

# Agenda for Asset Management Forum

## Thursday 6 September 2018, 10.00am



**Venue:** Council Chamber, Knowle, Sidmouth, EX10 8HL  
[View directions](#)

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- 1 [Public speaking](#)
- 2 Notes for 14 June 2018 (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 **Actions from last meeting**
- 8 **Role of Asset Management Forum and Council's approach to managing assets corporately- Verbal update**
- 9 **Performance Dashboard – report attached**
- 10 **Successes Newsletter – to be circulated at the meeting.**
- 11 **Seaton Workshops – Briefing Note attached**
- 12 **Budleigh Salterton Beach Store - Briefing note attached.**
- 13 **Former Searchlight Emplacement Building, Esplanade, Seaton – Briefing Note attached.**
- 14 **Newton Poppleford Public Conveniences – Briefing Note attached.**
- 15 **Update on current commercial property investment opportunities being explored – Verbal update.**
- 16 **AOB.**

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[Decision making and equalities](#)

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**Minutes of a meeting of the Asset Management Forum held at Knowle, Sidmouth on 14 June 2018**

**Attendance list at end of document**

The meeting started at 9.30am and ended at 11.30am.

**\*1 Public speaking**

There were no public speakers at the meeting.

**\*2 Report of previous meeting**

The report of the previous meeting held on 8 March 2018 was confirmed as a true record.

**\*3 Declarations**

Councillor Geoff Pook: Minute \*5 - personal interest – Member of Beer Parish Council

**\*4 Role of Asset Management Forum**

Tim Child, Senior Manager - Property & Estates, reported on the way forward and role of the Asset Management Forum. He emphasised the need to centralise asset intelligence and strategically manage the portfolio as a whole. The Property & Estates Service would have responsibility for all EDDC non-dwelling assets along with providing advisory support for HRA dwellings. It would hold the financial and property record data for all council property assets excluding HRA dwellings and be responsible for making strategic property decisions.

Service Departments would record service costs where they included the use of an asset to pass onto the Property & Estates Service (PES) to record the true asset cost and service cost. The Asset Management Portfolio through the Portfolio Holder would be responsible for reporting to Council the action and performance of the PES.

It was noted that there was the need to populate the Asset Register with additional meaningful, key information and there would be an indicative timetable of delivery for this at the next meeting. It should be borne in mind that some of this information maybe confidential and whilst the system itself would be accessible only to Officers. It would enable reporting which would be to a wider audience. A Performance Dashboard would be a useful tool in reporting not only on the performance of the portfolio by extracting data directly from the Asset Register but also on other activities by PES and would be presented to future AMF meetings. Forum members were informed that for future meetings a short briefing note would be provided alongside full reports for some specific items.

It was acknowledged that the lack of available data had been challenging, despite the attempts to draw this together and put it in one place along with challenges around reporting on that data. Tim Child, Senior Manager - Property & Estates, reported that a demo on Uniform, the IT system used by the PES, would be made at the meeting on 6 September.

**RESOLVED** that Tim Child, Senior Manager - Property & Estates, prepare a report for consideration by Cabinet in September/October on Asset Management in the Council and the importance of centralising asset intelligence to strategically manage the portfolio. The draft to be discussed at the 6 September meeting of the Forum,

**\*5 Beer Pilot and interim arrangement**

Since the last update to the Forum on work preparing the pilot scheme, interim arrangements had been in place from 1 April 2018 and had been working well, A site meeting had been held with legal services, the Deputy Chief Executive and Cllr Pook to look at all sites in Beer. There were some challenges especially around the beach and cliffs. A project plan would be put to Cllr Pook.

**\*6 Asset Ownership, mapping and visualisation**

An update was provided on asset data and mapping. The PES were working with Strata on ensuring key information within Uniform could be reported on. Strata had also developed an interface, whereby using emap, basic information from Uniform, IPF and Leader systems could be viewed. The Council had also incorporated its mapping data into EPims ensuring that mapping data could be seen by other Councils and in turn, we could see some of their information. This will help strengthen the synergy and general visibility of publicly owned assets in the district.

