

Agenda for Asset Management Forum

Thursday 8 March 2018, 9.30am



Venue: Committee Room, Knowle, Sidmouth, EX10 8HL
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- 1 [Public speaking](#)
- 2 Notes for 7 December 2017 (attached)
- 3 Apologies
- 4 [Declarations of interest](#)
- 5 [Matters of urgency](#) – none identified
- 6 Confidential/exempt items – there are no items which officers recommend should be dealt with in this way.

Part A Matters for Decision

- 7 **Introduction of Tim Child - Property & Estates Manager**
- 8 **Beer Pilot (and interim arrangement)**
- 9 **Asset Ownership, mapping and visualisation**
- 10 **Seaton Workshops – update**
- 11 **Rent Support Scheme – Way forward**

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EAST DEVON DISTRICT COUNCIL

Report of a Meeting of the Asset Management Forum held at Knowle,
Sidmouth on Thursday, 7 December 2017

Present:	Councillors: Geoff Pook Ian Thomas Alan Dent Paul Diviani
	Officers: Richard Cohen Andrew Hancock Rob Harrison John Hudson Paul Johns Adrian Priest Alethea Thompson Anita Williams
Also present:	Councillors: Mike Allen Megan Armstrong Peter Faithfull
Apologies:	Cllr Iain Chubb Andrew Moulding Philip Skinner

The meeting started at 9.35am and finished at 11.25am.

- *7 Notes
Members noted the report of the meeting held on 10 August 2017.
Councillor Thomas raised the issue of the toilet review (minute 5). It was noted that the consultation document would be referred back to the Asset Management Forum
- *8 Declarations of interest
Councillor Geoff Pook
Minute 10
Disclosable Personal Interest – Member of Beer Parish Council
- *9 Seaton Workshops
Adrian Priest reported that tenders previously received for the development of industrial units on land owned by the Council at Colyford Road and Fosseyway Seaton had gone past their date and therefore a retendering process was required.

It was suggested that re-tending process be undertaken as soon as possible as one expression of interest had already been received. The price of building materials was rising which would increase the costs if there was too much delay. The Forum considered whether the specification of the building should be reviewed, but it was noted that had already been revised.

RESOLVED: that officers commence a tender process to progress the Seaton industrial units, as soon as possible.

*10 Beer pilot

Members noted that Beer Parish Council had developed a proposal for the transfer of certain land and assets to be managed by Beer Parish Council. These were to be community assets that were not to be strategic to EDDC and which could be maintained at a parish level. The target date for the transfer was 1 April 2018 and any transfer should be cost neutral to EDDC. Beer Parish Council felt they could make operational savings to the way these assets were run and also make them work better for the village. There was the need to consider who would administer the extra local level, through this process of devolution. All of the assets within the parish had been balanced in terms of costs and considered as part of a package. Costs would be taken on as well as revenue earners in order to balance out the costs. The transaction was complex and there were still issues which needed to be agreed in order to progress the project further

Andrew Hancock explained that the district council would make some savings through the pilot, but there would be no staff savings initially. Once the full terms had been agreed, more work would need to be done to fully identify the financial impact on EDDC, which would then inform the discussion regarding the financial terms of the proposal.

Another point of view was that savings were being sliced through vertically by looking at the transfer of assets from a locality point of view, rather than from a district council service review (horizontal approach). The costs and real savings to EDDC via this method were questioned. It was felt that this approach would not work with less adventurous towns and parishes.

Members discussed whether the best way to progress this transfer was by lease or licence agreement. Concern was expressed that EDDC may be left with assets such as the cliffs and foreshore which potentially had some big financial liabilities associated with them. Members wanted reassurance that there would be an exit strategy and reversionary options.

Beer Parish council would write to EDDC to further clarify its preferences. EDDC officers would then meet to progress detail of proposals for an agreement with the Parish Council.

EDDC estates team now needed to work with Beer Parish Council and other internal departments to finalise the detail of the proposal in terms of identifying with plans the land that would be transferred, leased or operated under a licence or service level agreement, so that reports could be taken to Cabinet and Beer Parish Council. Once the terms have been agreed the EDDC legal team could draft the required documentation to reflect the terms agreed.

The Forum discussed the need for clear 'ownership' of the project and whether capacity existed within the estates team. Richard Cohen suggested that he chair a meeting of key officers to identify areas of work and the implications of time and capacity of the work involved.

RESOLVED that the Deputy Chief Executive meet with key EDDC officers to progress the project.

*11 Asset mapping and access on line visualisation

Rob Harrison explained that work was being undertaken to ensure that all of the Council's assets were correctly mapped. This was an ongoing project, but Strata support was required for some of the visual work. Paul Johns had initially surveyed and mapped all the housing land, and then did the same for Street Scene's sites. He had compared these maps with land registry and the deeds attached to the land records. There was now a record of land and building structures owned by the Council, with a value attached to them, but not the operating cost figures. It was noted that it was vital that any changes to assets in the district (such as the buying or selling of Council houses) was inputted into the system. However, at present there were a few different disaggregated systems that did not 'talk' to each other.

In order for the asset mapping and on line visualisation project to progress more Strata input was required. All the information was available, but someone with the IT capabilities was required to pull it all together and put it into a sensible format. The Deputy Chief Executive agreed to discuss this resource issue with the Strata IT Director. Paul Johns would provide Richard Cohen with a list of the data he currently had, and what was required.

RESOLVED: that the Deputy Chief Executive would discuss the Strata resource issues for the project with the IT Director.