

**Agenda for consultative meeting of the Asset Management Forum**  
**Tuesday, 21st June, 2022, 9.30 am**



**Members of Asset Management Forum**

Councillors P Hayward (Chair), P Arnott, J Rowland,  
G Pratt and E Rylance

East Devon District Council  
Blackdown House  
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**Venue:** online via zoom

**Contact:** Debbie Meakin 01395 517540; email  
dmeakin@eastdevon.gov.uk

(or group number 01395 517546)

Friday, 10 June 2022; re-issued Tuesday 14 June 2022

**Important - this meeting will be conducted online and recorded by Zoom only.**

**Please do not attend Blackdown House.**

**Members are asked to follow the [Protocol for Remote Meetings](#)**

This meeting is being recorded by EDDC for subsequent publication on the Council's website and will be streamed live to the Council's Youtube Channel at <https://www.youtube.com/channel/UCmNHQruge3LV4hcgRnbwBw>

Public speakers are now required to register to speak – for more information please use the following link: <https://eastdevon.gov.uk/council-and-democracy/have-your-say-at-meetings/all-other-public-meetings/#article-content>

Until 31<sup>st</sup> October 2022, the Council has delegated much of the decision making to officers. Any officer decisions arising from recommendations from this consultative meeting will be published on the webpage for this meeting in due course. All meetings held can be found via the [Browse Meetings](#) webpage.

1 Public speaking

Information on [public speaking](#) is available online

2 Notes from the previous meeting held on 5 January 2022 (Pages 3 - 6)

3 Apologies

4 Declarations of interest

Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)

5 Matters of urgency

Information on [matters of urgency](#) is available online

6 Confidential/exempt item(s)

To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which officers recommend should be dealt with in this way.

- 7 Asset Management Plan for General Fund Assets (Pages 7 - 14)
- 8 Land to the South of Redgates, Salterton Road, Exmouth (Pages 15 - 19)
- 9 Update on Community Asset Transfer Procedure (Pages 20 - 34)
- 10 Place and Prosperity Team update (Pages 35 - 38)
- 11 Estates Team update (Pages 39 - 40)
- 12 Progress of Placemaking in Exmouth (Pages 41 - 43)
- 13 Property & FM Update (Pages 44 - 57)

[Decision making and equalities](#)

**For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546**

**EAST DEVON DISTRICT COUNCIL**

**Minutes of the meeting of Asset Management Forum held online via zoom on 5 January 2022**

**Attendance list at end of document**

The meeting started at 9.30 am and ended at 10.45 am

**64 Public speaking**

There were no members of the public registered to speak.

**65 Notes from the previous meeting held on 27 July 2021**

The notes of the previous meeting held on 27 July 2021 were agreed.

**66 Declarations of interest**

Declarations of interest.

Councillor Jack Rowland, Personal, Ward member for Seaton.

Declarations of interest.

Councillor Paul Hayward, Personal, Employee of Axminster Town Council.

**67 Matters of urgency**

None.

**68 Confidential/exempt item(s)**

None.

**69 Property Matters Newsletter**

The Forum considered the latest issue of the newsletter, which highlighted:

- Completed rent negotiations for the Clocktower Café in Sidmouth;
- Marketing a compound site at Manstone Workshops;
- Completed insurance valuation work – around 4500 housing and commercial assets with a combined reinstatement value of over £900 million;
- Renewal of lease for Axe Vale Caravan Park – providing certainty for the tenant and a welcome increase in rent for the Council, as well as securing continued visitor spend into Seaton;
- Ongoing work on asset valuations.

The Forum noted the newsletter.

**70 Property and FM activities update**

The Forum were presented with a report that outlined the work undertaken by the Property and FM team in recent months. The report listed a reminder of the services provided, along with detail on the main compliance work, reactive and planned work. The Forum were reminded that during 2019/2020 stock condition surveys were

undertaken of all General Fund buildings and the investment required over the next 30 years was assessed. The team also considered the rental potential for each and every building over the same 30 year period. Considering the costs and income together resulted in the net present value of the building maintenance and investment required over the next 30 years as being £11.9 million. The core stock condition data informs decision making.

A summary of the current projects for the Team, reactive works, and subsequent capital bids submitted for funding was set out in the report. It was noted that approximately 50% of reactive works were carried out in house and 50% was allocated to contractors.

The Service Lead for Place, Assets and Commercialisation introduced Jorge Pineda-Langford – Principal Building Surveyor, who updated the Forum on the consideration of those capital bids by the Budget Setting and Capital Allocation Panel, resulting in many bids being recommended forward to Cabinet and Council as relating to urgent works and health & safety related works; and others were referred to the LED Monitoring Forum for further debate. Cabinet were due to consider those bids that evening.

He also outlined the workings of the Property and Facilities Management Team and gave an overview of the work they undertook:

- General estate and facility management.
- Management of Statutory Building Compliance (SBC).
- Management of Planned Preventive Maintenance (PPM).
- Delivery and Management of Reactive Maintenance (RM) by both EDDC maintenance technicians and external contractors.
- Safekeeping and sharing of compliance documentation.
- General advice on property matters and sharing of relevant information.
- Project management (capital works).
- Contractor management, including review of H&S documentation, quality of work, etc.

In response to a question about materials discounts the Council may have negotiated with builders merchants, the Forum were reassured that correct procurement channels were followed and where appropriate due to quantum, discounts would be explored. The Property and Property & Facilities Management Team worked with other teams across the Council to try and plan as much work as possible and to take advantage of economies of scale and procurement opportunities. The Council could not be as fluid as it might like as it was necessary to comply with standing orders. There was a competitive tender procedure for bigger projects in order to achieve best value for costs. It was suggested that a group of officers and members should consider whether the current procurement procedures were working to give the service the best value. The Chair of the Asset Management Forum, Councillors Pratt and Rowland, the Service Lead – Place, Assets and Commercialisation and the Principal Building Surveyor would meet with the Strategic Lead Finance to consider this, before reporting back to the Forum.

The Forum noted the report on the work undertaken to date.

## 71 **Place and Prosperity update**

The Forum received a report on the Place and Prosperity Team, outlining an example of the types of projects overseen by the team. It highlighted the key functions of the service as:

- Developing and delivering place-making strategy and linked development projects;
- Secure new funding sources for development projects and investment opportunities;
- Work with the Council's own resources to deliver better places;
- Identify means of improving and strengthening the towns and town centres, commercial centres and key locations in the District.

The workplan for the team included as examples the following projects/sites:

- Hayne Lane, Honiton
- Drill Hall Sidmouth
- Cloakham Lawns, Axminster
- Axe Valley feasibility work
- Levelling Up Fund
- Devon Place Board (to now include Seaton as well as Axminster)
- Community asset transfer
- Seaton Morudunum
- Websters Garage site, Axminster
- Reopening High Streets Safely Fund (RHSSF) and Welcome Back Fund
- Beer Pilot project
- Seaton Jurassic
- Beach Huts

The Forum discussed the status of the Beer pilot project and acknowledged that it was taking longer than expected. Heads of Terms were being finalised and was awaited from the Parish Council and Streetscene Service to finalise a service level agreement. Following this a public parish council meeting would be held to help assure and understand whether support for the project still existed from the village. Officers would attend and then prepare a report for Cabinet. If necessary, further consultation with village residents would take place and be led by the Parish Council. It was noted that the pilot had demonstrated the need to be very clear on the process from the start. It was also reported that a revised draft community asset transfer procedure was being circulated for officers to review

The Forum noted the report.