**\*7 Seaton Workshops update**

Colin Whitehead, Principal Estates Surveyor, reported that the re-tendering exercise for the two sites – Colyford Road and Fosseyway Park had been dealt with separately. There had been 73 expressions of interest in total, including some from major south west construction firms. He was looking for a final outcome to the tendering process at the end of July, with construction to start in October assuming satisfactory tenders and overall viability. It was emphasised that the design had been simplified to reduce costs and it was anticipated that the tender prices would be lower to reflect this more appropriate specification. Part of the process included firm's financial stability and previous experience. A more detailed report would be given at the September meeting when tender costs were known. It was confirmed that the Council maintained a register of people interested in these industrial units.

**\*8 Commercial Property Investment Framework**

The Forum were updated on the current position on the Commercial Property Investment Framework. This was a portfolio of commercial property to be purchased to generate an annual income of £450,000 by investing £20,000,000 of funds, most likely secured through the Public Works Board. Tim Child, Senior Manager - Property & Estates confirmed that he had drafted a draft Property Investment Framework incorporating scoring matrices and that this would be presented to the Forum on 6 September before being taken to Cabinet and Full Council.

Details were given of a prominent commercial property that maybe available shortly in Exmouth as an investment opportunity.

**\*9 Performance Dashboard**

The Forum were updated on the current position with the Performance Dashboard, which it was hoped would provide information specifically to the Forum regarding performance of the Asset Management portfolio. It will be presented on a single page and would involve extracting data from various Council systems. The first Performance Dashboard would be presented at the next meeting and include – statistics, key risks, successes and key activities of the portfolio. As the availability of data improved this dashboard would be developed further.

**\*10 Seaton Look-Out Building**

The Forum were updated by Adrian Priest, Estates Surveyor, on the current position with the Seaton Look-Out building which was situated on the cliffs at Seaton. A decision had

been taken by Cabinet in 2015 to dispose of the building and Street Scene were keen to no longer have responsibility for maintenance. The asset will be disposed of at auction.

**11 Newton Poppleford Public Conveniences**

The Forum were updated on the current position with regard to Newton Poppleford Public Conveniences which had been leased to the Parish Council and who now wished to take them over on a more permanent basis in order to provide sufficient security to carry out a refurbishment programme. Members expressed their support for the Parish Council operating the Public Conveniences, which were extensively used by the public of Newton Poppleford. Although the Parish Council had expressed a preference for freehold transfer of asset, it was thought in this instance that a long-term lease with break provisions would be more appropriate.

**RECOMMENDED** that a long term lease of Newton Poppleford Public Conveniences be granted to Newton Poppleford Parish Council and this matter be dealt with as quickly as possible. This would then provide sufficient security for the Parish Council to invest.

**Attendance list (present for all or part of the meeting):**

Councillors:

Dean Barrow  
Iain Chubb  
Paul Diviani  
Geoff Pook (Chairman)  
Ian Thomas

Also Present:

Simon Grundy  
Mike Howe  
Bill Nash  
Val Ranger  
Marianne Rixson

Apologies:

Andrew Moulding  
Philip Skinner  
Pauline Stott  
Tom Wright

**Officers present:**

Richard Cohen, Deputy Chief Executive  
Tim Child, Senior Manager - Property and Estates  
Colin Whitehead, Principal Building Surveyor  
Rob Harrison, Principal Estates Surveyor  
Adrian Priest, Estates Surveyor  
Chris Lane, Democratic Services Officer

**Apologies:**

John Golding, Strategic Lead – Housing & Environment  
Andrew Hancock, Service Lead – Street Scene  
John Hudson, Accountant

Chairman ..... Date.....

