- 8 **Data** – Verbal update by Donna Best, Principal Estates Surveyor
- 9 **Asset Devolution** – draft Cabinet report to follow
- 10 **Green Space Strategy** – Update on progress.

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[Decision making and equalities](#)

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EAST DEVON DISTRICT COUNCIL

Report of a Meeting of the Asset Management Forum held at
Knowle, Sidmouth on Thursday, 10 March 2016

Present: Councillors:
Geoff Pook
Philip Skinner
Ian Thomas

Officers:
Donna Best
Chris Lane
Su Percival
Rachel Danemann
Simon Davey

Also present: Councillors:
Mike Allen
Megan Armstrong
Peter Bowden
Graham Godbeer
Geoff Jung
Marcus Hartnell
Iain Chubb
Phil Twiss
Tom Wright

Apologies: Matthew Booth
Laurelie Gifford
Rob Longhurst
Cathy Gardiner
Peter Faithfull
Paul Carter
Richard Cohen
Paul Diviani
Andrew Moulding
David Chapman

The meeting started at 9.30am and finished at 12.25pm.

- 1 Notes
Members noted the report of the meeting held on 11 February 2016.
- 2 Exclusion of the public
There was one confidential item which officers recommended should be dealt with in this way in Part B.
- 3 Asset Devolution
Councillor Geoff Pook, Chairman of the Asset Management Forum gave a presentation on the possibility of the devolution of some of the Council's asset base. The proposal was identifying the most appropriate ownership and management structure for some assets. It was proposed to give towns and villages opportunities to run and manage local assets for the benefit of their community. Another aim of

the proposal was to reduce costs for the Council as it was considered there were cost savings to be made by having assets managed on a local level.

The transfer of assets would be determined on a case by case basis using a district wide strategy of transfers. It would involve changing the Council's role from an owner, doer and provider to an enabler, commissioner and regulator. Proposals included the following:

- Identify all assets with costs and income;
- Categorise assets eligible for transfer;
- Group eligible assets by town and village;
- Prepare individual town transfer plans;
- Present plans to each town and village;
- Establish a target date.

It was believed that local communities could achieve a reduction in running costs for many assets. It was emphasized that it was not a question of just offloading liabilities, but also giving communities the opportunity to get involved in the management of their local assets.

During discussions the following points were raised:

- The first step would be to engage town/parish councils in the concept;
- Parish councils needed financial advice when taking over an asset;
- The asset register needed to be completed to help with this transfer process;
- The majority of those present at the Forum were in favour of the process and supported the presentation by the Chairman, Councillor Geoff Pook;
- There was a need for a report to Cabinet with clear recommendations and timescales to take the proposal forward.
- The Principal Estates Surveyor to send a link to members present on the current Asset Register.
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RESOLVED that the Economy and Environment Portfolio Holders work closely with Councillor Geoff Pook, Chairman of the Asset Management Forum and appropriate officers to ensure that the report on Asset Devolution goes to Cabinet, including timescales and finance, preferably to the meeting on 4 May 2016.

4 Data Management – Update on Strata project
Donna Best, Principal Estates Surveyor, reported that the Finance Service was making good progress on their project to try and allocate non specific costs to property records. Adrian Marsden, Senior Systems Analyst, Strata was understood to either have finished or be very close to finishing his part of the project.

*5 Exclusion of the public

RESOLVED

that under Section 100(A) (4) of the Local Government Act 1972 and in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public (including the press) be excluded from the meeting as exempt and private information (as set out against the Part B agenda item), is likely to be disclosed and on balance the public interest is in discussing the items in private session (Part B).

- 6 Workspace delivery on Council owned land
Donna Best, Principal Estates Surveyor reported on the opportunities to increase provision for small and start up business in the district.

During discussions the following points were raised;

- Provision of startup units should be on the basis of need and not purely financial return;
- Some of the businesses in the Council's startup industrial units had been there a long time;
- Possibility of opportunities to split existing bigger industrial units to make smaller ones would be considered at a future meeting;
- Emphasis to the planning service that when new homes were built there should be provision for employment;
- Terms and conditions of the startup units should ensure that they are provided for start businesses;
- Importance of provision of imported broadband in the rural areas.

RESOLVED that the Economy Think Tank meet to progress the provision of further startup industrial units in East Devon, with the Principal Estates Surveyor being invited to provide full information on suitable sites.

- 7 Date of next meeting
The next meeting of the Asset Management Forum would be held on **Thursday 7 April 2016** at 9.30am in the Committee Room, Knowle, Sidmouth.