### **Attendance List**

#### **Councillors present:**

P Arnott  
P Hayward (Chair)  
D Ledger  
J Rowland  
G Pratt  
E Rylance

#### **Councillors also present (for some or all the meeting)**

O Davey  
N Hookway  
G Jung

**Officers in attendance:**

Tim Child, Service Lead - Place, Assets & Commercialisation

Rob Harrison, Senior Estates Surveyor

Alison Hayward, Project Manager Place & Prosperity

Jorge Pineda-Langford, Principal Building Surveyor, Property & FM

Alethea Thompson, Democratic Services Officer

Chair .....

Date: .....



Report to: Asset Management Forum

Date of Meeting 21<sup>st</sup> June 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## Asset Management Plan for General Fund Assets

### Report summary:

The Council's General Fund Asset Management Plan (AMP) sets out the Council's approach to the strategic management of its land and building assets managed by the Place, Assets & Commercialisation Service.

The Council's last AMP was for the period 2014 – 2017 and was developed in consultation between Senior Officers and Members of the Asset Management Forum. The AMP seeks to ensure that assets are used in the most effective and efficient way to meet service and financial objectives.

The adopted AMP continued to hold weight beyond its duration. That said, with a new Council Plan now in place and a number of corporate strategies (Leisure Strategy, Cultural Strategy etc) emerging along with our climate change declaration, the increasing financial pressures and significantly improved intelligence and data of the asset portfolio, a new AMP is now of paramount importance to help inform future decision making.

This report forms the beginning of that process to adopt a new AMP and sets out some high level principles. If Asset Management Forum (AMF) Members support the principles contained within, then the next steps set out in para 7.1 will be progressed. Any other principles put forward by AMF will also be considered in preparing the AMP.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That the Asset Management Forum recommend to Cabinet:

That Officers in consultation with the Portfolio Holder for Economy & Assets along with SMT:

- a) Develop the 3 protocols:
  - Investment / Capital programme Protocol
  - Disposal & Acquisition Protocol
  - Property Commercialism 'Let Property' Protocol
- b) Develop Action Plan to sit within and be the core part of the Asset Management Plan

Before then bringing back a draft Asset Management Plan to AMF seeking a recommendation for adoption to Cabinet.

## Reason for recommendation:

To take forward the preparation of a new Asset Management Plan.

Officer: Tim Child, Service Lead – Place, Assets & Commercialisation

[tchild@eastdevon.gov.uk](mailto:tchild@eastdevon.gov.uk) 01395 571692

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information** [2014 - 2017 Asset Management Plan](#)

**Link to [Council Plan](#)**

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

## Report in full

### Introduction

- 1.1 The Council's current Asset Management Plan (AMP) is outdated and no longer relevant. It is also impacted by significantly improved intelligence and data of the asset portfolio in respect of future investment costs which needs considering alongside the Council's wider financial challenges, but also needs to be considered alongside the Council Plan but also other emerging strategies – leisure strategy, climate change declaration and cultural strategy being examples. It is essential that EDDC is equipped with a new comprehensive AMP with agreed asset options to drive forward new ways of managing the portfolio by proactive asset management.
- 1.2 The new AMP needs to recognise a number of key challenges which lie ahead and which need to be overcome to enable the asset portfolio to be viable rather than being unsustainable due to the low income in relation to forecast expenditure. Furthermore the AMP needs to identify new priorities and through the three protocols referenced, a clear route map for doing things differently to improve the performance of the portfolio; invest or acquire where it makes

sense to do so, maximise return where possible, and dispose where appropriate. The explanation and criteria on which protocol will be applied on an asset by asset basis with a priority for progressing each asset needs to be developed. On the adoption of a new AMP there needs to be a clear and agreed programme having been agreed for those high priority assets enabling transactions and projects to progress and deliver asset specific tangible deliverables. It is essential these new ways of codifying and managing assets are adopted to enable the challenges to be effectively managed and opportunities delivered. Furthermore it is critical that decisions can be made quickly and supported by clear business cases to enable the AMP to be delivered and the savings and receipts to materialise.

1.3 Implementation of a new AMP will identify opportunities to:

- Increase revenue income.
- Reduce costs – smaller but better performing asset base in terms of both financial and non-financial return.
- Invest wisely – component replacement or wider investment by being proactive and by identifying where both financial and non-financial returns can be improved. By being proactive there will be better management of future capital requirements.
- Identify assets to sell commercially and enable this to be done efficiently and effectively.
- Identify assets to transfer to local communities to help forge stronger local engagement.

## **Why do we need Asset Management**

2.1 Proactive Asset Management provides a structured process to ensure best value is achieved from land and building assets which better serve the strategic needs of the organisation and this AMP needs to set out how this will be achieved. A new AMP for a 3 year period is proposed.

2.2 The definition of Asset Management that would be adopted is:

*“Asset management is the management of our physical assets to meet the service and financial objectives of the Council”*

2.3 Therefore the AMP would provide:

*“The effective targeting of resources to have the greatest effect in raising performance, maximising value for money and maximising the wider potential of assets”*

2.4 The AMP would recognise that effective asset management includes the 3 key themes:

- Proactive Asset Management – Those activities which maximise the returns from assets and where possible, through increasing income and reducing costs, disposing of assets that have a poor return financially and/or non-financially, acquiring assets where supported by a sound business case, and ensuring that assets are held in such a way to maximise the benefits to the community.
- Investment and Capital Programme – Those activities to proactively maintain the stock to maintain or improve its condition where there is a business case to do so and to invest more widely in wider works where again a strong business case supports such a course of action. Unless this course of action is adopted, financial and non-financial returns cannot be maximised.

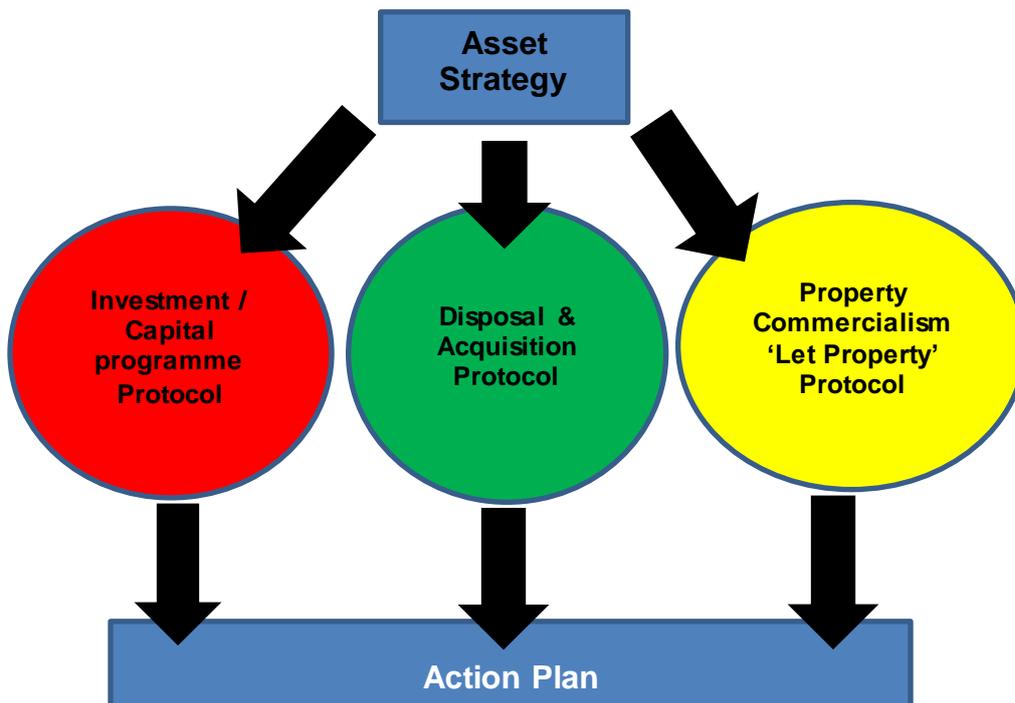
- Supporting wider objectives – Being clear where and how asset management is supporting wider objectives, such as benefitting the community, shaping the built landscape, supporting the Council in its service delivery and proactively supporting our commitment to tackling climate change.