# EDDC AMF Portfolio Performance Dashboard

Date: Aug-18

Overall Management of the Portfolio	Last Report	This Report	Notes
Estates - Rent Roll		£915,579.43	
Estates - Held For Sale Assets out of total of 434		3	Plus 3 in process of re-letting
Estates - Capital Receipts (in financial year)		£58,500	
Property & FM - Laggan Completed Works (14th June-22nd Aug)		193	159 open cases
Property & FM - Capital Spend To Budget (18/19) %		TBC	
Property & FM - Maintenance Spend To Budget (18/19) %		TBC	

Key Projects - Service Development	Last Report	This Report	Notes
Estates - Address backlog of lease event activities			
Estates - Improve commercialism - maximising rent / reducing costs / disposing or restructuring of poorly performing assets			
Estates - Improve internal and external perception			
Property Records - Utilise Business Objects training to report on staff and portfolio performance			
Property Records - Broaden remit to provide more comprehensive function			
Property Records - 'Super User' role for Uniform within P&E			
Property & FM - Incorporate use of Uniform into Property Services			
Property & FM - Review of Landlord Health & Safety Compliance across all non HRA assets, update existing or develop new			
Property & FM - Capturing of stock investment requirements within new stock condition surveys			
Service wide - Prepare and deliver Commercial Property Investment Framework			
Service wide - Lead staffing changes and embed new working			
Service wide - Develop and implement a more corporate approach across Council to managing land and property assets			
Service wide - Incorporate use of Uniform across other key Services			
Service wide - Scoring of assets based on financial and non financial performance			

Key	
Red	Unsatisfactory progress/ Not Yet Started
Amber	Issues needing resolving
Green	On target/completed

Key Projects - Delivery				
Property & FM - Project Manage delivery of Seaton Workshop Units (2 sites) - delivery of completed units				
Commercial Property Investments				
Sale of Budleigh former Beach Hut Store & Seaton Lookout				
Beer Pilot				
One Public Estate				
Transfer of Younghayes Centre and Worship land, Cranbrook				
Seaton Moridunum - enhancement of seafront				
Sports & Social Club tenure arrangements				

High Profile Activities Next Period
Property Investment Fund - 27th Sept Overview/ 31st Oct Cabinet/ 12th Dec Council
Disposals - Seaton Lookout Tower / Budleigh Beach Hut Store
Corporate ownership of land and property - 31st Oct Cabinet (tbc)
Commercial Property Investment Opportunities - possibly Cabinet 3rd Oct / Council 24th Oct
Seaton Moridunum - possibly Cabinet 31st October (tbc)



Service wide - Raise profile of work and portfolio			
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## **6<sup>th</sup> September 2018 EDDC Asset Management Forum**

### **Seaton Workshops (Colyford Rd and Fosseyway Park) – Briefing Note**

#### **Recommendations**

For noting.

#### **Background**

The Principal Building Surveyor is project manager on the progression of the delivery of new workshops at Colyford Road and Fosseyway Park in Seaton.

On the Colyford Road site, which is on the former depot, St Johns HQ and Marsh Garages, 14 new build commercial units will be constructed along with vehicle turning zones, 28 parking bays and associated soft landscaping.

On the Fosseyway Park site, construction of 7 new build commercial units will take place along with vehicle turning zones, 12 parking bays and associated soft landscaping.

The target date for turnkey project completion is September / October 2019. On the initial stage of tendering, namely the expressions of interest stage, 37 interested parties expressed an interest on the Colyford Road site, with 35 interested parties expressing an interest on the Fosseyway Park Road site.

#### **Current Position**

1. A formal project team has been set up in order to manage and take the project forward.
2. The principal Building Surveyor is Project Manager with the Senior Manager- Property and Estates, as the Senior Lead. The core project management team also consists of members from finance, legal & estates.
3. The project team now meets monthly with their first meeting held on the 23<sup>rd</sup> July 2018.
4. As part of the project management process, the Principal Building Surveyor is formulating the core brief and project plan along with the project core risk register. The project plan and project core risk register will form the basis of discussion for the monthly meetings of the Project Team.
5. Once the project core risk register and project plan has been formulated this will be forwarded to SMT for approval with a PID and then to follow EDDC core capital project management disciplines.

## **Issues**

At the first meeting of the Project Team, held on 23<sup>rd</sup> July 2018, the following items were discussed as the basis for forming the core risk register for the project:

- Legal title
- Current planning situation
- Design
- Construction costs and timescales
- Budgets and project financing
- Project viability
- Potential lettings
- Estate management issues
- Overall Strategy

Under the above headings a number of issues have been identified needing resolution before the project can continue.

## **Challenges**

The Principal Building Surveyor, with the assistance from external consultants is to arrive at a more simplified and cost effective design. This will be progressed over the next two months.

