

Agenda for Asset Management Forum

Thursday 7 December 2017, 9.30am



Venue: Committee Room, Knowle, Sidmouth, EX10 8HL
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- 1 [Public speaking](#)
- 2 Notes for 10 August 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 Workshops**
- 8 **Beer pilot**
- 9 **Asset Mapping and Access On Line Visualisation**

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[Decision making and equalities](#)

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Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive

EAST DEVON DISTRICT COUNCIL

Report of a Meeting of the Asset Management Forum held at Knowle,
Sidmouth on Thursday, 10 August 2017

Present: Councillors:
 Geoff Pook
 Philip Skinner
 Ian Thomas
 Paul Diviani

 Officers:
 Richard Cohen
 Chris Lane
 Anita Williams
 Simon Allchurch
 Rob Harrison
 Andrew Hancock
 Adrian Priest

Also present: Councillors:
 Megan Armstrong
 John Dyson
 Mike Allen
 Pauline Stott
 Geoff Jung
 Tom Wright

Apologies: Alan Dent
 Rob Longhurst
 Laurelie Gifford
 John Golding
 John Hudson

The meeting started at 9.35am and finished at 11.30am.

- *1 Notes
Members noted the report of the meeting held on 9 March 2017.
- *2 Declarations of interest
Councillor Geoff Pook
Minute 4
Disclosable Personal Interest – Member of Beer Parish Council
- *3 Seaton industrial units
Simon Allchurch reported that tenders had been received for the development of industrial units on land owned by the Council at Colyford Road and Fosseyway Seaton. Adrian Priest reported that there was clear evidence gathered by officers showing that demand for small business units in the district was strong with all of the Council's units let and a lengthy waiting list. There was also specific interest in new units were these to be built at the Seaton sites.

During discussions the following points were noted:

- The design of the units had been simplified in order to reduce costs and the build would enable flexible use of units including adding in mezzanine units or joining units together;
- Concern over the costs of the tenders and the effect this might have on the viability of the scheme and level of return to the Council;
- Need to undertake further market assessment for the units and closer scrutiny on the prices and to ensure that the Estates Service review the specification and costings;
- Importance of involving the Finance Service in the proposals;
- Strong demand for industrial units throughout the District.

RESOLVED: that appropriate Councillors and Officers meet to discuss ways to progress the Seaton industrial units, in particular the tender prices and to prepare a specific model for the development of industrial units that could be applied District wide.

4 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 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.

Members discussed whether the best way to progress this transfer was by freehold or leasehold. 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. It was proposed that the best way forward would be to transfer the assets via a Service Level Agreement (SLA) format.

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.

RECOMMENDED that the proposed transfer of assets to Beer Parish Council be progressed using a Service Level Agreement format.

*5 Toilets review update

Andrew Hancock reported on the need to take the toilet review forward and circulated a report on proposals to those present. Members noted that toilets were a non-statutory service that cost the Council £800K per annum. There were 27 EDDC run toilets across the district with the Council maintaining another 4. The report suggested that toilets in the district be divided into categories A & B. There was a need to reduce the costs of toilets to EDDC as the current cost was unsustainable in the long term

The report was also an opportunity to improve the standard of toilets in the District and also make a charge for entry to these improved facilities. Some toilets could be offered to Town/Parish Councils to help pay for them with information provided on usage and costings.

A draft report had been presented to a meeting of Cabinet and SMT and it was decided that the 'Principles of Provision' should be consulted on with Town & Parish councils, and that the idea that the council needed to make some savings on toilet provision be introduced and the towns and parishes asked for their opinions.

RECOMMENDED that a consultation regarding the 'Principles of Provision' be conducted with Town & Parish Councils

*6 Asset Management Plan

Members noted and welcomed the Corporate Asset Management Plan which had been refreshed to fit on an A4 page.

*7 Estates resourcing/scope

Richard Cohen reported that both Donna Best and Jay Lambe had now left the Council and he would be looking to recruit to the Principal Estates Surveyor post in September. He would discuss the Service Lead post with the SMT with a view to changing the role to include a more project delivery focus.

*8 Any other business

Councillor Megan Armstrong reported her concerns regarding businesses being closed on Queens Drive, Exmouth and the sites remaining vacant. She asked that the businesses be allowed to occupy those sites on a licence until they were needed for redevelopment. Councillor Philip Skinner reported that a strategic approach was taken to the development of Exmouth and not on a site specific basis. This was part of a larger strategic plan.