## Scope

3.1 This AMP would apply to decisions across the whole of the Council’s General Fund land and property asset portfolio managed by the Place, Assets & Commercialisation Service.

## Delivery

4.1 The AMP would be delivered through three interrelated protocols which are detailed below. These protocols underpin the AMP and inform the Action Plan.



### Investment / Capital Programme Protocol –

- Statement – To manage assets proactively by creating a capital programme based on stock condition data and to invest more widely on improving assets where there is a sound business case.
- Importance – Without this protocol the assets will fall into disrepair, costs can’t be forecast, costs over an extended period will likely be greater and the general quality of the assets will deteriorate negatively impacting on the surrounding communities.

### Disposal and Acquisition Protocol –

#### Disposals

- Statement - To rationalise the asset portfolio by disposing of poor performing assets or assets with realisable development potential.
- Importance - The Council holds many poorly performing assets. In almost all instances these could be disposed of without adversely impacting on the community.

#### Acquisitions

- Statement – To acquire assets where there is a sound business case to do so
- Importance – It is important to be able to respond to opportunities and invest when appropriate in high performing assets (financial and non-financial).

#### Commercialism 'Let Property' Protocol

- Statement - Maximise rental income and minimise liability for costs across the Let Portfolio
- Importance - A major contributor to the negative NPV of the asset portfolio. In some instances a higher rental might generate more entrepreneurial approaches by tenants and therefore benefit the community as a whole through the tenant perhaps diversifying, investing or becoming more commercial.

4.2 The approach to Asset Management in the new AMP would address issues beyond those covered by the three protocols. Those aims are clearly set out on the following page.

Our Strategic Property Aim is

To ensure that the Council's land and property assets are managed and maintained in a consistent, strategic manner that supports corporate priorities

Our Strategic Property priorities are

Understanding our assets and how they perform

Disposing of assets which perform poorly

Acquiring new assets where a strong business case exists

Maintaining and investing in the assets

Making assets more efficient – seeking commercial return

page 12

We will deliver these priorities by

Retaining an Asset Register showing what we hold enabling the centralisation of asset management decisions

Undertaking a rolling programme of options appraisals to inform protocols

Implementing our disposal and acquisition protocol

Implementing our investment / capital programme protocol

Implementing our Commercialism 'Let Property' protocol

Measuring / monitoring how our assets perform (financial / non-financial)

Managing responsive repairs to our assets in an efficient manner

Maintaining Health & Safety Compliance – audits, procedures and processes

Debt Management



## Asset Management Tools

5.1 The AMP will set out the asset management tools which will support effective decision making and delivery, including:

- Robust and up to date stock condition data

Data for the AMP is based on stock condition data and for buildings already exists. This data from the surveys is held electronically and kept up to date through routine periodic inspections by the Council's Property & FM Team to inform future capital programmes and inform data on general asset performance. This needs to be a key deliverable within the Acton Plan.

- Data management to support compliance

In addition to the Council's legal duties and obligations, providing a safe environment for tenants, our communities and staff is a fundamental principle. Effective compliance management is in place, beginning with complete and accurate records. The development of efficient procedures to ensure compliance is maintained through a rolling programme of inspections needs to be a key deliverable within the Action Plan.

- Understanding of asset performance – new Asset Performance Tool

The Council has developed an approach to understanding asset performance. A portfolio wide model is now in place to provide information on financial and increasingly also on non-financial performance, but also for specific individual assets. The Action Plan will set out how this Performance Tool and the data within will be used to inform future plans. Where stock is performing poorly, on either a financial or non-financial basis, alternative options will be explored for these properties before investment decisions are made. This ensures resources are targeted where they will provide maximum value to the Council and communities.

- Skills and expertise

To deliver against the Action Plan it will be imperative that the Teams within the Service are adequately resourced and any vacant posts quickly filled.

## Risk Management

6.1 The AMP will recognise that assets can also become liabilities, threatening the Council's viability.

Key risks to the delivery of our asset management objectives are:

- Data management
- Affordability and cost control
- Re-investment in the wrong stock
- Lack of strategic approach to managing the asset portfolio and reluctance to adopt a more commercial approach in line with best practice.
- Lack of buy in by the wider Council.
- Lack of sufficient internal and / or external resource to deliver strategy.

Key risks will be monitored closely and actions taken to address if necessary.

## Next Steps

- 7.1 If AMF Members are supportive of the above approach to developing a new AMP, then Officers will in consultation with the Portfolio Holder for Economy & Assets along with SMT:
- c) Develop the 3 protocols:
    - Investment / Capital programme Protocol (Growth)
    - Disposal & Acquisition Protocol
    - Property Commercialism 'Let Property' Protocol
  - d) Develop Action Plan to sit within and be the core part of the AMP

Before then bringing back to AMF seeking a recommendation for adoption to Cabinet.

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### **Financial implications:**

There are no direct financial implications at this stage of the Plans formation.

### **Legal implications:**

There is no direct comment to be made in relation to this report, each and any individual issue will need to be considered as it arises.

Report to: Asset Management Forum

Date of Meeting 21<sup>st</sup> June 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release NA



## Land to the South of Redgates, Salterton Road, Exmouth

### Report summary:

This report summarises the opportunity for East Devon District Council to accept the transfer at 'nil consideration' of the freehold of land with the opportunity to develop 4 commercial units as part of the Developer's Planning obligation by Unilateral Undertaking under section 106 of the Town and Country Planning Act 1990 relating to Land to the South of Redgates, Salterton Road, Exmouth. The conditions of the transfer are:

1. The land with a building erected as per the attached plan is to be transferred to the council freehold with a right of way over the access road for nil consideration.
2. The council will not be able to sell/transfer the freehold for a period of 10 years.
3. There will be a service charge to cover repairs/maintenance to the access road. This is yet to be confirmed as we do not currently know yet the type of vehicle movements and secondly the wider service charge has not yet been calculated. As an estimate this is likely to be in the region of £1500-£2000 per annum – which can be recharged to the tenant(s)

This will be subject to full Heads of Terms to be considered by Legal Services.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That AMF recommend to Cabinet:

- a) To delegate authority to the Strategic Lead - Governance and Licencing, the Strategic Lead – Finance and the Service Lead – Place, Assets & Commercialisation in consultation with Portfolio Holder for Economy & Assets to consider the opportunity for East Devon District Council to accept the transfer at 'nil consideration' of the freehold of the land (with the potential to develop 4 no. commercial units) as part of the Developer's Planning obligation by Unilateral Undertaking under section 106 of the Town and Country Planning Act 1990 relating to Land to the South of Redgates, Salterton Road, Exmouth.
- b) To delegate authority to the Strategic Lead - Governance and Licencing, the Strategic Lead – Finance and the Service Lead – Place, Assets & Commercialisation in consultation with Portfolio Holder for Economy & Assets to complete the acquisition if a decision is made to progress.
- c) If acquired, to lease these units out on a commercial basis.
- d) A further report to Cabinet with onward recommendation to Council to approve a fit out budget for the units to enable their letting.

## Reason for recommendation:

By renting the space out at a commercial rate the Council will generate an income from this asset and support local businesses by providing suitable employment space.

