

Agenda for Asset Management Forum

Thursday 10 August 2017, 9.30am



Venue: Committee Room, Knowle, Sidmouth, EX10 8HL
[View directions](#)

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- 1 [Public speaking](#)
- 2 Notes for 9 March 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 **Seaton industrial units**
- 8 **Beer pilot**
- 9 **Toilets review update**
- 10 **Asset Management Plan**
- 11 **Estates resourcing/scope**

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[Decision making and equalities](#)

Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive

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EAST DEVON DISTRICT COUNCIL

Report of a Meeting of the Asset Management Forum held at Knowle,
Sidmouth on Thursday, 9 March 2017

Present: Councillors:
Geoff Pook
Philip Skinner
Andrew Moulding
Alan Dent

Officers:
Donna Best
Richard Cohen
Jay Lambe
Chris Lane

Also present: Councillors:
Megan Armstrong
John Dyson
Mike Allen

Apologies: Paul Diviani
Ian Thomas
Graham Godbeer
Pauline Stott
Tom Wright

The meeting started at 9.35am and finished at 11.00am.

- *1 Notes
Members noted the report of the meeting held on 15 December 2016. The notes were subject to a revision to action 1 of the CAMP Priorities as follows:
- “Implement detailed study of all assets owned by the council identifying their role and purpose and investigating the benefits and implications of devolving non-strategic assets to towns and parishes or to the users.
The Beer pilot being a part of the study not the end in its self”
- *2 Exclusion of the public
RESOLVED: that the classification given to the documents to be submitted to the Forum be confirmed there was one item which the officers recommended should be dealt with in Part B.
- *3 Organisational and Asset Management - Update
Members discussed aspects of the Organisational and Asset Management. Jay Lambe, the new Service Lead for Regeneration & Property was introduced to the Forum members. Donna Best, Principal Estates Surveyor reported that following the endorsement of the special item bids made during the budget round, funding had been secured for a corporate property records officer, an apprentice and funding to continue the roll out of the use of the corporate property system across the rest of the authority. Members discussed the issue of apprenticeships throughout the Council and noted that there would be an employer's levy across the payroll to pay for apprentices training.

Donna Best, Principal Estates Surveyor, reported that the Council were members of the CIPFA Asset Management Planning Network and that a recent meeting had highlighted some interesting points relating to asset management.

The Housing & Planning Act had a number of implications for asset management and detailed guidance was expected in the summer. The production of an annual report on improving efficiency and sustainability of buildings owned by local authorities will need to be produced in June 2018. Therefore, the information expected to be required for inclusion, would be collated over the forthcoming financial year.

Members noted that 'One Public Estate' was a programme bringing together a number of public sector property owners to work collaboratively on projects to create new jobs and homes, create more joined up public services to local communities or generally deliver savings to the taxpayer. There was some funding available from joining this programme, which was free to join. However, the nearest member public sector organisation to East Devon was Plymouth City. The Forum also discussed public parks and whether it was in the public interest to enable councils to overturn restrictive covenants, in order to allow sympathetic enhancements such as cafes, which would generate allow an income to pay for some of their cost of maintenance. This was recommendation by a commons Select Committee enquiry into public parks made to government.

RESOLVED: that Donna Best, Principal Estates Surveyor, investigate further the possibility of the Council joining One Public Estate.

*4 Asset Management Plan Refresh

Donna Best, Principal Estates Surveyor reported on the progress of the Asset Management Plan refresh. Members noted the Plan and commented favourably on the new layout on one page of A4. The plan was a tool to ensure that the Council's assets were used most effectively.

RESOLVED that the refresh of the Asset Management Plan as presented be endorsed.

*5 Asset Devolution Programme

Donna Best, Principal Estates Surveyor reported that Beer Parish Council had now submitted a proposal and she was preparing a draft Cabinet report which would be considered by Strategic Management Team in a couple of weeks. Members noted the TNRP report for Community Centres and that this would come forward as part of the Asset Devolution Programme in due course.

*6 Schedule of Meetings

Members discussed a possible revised schedule of meetings for the Asset Management Forum to have meetings on a quarterly basis instead of every month and having other meetings as and when they were required.

RESOLVED that the Asset Management Forum meet on a quarterly basis with other meetings held as and when they were needed.

*7 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).

*8 Delivery of Workspace

- a) Donna Best, Principal Estates Surveyor, reported that a contractor had been appointed to undertake a viability study for the extension to the East Devon Business Centre.
- b) She had no update on employment land at Cloakham Lawns, Axminster. However, Councillor Andrew Moulding, reported that an Employment Needs Survey was required on this land.
- c) Cabinet at its meeting on 8 March 2017 (Minutes *180 refers) had agreed to reallocate the unspent capital programme budget originally for two new units at Manstone Workshops to the Seaton Workshops project to clear the planning conditions and carry out the pre-tender works identified in the report, including a demand analysis.

*9 Date of next meeting

The next meeting of the Asset Management Forum would be held on **Thursday 6 April 2017** at 9.30am in the Council Chamber, Knowle, Sidmouth.

EAST DEVON DISTRICT COUNCIL CORPORATE ASSET MANAGEMENT – PLAN ON A PAGE (April 2017)

The Council’s strategic property function sits as part of the Property & Estates Service, overseen and supported by a corporate Asset Management Forum. This plan summarises how strategic property work is prioritised, managed and monitored

Our Strategic Property aim is:

ENSURE THAT EDDC LAND AND PROPERTY ASSETS ARE EFFICIENTLY MANAGED AND MAINTAINED IN A CONSISTENT, STRATEGIC MANNER THAT SUPPORTS CORPORATE PRIORITIES AND SERVICE DELIVERY

Our asset priorities are:

Understanding our assets and how they perform	Challenging whether we need to keep all our assets	Disposing of the assets we no longer need	Acquiring new assets if we need them	Maintaining and investing in the assets that we keep	Making assets more efficient to run	Reducing the carbon footprint of our assets	Making the most of our assets
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We deliver these priorities by:

Retaining a Corporate Asset Register showing which assets we own	Asset Reviews and through the Asset Devolution Programme	Implemented using our disposal and acquisition procedures	Investing in a prioritised programme of Planned Maintenance	Proactive management of the corporate estate
Measuring and monitoring asset data and information to show how our assets perform (cost, condition etc)			Delivery of a prioritised programme of strategic property projects in line with our Capital Strategy and Project Pipeline	Ensuring ‘best consideration’ in all our property transactions
	The Green Space Plan		Office Relocation Programme	
	Cultural Plan			

We keep track of progress & performance with:

Strategic Property Database System (Uniform)					
Cipfa Value for Money performance indicators					
State of the Estate Report					
Budget monitoring/ SPAR risk register					
Condition Surveys	Asset Review Schedule	Asset Disposal	Asset Acquisition	Strategic Property projects	Capital receipts and revenue income
				Planned Maintenance	

This work is led by:

Service Lead – Regeneration & Property					
Senior Building Surveyor	Principal Estates Surveyor			Senior Building Surveyor	Principal Estates Surveyor
Property Records Officer	SL - Streetscene			Engineering Projects Manager	SL - Streetscene
Engineering Projects Manager	SL Countryside & Leisure		6		SL Countryside & Leisure