The new simplified cost effective design for the two sites will need to be submitted to the planners as follows:

Fosseway, as a full planning application, although the construction process will be through a design and build process.

Colyford Road, the planning application is still in force so an amendment to the existing application will need to be submitted.

Alongside this, the Project Team will need to address a number of the other live issues.

## **Next Steps**

The Principal Building Surveyor is urgently sourcing external consultants, with expertise in the design of industrial units and workshops, who can assist with the formulation of a more cost effective and simplified design, upon which planning applications will need to be submitted.

Once the more simplified design has been arrived at, the design will be incorporated into the tender documents, and the tendering process will then be further progressed.

At this stage it is not anticipated that a delay will occur to the final turn key completion date of September / October 2019, due to the need for a project redesign nor the other issues but this will be kept under review. It is possible that due diligence over next few months will necessitate a delay.

This project will be reported on at all Asset Management Forums through to completion of the project.

Colin Whitehead  
Principal Building Surveyor  
Property and Estates

## 6<sup>th</sup> September 2018 EDDC Asset Management Forum

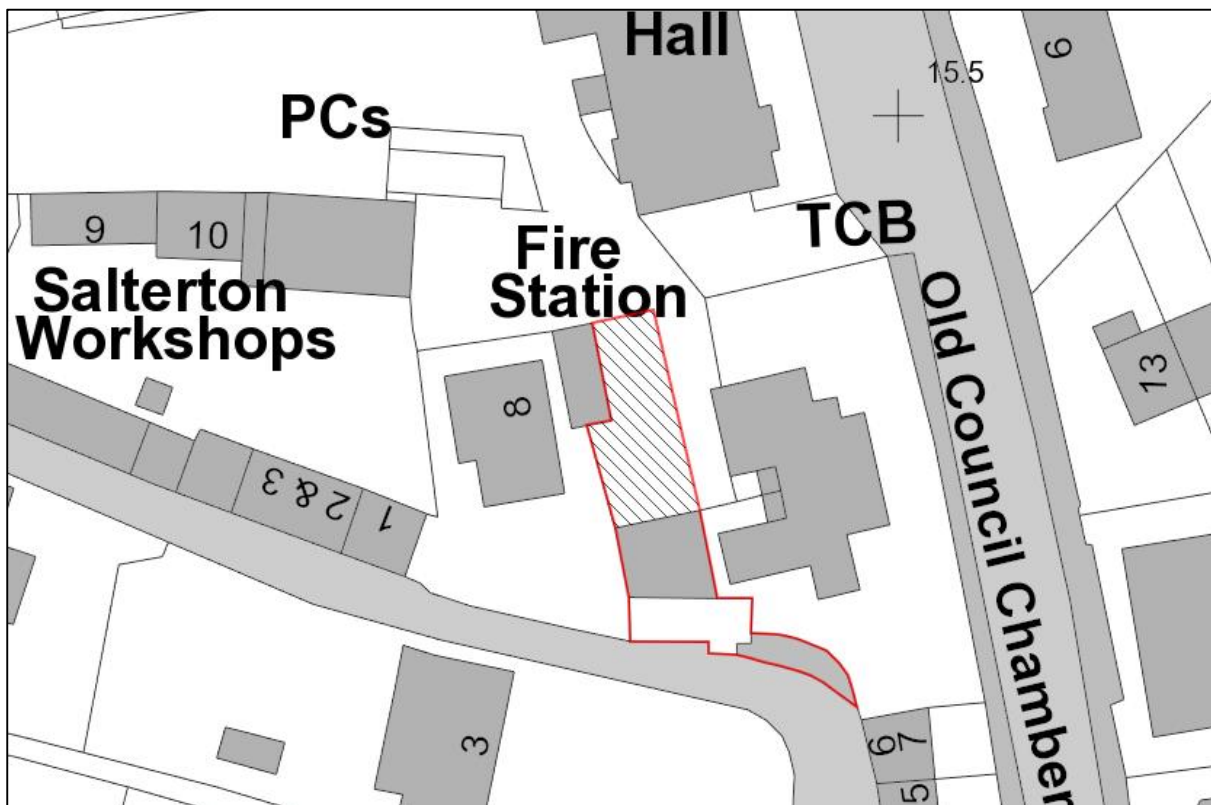
### Budleigh Beach Store – Briefing Note

#### **Recommendations**

For Noting.