By accepting this transfer, we will be fulfilling part of our obligation in the local development plan which states: “Part of the site is included in East Devon District Council’s Local Plan 2013-2031 – **Land South of Redgate - Site 040A** – is allocated for employment uses – a total of 0.5 hectares”

Officer: Gerry Mills Project Manager Place and Prosperity (Exmouth) [gmills@eastdevon.gov.uk](mailto:gmills@eastdevon.gov.uk)

Tel 01395 519960

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Risk:** Low Risk; All leases would be offered to tenants with a sufficient covenant strength to minimise the risk to the Council of default.

## Links to background information

### Proposed Site Plan

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

**Report in full**

- 1.1 The site at Land to the South of Redgates, Salterton Road, Exmouth was originally purchased by Tesco Stores Ltd in April 2007 to enable an extension to their exiting store.
- 1.2 Planning consent was granted in full (ref 10/2016/MFUL) in 2010, however Tesco decided not to implement the consent and instructed their agents to dispose of the site in October 2014.
- 1.3 McCarthy and Stone acquired the site and proposed the development of an Extra Care (Class c2) scheme subject to planning.
- 1.4 McCarthy and Stone's planning application (ref 19/1539/MFUL) was refused and an appeal was also dismissed. The appeal was dismissed due to the loss of employment land and concerns regarding the marketing of the site for employment uses.
- 1.5 A new application, (ref 19/2710/MFUL), was made; officers recommended approval however it was refused.
- 1.6 Another appeal was made in 2021 with amended proposals and responding to the issues raised, consent was allowed on appeal on the 17th of February 2022. The development proposal includes commercial units with an offer, by unilateral undertaking, to build 4 commercial units and transfer the freehold to the Council and 'nil consideration, ie no cost. The Council would need to fit-out the units before letting.
- 1.7 Aside from the Council's possible interest, McCarthy & Stone have informed the Council that they have themselves identified a potential office/distribution centre end user for this location. They are originally from the Exmouth area and as such, they have a personal attachment to the location. McCarthy & Stone would commit to building the units to their specification alongside the delivery of the Assisted Living scheme. This offer would provide the Council with the exact type of local occupier sought when the employment site was originally allocated and release the Council from any ongoing liability over the units. The Council could either proceed with the acquisition taking direct control over the employment uses, but with the cost of fit-out and 'at a risk' of being unable to let the space, or seek to contractually commit McCarthy & Stone to serving up the employment space themselves.
- 1.8 The Council cannot be compelled under a Unilateral Undertaking by the developer to accept this site (land with building to be erected).
- 1.9 The Council could accept the land by a land transfer agreement with no building on it.
- 1.10 Following further clarification on the terms of the freehold transfer from McCarthy and Stone they have confirmed that:
  - The site is to be transferred to the council freehold with a right of way over the access road for nil consideration.
    - The council will not be able to sell/transfer the freehold for a period of 10 years.
    - There will be a service charge to cover repairs/maintenance to the access road. This is yet to be confirmed as we do not currently know the type of vehicle movements and secondly the wider service charge has not yet been calculated. As an estimate this is likely to be in the region of £1500-£2000 per annum – which can be recharged to the tenant(s)
    - This transfer will be subject to agreement of full Heads of Terms.
    - The request from the Council to transfer the freehold must be made within 6 month of date of planning consent being granted i.e 17th of August 2022.
    - It should be noted that the commercial units will require 'fit out' as they will only be provided as 'shell and core' and therefore a budget will need to be agreed by Council for the 'fit out'.

- 1.11 Officers will convene a meeting with the land-owner to discuss the Heads of Terms and to determine the options around the development of the 4 industrial units so that we obtain the most economically advantageous outcome. Which could include:
- The land transfer
  - Negotiations with the landowner in respect of the building the 4 industrial units
  - Fitting the units out in discussion with a tenant(s)
- 1.12 Experience of letting similar units across the District has shown that these would be relatively easy to let especially as the Council has so few units available in Exmouth.

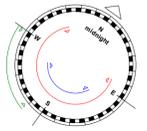
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**Financial implications:**

Details are included in the report, it should be noted that a budget will be required for until fit out should the recommendation be agreed.

**Legal implications:**

There is no direct comment to be made in relation to this report, each and any individual issue will need to be considered as it arises.



Key: Summer - (June) • Winter - (Dec) • Prevailing wind direction •

**KEY:**

- - - Site Boundary
- - - Office Site Boundary
- Trees Removed
- Root Protection Zone
- - - Step In Building
- - - Retaining Wall / Gabions
- +0.00 - Indicative Existing Levels
- +0.00 - Indicative Proposed Levels

**NOTE:**

For Tree Constraints Plan refer to Keen drawing 1344-KC-XX-YTREE-TCP01RevA

For Tree Protection Plan refer to Keen drawing 1344-KC-XX-YTREE-TreeProtectionPlan01RevB

For Levels refer to Landscape Architects/Civil Engineers drawing



REV	DATE	DESCRIPTION	BY	CHK
H	16/02/21	Additional planting and path added	SH	FJ
G	15/02/21	Landscape to entrance updated and levels amended	SH	FJ
F	04/02/21	Landscaping co-ordinated around southern boundary and bike shelter to industrial units added	FJ	SH
D	03/12/20	Levels updated and substation amended	SH	FJ
E	19/11/20	Substation location revised	SH	FJ
C	06/11/20	Planning updates	SH	WJ
B	18/12/19	OS and surrounding buildings updated to 2019 copyright	FJ	SH
A	28/11/19	Landscape amendments as client request	FJ	SH
	15/11/19	Planning Issue	FJ	WJ

**STRIDE TREGLOWN**

© Stride Treglown Limited 2015  
<http://www.stride-treglown.com/en/contact/bristol.html>

CLIENT NAME <b>McCarthy &amp; Stone</b>	ORIGINATOR NO <b>153309</b>
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PROJECT  
**Retirement Living Plus, Exmouth  
Salterton Road,  
Exmouth,  
Devon,  
EX8 2TS**

DRAWING TITLE  
**Proposed Site Plan**

SUITABILITY STATUS <b>Planning</b>	SCALE <b>1 : 200 @ A1</b>
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**McCarthy & Stone**  
The UK's leading retirement housebuilder

REGION NO.	PROJECT NO.	STAGE	DISCIPLINE	DRAWING NUMBER	REV	DRAWING TITLE
SO-2427-	03-AC-02-	H-	H-	Proposed Site Plan		



Report to: Asset Management Forum

Date of Meeting 21<sup>st</sup> June 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## Update on the Community Asset Transfer Procedure

### Report summary:

This report informs the Asset Management Forum (AMF) that, following advice from the Strategic Lead (Governance and Licensing), changes have been made to the Community Asset Transfer (CAT) procedure that clarify the decision making process. These changes have been shared with the Portfolio Holder for Economy and Assets.

Attached is the revised Community Asset Transfer Procedure; this now refers to the Council Plan and priorities and clarifies the decision making process at both Expression of Interest stage and Full Business Case stage. The 'in principle' decision to transfer being taken by Cabinet and, where appropriate, Council. The 'in principle' decision to transfer delegating responsibility for agreeing detailed terms of transfer to the Service Lead – Place, Assets & Commercialisation in consultation with Portfolio Holder for Economy and Assets along with any other relevant Portfolio Holder depending on nature of asset.

The following have also been revised:

Appendix A: Expression of Interest Form. This has been updated to include reference to the General Data Protection Regulation (GDPR) in relation to how East Devon District Council collects and processes personal information from individuals; and

Appendix B: Procedure Diagram that has been revised to reflect the decision making process.

The remaining documents: Final consultation questionnaire; and the results of the CAT draft procedure consultation with Town and Parish Councils are attached for completeness.

