

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of a meeting of the Asset Management Forum held at Knowle, Sidmouth on 6 September 2018**

#### **Attendance list at end of document**

The meeting started at 10.05am and ended at 11.45am.

#### **\*12 Public speaking**

There were no public speakers at the meeting.

#### **\*13 Report of previous meeting and actions from last meeting**

The report of the previous meeting held on 14 June 2018 was confirmed as a true record. Most actions were covered with the agenda items for this September meeting; however the planned demonstration of the Uniform based Asset Management software was now deferred to the next meeting. This was to allow some further work to it, in order to demonstrate not only the current use of the software, but also the potential use.

#### **\*14 Declarations of interest**

Councillor Skinner – personal interest as Board Member of the Science Park  
Councillor Barrow – personal interest as Shareholder of the Science Park

#### **\*15 Role of Asset Management Forum**

The Forum had already discussed, at their previous meeting, the proposal for the Property & Estates Service to have strategic oversight of all EDDC non-dwelling assets along with providing advisory support for HRA dwellings. The Property & Estates Service would hold the financial and property record data for all council property assets excluding Housing Revenue Account (HRA) dwellings and be responsible for ensuring a better understanding of the performance of each asset and making strategic property decisions based on that data.

Since then progress had been made with discussions at Strategic Management Team on the practical issues of how to deliver the centralising of asset intelligence to strategically manage the portfolio. A further report would come back to the Forum as this is progressed.

Clarity was sought over the inclusion or exclusion of HRA assets. The Chairman explained that this proposal would not be removing any day-to-day responsibilities from one service area to another. It related to holding the information about all assets that were not an HRA dwelling in one place and that data being used for strategic decisions. It would also bring a consistency to how assets were dealt with across the Council.

**ACTION** That the progress on this proposal be brought to a joint meeting of the Strategic Management Team and Cabinet if possible, to enable further discussion and agreement on implementation.

**RESOLVED** That the progress to date be noted.

#### **\*16 Performance Dashboard**

The Forum was presented with the first version of the Performance Dashboard. Tim Child, Senior Manager - Property and Estates, helped familiarise the Forum with its contents, highlighting:

- traffic light system for the key projects;

- Useful performance data such as rent roll (total rental income from land and property); number of assets held for sale; completed works; capital receipt total; capital spend to budget; and maintenance spend to budget;
- Comparison data over time to manage performance – for example, the Forum would be looking for an increase in rent roll over time and delivery towards 100% of anticipated spend as year progresses;
- One page format so all strategic level information in one place.

Comments made and issues brought up on the dashboard included:

- Seeking clarity on how overage payments from developers were allocated to budget – was this money ring-fenced for affordable housing or allocated elsewhere?
- Data for the capital spend to budget and maintenance spend to budget was still being compiled and would be in place for the next production of the dashboard;
- Helpful to see snapshot of day to day maintenance works completed as well as data on new leases and the element of those that had increased in value;
- Red RAG status on Sports and Social Club tenure arrangements gave rise to discussion on considering strategic needs for sports pitches when beginning negotiations on lease renewal. In particular, Exmouth Rugby Club was quoted as an example, as was Seaton Football Club. In response, it was confirmed that the existing process was generally for a report, containing the views of the local ward member(s) would go to the Portfolio Holder for a decision. A request was made that more Member involvement was required, particularly with the Portfolio Holder for Economy, before key leases had expired and negotiations had begun so as to identify and address wider considerations.

**ACTION** a) Obtain information on what budget the overage payments were paid into;  
b) Research ease of providing list of leases coming up for renewal for the Forum, whereby they could then select those they considered were of key importance strategically that needed discussion before negotiation proceeded either inside / outside of Forum.

**RESOLVED that the Performance Dashboard be welcomed and provided as a standing item for future meetings of the Forum.**

**\*17 Successes Newsletter**

The drafted newsletter was circulated at the meeting for the Forum to consider.

The purpose of the newsletter was to raise awareness of the breadth of work undertaken by Property & Estates, successful projects completed and positive progress on others. Some of the articles would be used by the Communications Team for social media good news stories.

The views of the Forum on the newsletter were:

- Happy with the concept of promoting good news stories but not sure if the format suggested was right in the long term;
- If continue to use, ensure meets visual guidelines set for council publications, even if only for the consumption of Members. All communication needs to be consistent in format and quality regardless of intended audience.

**ACTION** To check that newsletter meets visual guidelines set for Council publications and assess best means of circulation depending on sensitivity of the content.

**RESOLVED to note the content of the Successes Newsletter**

**\*18 Seaton Workshops update**

Colin Whitehead, Principal Building Surveyor, gave an update on the current position for the two sites at Fosseyway and Colyford Road.

The project initiation document (PID) was currently being prepared. There were also some issues to be resolved, such as simplifying the design of the workshops that would mean a delay in the project but the completion date of October 2019 was still at this stage possible. There is also work needed around underlying strategy for these 2 sites.

**ACTION** For the workshops project to be added to the list of projects monitored by the Capital Strategy and Allocation Group once a PID has been taken through the Council's Senior Management Team.

**RESOLVED that the update on Seaton Workshops be noted.**

**\*19 Budleigh Salterton Beach Store**

A report has been prepared for consideration by the Asset Management Portfolio Holder which recommends the disposal of the site via auction with the Senior Manager, Property & Estates given delegated authority to agree the detailed terms, guide and reserve prices with the auctioneer.

**RESOLVED that the update on the Budleigh Salterton Beach Store be noted.**

**\*20 Former Searchlight Emplacement Building, Esplanade, Seaton**

A report has been prepared for consideration by the Asset Management Portfolio Holder which recommends the disposal of the site via auction with the Senior Manager, Property & Estates given delegated authority to agree the detailed terms, guide and reserve prices with the auctioneer.

Both this and the previous item will be, subject to Portfolio Holder approval, taken to auction in October.

**RESOLVED that the update on the Former Searchlight Emplacement Building be noted.**

**\*21 Newton Poppleford Public Conveniences**

This project was nearing completion, with the heads of terms sent to Newton Poppleford Parish Council and solicitors instructed.

**RESOLVED that the update on the Newton Poppleford Public Conveniences be noted.**

**\*22 Update on current commercial property investment opportunities being explored**

Two proposals were under consideration as investment opportunities:

- a) Ocean building in Exmouth currently for sale with a guide of £2.7m.. The Council owns the land, along with some neighbouring parcels of land. The building is leased by LED on a 25 year lease;
- b) A tenant requiring a long term lease has been secured by Exeter Science Park Ltd for the Exeter Science Park. The Council is considering funding this as part of its new approach to commercial property investment.

Both proposals are being considered and more detail will follow if either opportunity is progressed.

**RESOLVED that the update be noted.**

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

Councillors:

Dean Barrow

Paul Diviani

Andrew Moulding

Geoff Pook (Chairman)

Philip Skinner

Ian Thomas

Also Present:

Pauline Stott

**Apologies:**

Marianne Rixson

Alan Dent

**Officers present:**

Richard Cohen, Deputy Chief Executive

Tim Child, Senior Manager - Property and Estates

Colin Whitehead, Principal Building Surveyor

Rob Harrison, Senior Estates Surveyor

Adrian Priest, Estates Surveyor

Debbie Meakin, Democratic Services Officer

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