#### **Background**

The property comprises a detached single storey storage building which was previously used for the winter storage of beach huts. In addition to the building there is a small area of land to the rear and land to the front over which neighbouring residents have rights of access. The site is shown on the attached plan below with the area affected by access rights shown hatched black.



The building itself is of masonry and asbestos sheet cladding walls under an asbestos profiled sheet roof. The property extends to a gross internal area of 59.21 sq m (637 sq ft).

The building is in a poor state of repair with damage to the asbestos cement cladding and also significant cracking to the masonry wall structure. A tender exercise to consider the replacement of the asbestos sheet to the walls and roof was undertaken and the prices for this were in the region of £30,000.

The Council's Principal Building Surveyor considers the cracking to the masonry pillars to suggest a serious structural problem.

### **Current Position**

A report to the Asset Management Portfolio Holder has been prepared and has been circulated for legal and finance comments. This report recommends the disposal of the site via auction with the Senior Manager, Property & Estates delegated to agree guide and reserve prices with the Auctioneer.

Rob Harrison  
Senior Estates Surveyor

## **6<sup>th</sup> September 2018 EDDC Asset Management Forum**

### **Former Searchlight Emplacement Building, Esplanade, Seaton – Briefing Note**

#### **Background**

This unique property which occupies a prime elevated position along Seaton seafront. The building has an internal floor area of approximately 170 sq ft (15.8 sq m) and comprises a basic WW II open fronted concrete structure with no services at present but with potential for a number of uses, subject to planning.



Following Reports of the then Principal Estates Surveyor to Cabinet on 7 January 2015 and 7 October 2015, it was resolved to offer this property on the open market on a freehold basis. Preparations were then made to dispose of the property via an online auction through a local firm of estate agents. Legal Services were instructed to prepare the sale contract and auction pack but it was established that a number of issues relating to provision of access and the Council's potential added maintenance obligations in respect of the retained adjoining cliff needed to be resolved prior to the auction sale. Due to staff changes and the need to deal with other work priorities this matter did not progress until recent months.

#### **Current Position**

Following consultation and site meetings with Engineers, all issues relating to access and cliff maintenance liabilities have been considered and resolved.

Given the proximity of the cliff face to the public walkway on the Esplanade, it has been concluded that for health and safety reasons, EDDC's maintenance liabilities will not be increased as a result of the sale of the Searchlight Emplacement Building. A number of potential ways of access to the building have been identified as being viable by utilising some land to be included in the sale to the side of the building and granting specific rights of access over Council retained land via routes to be agreed.

A site meeting has taken place with a representative from Lambert Smith Hampton's Auction Sales Department in London and subject to agreeing reasonable terms of engagement, it is considered appropriate to instruct this firm to sell the freehold of this property via an online auction. This will give the property maximum cover for marketing. It is anticipated that the property will be sold during October 2018, subject to an undisclosed Reserve Price and Special Terms of Sale will be included in the sale contract to ensure that Council's interests in its retained land are best protected and best consideration is achieved.

Feedback and advice is currently awaited from the auctioneers on an appropriate level of guide price for marketing purposes.

In the meantime, a Report to the Portfolio Holder for Asset Management is being prepared to seek agreement for the Senior Manager – Property & Estates to agree the Terms and Conditions of Sale and Reserve Price direct with the auctioneers.

Adrian Priest MRICS  
**Estates Surveyor**  
Property and Estates

## **6<sup>th</sup> September 2018 EDDC Asset Management Forum**

### **Newton Poppleford Public Toilets – Briefing Note**

#### **Recommendations**

For noting.

#### **Background**

Following discussion regarding this matter at Asset management Forum on 14 June 2018, heads of terms have been sent to the Parish Council.

A final few minor points remain under negotiation, however it is envisaged these will be resolved quickly and the heads of terms agreed and solicitors instructed.

Rob Harrison  
Senior Estates Surveyor