A report recommending the approval of the Community Asset Transfer Procedure will be considered by Cabinet, this follows the recommendation by AMF on 27<sup>th</sup> July 2021 that the Service Lead – Place, Assets & Commercialisation prepare a report for Cabinet, recommending that the draft Community Asset Transfer Procedure is adopted.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That the Asset Management Forum notes the revisions to the draft Community Asset Procedure and recommends to Cabinet to adopt the Policy.

## Reason for recommendation:

That, following advice from the Strategic Lead (Governance and Licensing), changes have been made to the Community Asset Transfer (CAT) procedure that clarify the decision making process. These changes have been shared with the Portfolio Holder for Economy and Assets.

Officer: Tim Child, Service Lead – Place, Assets & Commercialisation  
email: [tchild@eastdevon.gov.uk](mailto:tchild@eastdevon.gov.uk) Tel: 01395 571692

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information**

[Asset Management Forum 27 July 2021](#)

**EDDC Community Asset Transfer Procedure – FINAL DRAFT to AMF 21.06.22**

**Draft Appendix A: EOI to AMF 21.06.22**

**Draft Appendix B: CAT procedure Flow chart to AMF 21.06.22**

**Final consultation questionnaire 2021**

**Results of CAT Draft procedure consultation with Town and Parish Councils**

**Link to [Council Plan](#)**

Priorities (check which apply)

- Better homes and communities for all
- A greener East Devon
- A resilient economy

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## Financial implications:

There are no direct financial implications that need highlighting. Simon Davey. 8<sup>th</sup> June 2022.

## Legal implications:

The adoption of this policy is a matter for Cabinet. The procedure has been reviewed and it is considered that it is reasonable. There are no other legal implications requiring comment. Henry Gordon Lennox. 8<sup>th</sup> June 2022.

# **EAST DEVON DISTRICT COUNCIL COMMUNITY ASSET TRANSFER PROCEDURE**

## **1.0 INTRODUCTION**

1.1 East Devon District Council (EDDC) believes community asset transfer is about giving local people and community groups control in the future of their area. In England the idea was introduced through the Quirk Review (DCLG 2007) and now has legislative force via the provisions of the 2011 Localism Act. If local groups own or manage community buildings and land it will help foster a sense of belonging and bring together people from different backgrounds. Community ownership and management of buildings can also play a part in raising local people's aspirations, in enhancing the local economy, environment and have the capacity to strengthen the community, voluntary and social enterprise sector.

## **2.0 PURPOSE OF THE PROCEDURE**

2.1 This procedure outlines the Council's approach to Community Asset Transfer (CAT). The term 'community asset transfer' relates primarily to granting long leases or passing on the freehold of property assets at potentially less than best financial consideration to voluntary, community organisations, Parish Councils, Town Councils and social enterprises (Community Groups) where at a minimum the transfer can be cost neutral to EDDC. This procedure is about ensuring a transparent process, should a suitable asset/s be identified. This is not about offering up all assets for transfer as in many instances this will simply not make sense to either the community or to this Council. This is also not generally about transferring of assets piecemeal but more about a community and the Council taking a holistic approach.

### **2.2 Benefits to the local community, Community Groups and the Council:**

- Devolving power to neighbourhoods or locally based Community Groups with an interest in the neighbourhood, in an effort to enable citizen involvement and community action.
- Act as a catalyst for social, environmental and economic regeneration (including the development of community enterprise).
- Stimulate the involvement of local people in shaping and regenerating their communities.
- Catalyst for local volunteering and increasing community cohesion and integration.
- Support the creation of community leaders, social capital and inspire others to improve their community.
- Enhance and promote local economic activity at a local level.
- Potential to create stronger, more sustainable Community Groups, providing financial security, recognition and management capacity.

- Ability to lever in additional resources, which would be unavailable to the Council acting independently.
- Enabling the 'up-scaling' of activities that promote social – economic wellbeing within community.
- Working in partnership with Community Groups can help the Council to achieve its priorities.
- Contribute towards efficiency savings and drive the diversification of public services in an era of austerity.
- Help to rationalise the Council portfolio and facilitate more effective and efficient use of its asset base.
- A stimulus for partnership working between Community Groups and the Council and improving the provision and accountability of services within communities.

2.3 The Council recognises the many benefits of CAT and will be proactive in using asset transfer as one of the tools at its disposal. The Council, therefore, aims to create a transparent, positive and proactive framework to enable asset transfer from the Council to Community Groups to happen and be successful in the long term.

2.4 Where the Council is to work in partnership with Community Groups post transfer, in some instances the Council might consider formalising this aspect contractually as part of any transfer.

2.5 The operation of this Procedure will need to have regard to the desired outcomes of other relevant Council policies and strategies.

2.6 The Council Plan sets out our main priorities and forms the focus of what we aim to achieve:

(1) Better Homes and Communities for all

(2) A Greener East Devon

(3) A Resilient Economy

### **3.0 PRINCIPLES UNDERPINNING THE ASSET TRANSFER PROCEDURE**

3.1 The CAT Procedure will be underpinned by the following principles:

#### **Commitment to a thriving Community & Voluntary Sector**

- The Council recognises that community led solutions can sometimes achieve better outcomes than central initiatives.

- Use asset transfer as a means of supporting Community Groups to become sustainable on a long term basis.
- CAT might require a long term partnership commitment on the part of the Council and the Community Group. This is the best way of minimising the risk of failure.
- Flexible lease terms to enable Community Groups to adapt and achieve long term sustainability or the transfer of the freehold interest.
- Measurable and accountable benefits to local people. EDDC might want to set standards e.g. for play equipment.
- The Council expects that this Procedure will encourage openness, conversation and understanding between groups and the wider community.

### **Pro-active and strategic asset management intent**

- CAT will become integrated in Council practice as an option for dealing with surplus property assets or assets that can be more effectively managed at a **local level for the benefit of the local community. Any transfer will not increase costs to EDDC. This procedure does not in any way restrict EDDC's ability to sell assets commercially at any time nor will EDDC transfer an asset if it impacts on our ability to manage assets in a locality moving forward. Each and every application will be treated on its own merits depending on a) the asset, b) the community group that wishes to take on the asset and for what purpose, (c) any impact on EDDC's ability to manage other assets in the locality and d) the financial impact on EDDC.**
- It should be noted that the Council does not commit to transfer an asset at any time or at all and reserves the right to withdraw from discussions or negotiations at its absolute discretion.

### **Clarity and transparency in decision-making**

- A single gateway approach is taken, providing a clear point of contact for Community Groups with CAT enquiries.
- The Council will encourage Community Groups to consider taking on an Asset subject to the restrictions and requirements contained within this procedure.
- Community Groups will not be required to undertake detailed feasibility work until an 'in principle' decision has been taken by the Council.

## **4.0 WHO CAN APPLY**

- 4.1 Interest will be welcome from Community Groups which may be area based around communities of geography, identity or shared interest. Ideally, all applicants should meet the following criteria:

- Be community led and demonstrate support for the CAT and have clearly defined objectives which would be enhanced through the addition of the asset/s in question.
- The primary purpose must be non-commercial or with profits invested back into local communities.
- Must have a clear vision of the activities they wish to deliver, demonstrating positive measurable impacts.
- Demonstrate good governance operating open and accountable processes and a constituted governing board who follow clear Terms of Reference.
- Meet statutory requirements and demonstrate an inclusive approach in its policies and practices including a commitment to promoting community cohesion and integration.
- Have the skills to deliver services and manage the asset/s to be transferred.
- Demonstrate the asset/s will be run without Council subsidies or support.
- A sustainable operating model for revenue requirements, use and maintenance will be needed.
- Demonstrate how asset transfer will support the aims and priorities of the Council.

## **5.0 BASIS OF TRANSFER**

- 5.1 Community Groups may need to provide contractual assurances to ensure that the asset is retained for community benefit. If this is not possible a detailed explanation through, for example, Memorandum and Articles of Associations should be provided. It is standard practice for the Council to place a restriction on use although there might be exceptions.
- 5.2 The Council will offer legal agreements to enable Community Groups to manage and develop the land or property as an asset ensuring the use of the asset as a community asset is retained by the applicant. Consideration to payment of professional fees and whether the Council seeks reimbursement for its own costs will be on a case-by-case basis.
- 5.3 The Council will pursue Freehold or Leasehold arrangements with the term being set after carefully considering the needs of the Community Group, the position of the Council, the condition of the asset/s and the requirements of potential funders or lenders. As a guide:

Freehold Transfer – will be considered if preferred. Any transfer proposal will need to make a strong case that freehold is a necessity for success and provide reassurance that community benefit will be maintained in the long term and is beneficial to the Council.

Transfer by Lease - A lease may be granted if appropriate

Overage provisions may well include ensuring uplifts in value are shared.

- 5.4 Community Groups may be expected to produce a statement of community benefit on an annual basis – annual report accompanied by accounts as appropriate will usually suffice. The benefits to be realised shall be agreed in advance and in some instances incorporated into a Service Level Agreement with the Council where the Council wishes to retain some control.
- 5.5 When there are a number of interested parties in an asset/s the Council will aim to encourage collaboration. When this is not possible and as a last resort a competitive process will be used to decide the organisation which will become the Council's preferred partner in the transfer process.
- 5.6 The Council will ensure that information relating to the condition of the asset/s and running costs is passed to the applicant to support decision making.
- 5.7 There is a general expectation that the asset transfer will be cost neutral to the Council from year 1.

## **6.0 HOW TO APPLY & HOW WE WILL ASSESS**

- 6.1 Community Groups should in the first instant submit an Expression of Interest Form to the Council for an in principle decision on the proposed Transfer. The Expression of Interest Form is found here: [\[Link to CATEOI Form\]](#) (appendix A).
- 6.2 If after submitting an initial Expression of Interest, the Council deems the application to be unsuccessful the applicants will be advised directly. If successful at this initial stage the Council will then request a further detailed and more robust business case to enable the Council to make an informed decision whether to agree to the proposed Transfer. The expected content of the detailed business case is detailed below. This is only a guide and will be dependent on each particular case and informed by the Council's requirements.
- About your organisation - Track record, current plans, partnerships and people, governance, legal structure.
  - Summary of the project - Project objectives and expected outcomes, proposed programme for delivery, proposed impact/benefits of the project to the local community, together with proposals for management and operation of the asset (staff, volunteers, SLA with the Council).
  - Market Need – what local needs will the project be responding to (who will be the beneficiaries)?
  - Pricing – what is the rationale for pricing (for services, renting space etc.)?
  - Sustainability – how the performance of the asset/s will contribute to sustainability through its life cycle.

- Equality, Diversity & Community Cohesion – evidence the project will meet all the relevant requirements of the Equality Act 2010 and assist the Council in promoting community cohesion.
- Resources/Financial projections - Cash flow for first year, should include budget (3-5 years), should include examination of profit and loss and capital expenditure (if capital is required to redevelop the land or building/s). The long term financial sustainability of the proposal should be clearly demonstrated along with recognition of implication of any reduction in income stream.
- Risk assessment/management/mitigation - Identification of the different risks and a description of the implications of those risks occurring. Risks should be evaluated in two ways – the likelihood that the risk item will occur and the level of impact if the risk item does occur. A description of what the strategy will be to prevent the risk items from occurring, or coping with them if they do, should also be provided.
- Evidence that ongoing staffing liabilities through TUPE obligations have been properly considered.
- The applicant will also be expected to submit copies of governing documents, any evidence of external advice provided, expressions of support from partners/customers, copies of accounts (where available).

6.3 If the District Council requires, this process can be fast tracked.

## **7.0 KEY STAGES AND INDICATIVE TIMESCALES**

7.1 In considering the potential for asset transfer the Council will follow the process already detailed with the following indicative timescales.

7.2 The Portfolio Holder for Economy and Assets will retain an overall responsibility for Cabinet guidance to ensure a strategic decision is taken supporting community needs and Council objectives. Other Portfolio Holders will be involved depending on the type of asset/s.

7.3 The timeline set out below is purely indicative and will vary depending upon the complexity of each application. It is also envisaged some of the points below will run concurrently with the process becoming more proficient as each application is considered. This process and timeline is further explained in Appendix B. The process of Asset Transfer takes time and therefore must be fully understood by the Council and reflected in decision making in respect of budget settlement.

### **7.4 1. Request – from Community Group**

Submit a request for a transfer by completing an initial Expression of Interest Form. If an application is deemed unsuccessful after this stage the Council will inform the applicant of its decision and reasons. A response will be

provided within four months. This decision will be made by the Portfolio Holder for Economy and Assets on the basis of a report from the Service Lead – Place, Assets & Commercialisation which will be written following consultation with:

- a) The Council's Senior Management Team
- b) Ward Member(s)
- c) The Asset Management Forum
- d) Any other persons or bodies as deemed appropriate

## **7.5 2. Preparation and consideration of Full Business Case**

If the application is considered for progression then the body making the application will be asked for a Detailed Business Case. The Council will verify the credentials of the Community Group and ensure that if appropriate other parties in the area are aware, consulted and have been able to make representation. The Detailed Business Case will be considered by:

- e) The Council's Senior Management Team
- b) Ward Member(s)
- c) The Asset Management Forum
- d) Any other persons or bodies as deemed appropriate

A report will then be taken to Cabinet for an 'in principle' decision on transfer. In certain circumstances it may be necessary for Council to decide a matter in which case Cabinet will make a recommendation to Council for its consideration. Cabinet and / or Council will be expected to delegate authority for agreeing detailed terms of transfer to the Service Lead – Place, Assets & Commercialisation in consultation with Portfolio Holder for Economy and Assets along with any other relevant Portfolio Holder depending on nature of asset. This step is expected to take no longer than six months from receipt of a Full Business Case. If unsuccessful the applicant will be informed. If successful then the process will move to the next step.

## **7.6 3. Processing detailed Heads of Terms**

Where there is an 'in principle' agreement then the matter will proceed to the detailed Heads of Terms stage where further consideration and refinement of the basis and terms of the asset transfer and any potential level of market discount, length and condition of lease or if appropriate the transfer of the freehold interest will be determined. Concluding this step will result in completion of documentary and legal formalities.

- 7.7 It is recognised that a pre-requisite of transfer success is the ability for the Community Group to be self-sufficient in managing those assets or if reliant on support from others, that this is identified and understood at an early stage and this is to be referenced within any heads of terms.

## East Devon District Council

### Transfer of an Asset owned by the Council to a Community Group by way of Community Asset Transfer Initial Expression of Interest Form

Please fill in this Initial Expression of Interest (EOI) if you want to be considered by East Devon District Council (EDDC) to take over a building or area of land owned by EDDC to run an asset or service of benefit to your community.

Before you start.....

#### Helpful tips:

In completing your EOI it is important for you to consider:

- the real purpose behind your activity – any benefit to the community – and not just describe the activity you want to do;
- how you will demonstrate there is real local need for what you intend to offer;
- if there are other assets within your community which already offer the same activities;
- what skills and experience you need to have to reach your goals;
- how you will raise the funds to meet your expenses.

**N.B. if you do not want to run a community service from the building or land it does not mean that you will not be considered – it only changes the type of transfer which applies.** (see Type of Asset Transfer below)

#### Please indicate the type of transfer you are considering:

The Council can transfer a building or land it owns to an individual or group in a number of ways. You can consider what would suit you best for consideration by the Council. *(it is possible to select more than one box)*

- Sale – at full market price (the “going rate”)
- Sale – at a discounted price (subject to approval and conditions)
- Lease – taking all responsibility for the asset for a set period of time. A rent – on top of the running costs – may be charged.
- Hire – casual use paying only for the time occupied.
- Free Transfer, subject to conditions (also known as a Community Asset Transfer) – can be below the “going rate” or free. **Only available for community use.**

Please email this Initial Expression of Interest form to:

<mailto:property@eastdevon.gov.uk>

## Asset Transfer - Initial Expression of Interest

### 1. You or Your Organisation's name and address:

Name of group:	
Address: (include Postcode)	

### 2. Who is the main point of contact for this application?

Name:	
Position in group:	
Phone number:	
Email address:	
Address: (include Postcode)	

### 3. Your status

- Parish or Town Council
- Registered Charity
- Company Limited by Guarantee
- Community Interest Company
- Development Trust Association
- Private individual
- If other please state: \_\_\_\_\_.

### 4. Please provide further information to confirm that your organisation is a relevant body (e.g. company registration number or charity registered number). If your organisation is not formally constituted, please give details of the type of organisation/legal structure you intend to use and timescales involved in setting this up (N/A if proposal is from a Town or Parish Council).

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### 5. Please outline name and location of Council asset/s identified?

Name and Address: (include Postcode)	
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### 6. Who is your local East Devon District Councillor(s)? Have they been informed of this proposal?

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**7. Which Council services does your organisation support/work with:**  
(please provide manager name if known)

**8. Why do you want this asset?**

**9. Please describe your vision for the future use of this asset:**

**10. Please explain why this asset is suitable for the intended purpose:**

**11. How will this benefit the local community?**

**12. Please describe any evidence of community need undertaken to-date:**

**13. How do you propose to ensure the financial sustainability of the asset/s:**

The information you provide in this form and any referenced supporting material will be the basis upon which the Council decides whether to progress to asking you to provide a full business case. If any information provided is beyond the scope of the information requested here, it will not be used as grounds to accept or reject your EOI and may not be considered.

- All information provided should be clear and concise.
- Responses to the questions and supporting materials can either be:
  - Inserted in the boxes below each question;
  - Attached as a Schedule to the form; or
  - A link to an embedded Word document can be inserted in each box
- All responses and supporting materials must be fully cross-referenced.
- If a possible transfer is identified as a result of completing this form, a more detailed business case will then need to be completed.

**Please note:**

Any personal information which you provide will be held and used by East Devon District Council for the purpose of processing applications for Community Asset Transfer. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our use of your personal information can be found in the relevant Privacy Notice which can be [accessed here](#)

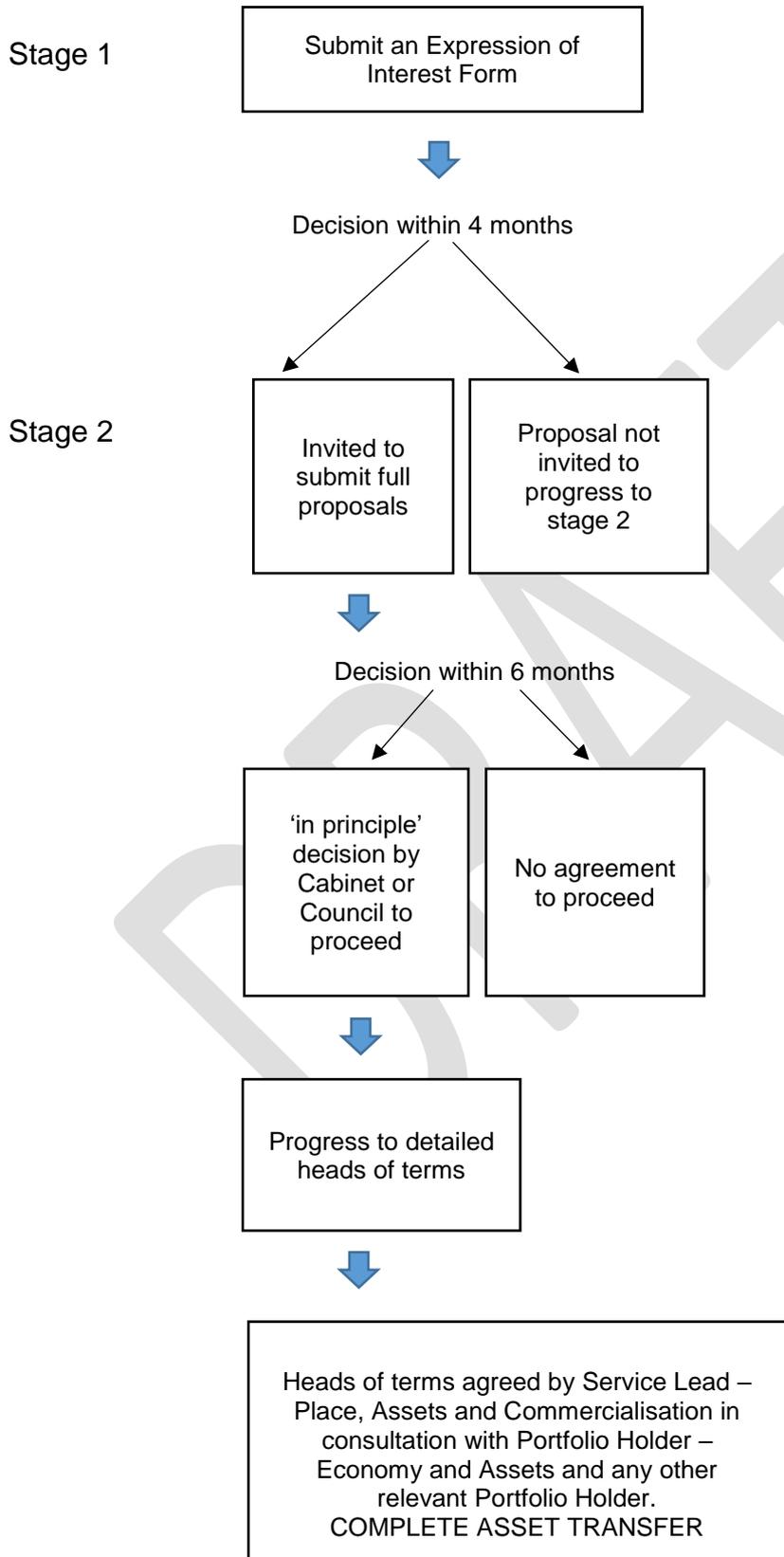
By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming that:

- The responses to the questions set out in this form and the supporting materials are accurate.
- The information provided will be used to assess your organisation's proposal to provide or assist in providing the relevant service.
- You are authorised to sign on behalf of your organisation.

<b>Signature:</b>		<b>Date:</b>	
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## Appendix B

### Procedure for progression of an application for a Community Asset Transfer



Report to: Asset Management Forum

Date of Meeting 21 June 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release n/a



## Place & Prosperity Team Update

### Report summary:

The report provides a summary of the various projects that the Place and Prosperity Team is currently involved in.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That the Asset Management Forum note the report.

### Reason for recommendation:

To ensure that members of the Asset Management Forum are informed about project progress.

Officer: Alison Hayward [ahayward@eastdevon.gov.uk](mailto:ahayward@eastdevon.gov.uk) 01404 571738

### Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Medium Risk; Projects which involve considering the future uses of council owned assets involves a level of risk be it financial or reputational. These would be reported to cabinet at the relevant time when recommendations are being made to take a project forward for delivery.

**Links to background information** n/a

## [Link to Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

## Report in full

### **1. RHSSF & WELCOME BACK FUND**

1.1 An excellent result for the council in relation to these government funding programmes which have been Programme Managed by the Place & Prosperity Team. Of the allocation received of around £361,000, we have successfully spent and now claimed approximately £342,000 on various projects related to improving the offer on our High Streets and attracting more visitors. This was a very resource intensive programme involving a number of teams across the council and the diligence and persistent approach of the Programme Manager ensured that we were fully compliant with the claim requirements.

### **2. HAYNE LANE, HONITON:**

2.1 The consultants are making progress with the masterplan and a 1<sup>st</sup> iteration of the scheme design will be provided to the Portfolio Holder in July / August and thereafter a further update to the Steering Committee later in the Summer before consultation commences. It is expected that a first draft will be ready late summer with a report to Cabinet in the early autumn.

### **3. BEER PILOT PROJECT**

3.1 Work continues on Heads of Terms for a transfer of assets to Beer Parish Council. A cabinet report will be forthcoming in the autumn once Legal Services have concluded their review of the documentation.

### **4. SEATON JURASSIC**

4.1 Marketing has so far failed to secure a short term café operator or a longer term interpretation centre operator. Marketing periods have been extended. A report to Cabinet is planned for September 2022 setting out details of offers received and works required to remedy building defects.

### **5. JACOBS LADDER BEACH HUTS, SIDMOUTH**

5.1 Work continues on reviewing the viability of replacement of the beach huts at Jacobs Ladder in Sidmouth. The current projected timeline would see the huts being proposed for replacement in 2023. A market testing exercise is now underway to assess the delivery options which will inform the recommendations regarding the delivery of new huts.

## **6. DRILL HALL, SIDMOUTH**

6.1 Rockfish have agreed to enter into the deed of covenant that would effectively pass on future liabilities to them that currently exist between the council and the former owners of the site, Wessex cadets. The council is now seeking consent from the cadets to enter into the lease with Rockfish. Rockfish are keen to proceed with entering into the lease. We are hopeful of further progress during June.

## **7. AXE VALLEY LEVELLING UP FUNDING BID.**

7.1 Following completion of the Axe Valley Stage 1 report, the findings were presented to cabinet on 4 May. A decision was taken to progress with the preparation of a funding bid for Levelling Up Funding. A second stakeholder event has taken place in May to discuss the outcome of the Stage 1 study with local stakeholders in both Axminster and Seaton. The consultants are now preparing the bid with assistance from the team. A further report will be presented to cabinet for approval prior to submission of the bid.

## **8. SEATON MORIDUNUM**

8.1 A report was taken to cabinet in May and the decision was taken to withdraw from working with the neighbouring landowner, Fosseyway Court on the redevelopment of the Moridunum site. The council will continue to work with the owners of Fosseyway Court to support them in delivering their own development which has significant regeneration benefits in its own right. The council is now in the process of securing external advice prior to marketing the Moridunum site. A report will be forthcoming to cabinet prior to the commencement of marketing. The site will be included within the forthcoming bid for Levelling Up Funding.

## **9. WEBSTERS GARAGE SITE, AXMINSTER**

9.1 This site, was considered as part of the Axe Valley phase 1 study. An attractive mixed use scheme was proposed within the Axe Valley phase 1 report. However, due to deliverability issues around land ownership and the lack of resolution on phosphate mitigation the council has elected not to include this within the Levelling Up Funding bid. The council continues to discuss the future of the site with the site owners.

## **10. DEVON PLACE URBAN RENEWAL PROJECT**

10.1 At the stakeholder events for the Axe Valley Levelling Up project on 12 May, consultants Hardisty Jones, appointed by DCC, presented an overview of the project objectives. A key objective is to establish project groups for both Seaton and Axminster. A second report was presented to cabinet on 8 June with details of the proposed Terms of Reference and suggested membership profile for the groups. Meetings will be arranged for these groups shortly. The other objectives for this project will see a quick win project delivered this year, the preparation of outline regeneration strategies and an outline business case being developed for one project.

**Financial implications:**

This is an update report to be noted and hence there are no recommendations with financial implications.

**Legal implications:**

'The report does not raise any legal implications requiring comment.'

Report to: Asset Management Forum

Date of Meeting 21 June 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Estates Team Update

### Report summary:

The report provides an update on the areas of work the Estates Team are involved in.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That the Asset Management Forum note the report.

### Reason for recommendation:

To ensure that members of the Asset Management Forum are informed about the work of the Team.

Officer: Rob Harrison

[rharrison@eastdevon.gov.uk](mailto:rharrison@eastdevon.gov.uk)

01395 517498

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information** n/a

**Link to [Council Plan](#)**

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

## Report in full

1. The Estates Team continue to deal with a significant day to day case load with around 400 active cases ongoing as part of the day to day estate management function. In addition to this, two vacant posts within the team continues to present a challenge, however it is hoped these posts will be filled in the coming months. These 2 vacant posts equate to 50% of the Team structure.
  2. Coming off the back of the Covid 19 Pandemic, occupancy rates in the let estate remain high with only a small number of vacant properties. Demand for workshops has remained high and we continue to see rental growth in this part of the portfolio.
  3. As part of the management of the Council's Industrial Estates, an opportunity was identified to make use of an area of land at Manstone Workshops to create a fenced compound. This area has now been let creating additional rental income from the portfolio.
  4. In addition to the day job, the team have recently completed the annual asset valuation work which involved the revaluation of around 180 of the Council's land and building assets with a combined asset value of around £70m for inclusion in the Council's Statement of Accounts. This is a significant piece of work and relies upon the skills of the RICS registered valuers in the team to undertake the valuation work required.
  5. The Team have also been working on lease arrangements which will see the roll out of EV charging units in a number of the Council's car parks across the district. We now have a number of leases in place with operators due to commence works on the first sites later this summer. The team have also granted a licence for use of land in Exmouth for a trial of electric bike provision over the summer with a view to looking at a more permanent arrangement if it proves successful.
  6. Over the past few months the team have dealt with a number of situations where people have encroached onto Council owned land. These cases usually involve the movement of a fence or boundary often to create a larger garden or space for parking or extension. It is important to deal with these situations quickly to avoid any claims for adverse possession whereby the other party could claim ownership of the land.
  7. The Team have also recently successfully agreed transfer and lease arrangements to deliver the new skate park at Cloakham Lawns in Axminster as well as concluding the transfer of Jubilee Field to Axminster Town Council.
- 

### **Financial implications:**

There are no direct finance implications.

### **Legal implications:**

There are no legal implications arising

Report to: Asset Management Forum

Date of Meeting 21<sup>st</sup> June 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release NA




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## Report on Progress in Placemaking in Exmouth

### Report summary:

The purpose of this report is to provide Members with a summary of progress with Placemaking in Exmouth that the Place and Prosperity Team is involved in.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That Members note the content of this report.

### Reason for recommendation:

To ensure that Members of AMF are aware of the type of work that the team is undertaking.

Officer: Gerry Mills Project Manager Place and Prosperity (Exmouth) [gmills@eastdevon.gov.uk](mailto:gmills@eastdevon.gov.uk)

Tel 01395 519960

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### Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

### Equalities impact Low Impact

**Risk:** Low Risk; With any asset based projects, particularly where development is taking place, there are risks involved. However as we are still at the formative stage with Placemaking in Exmouth the risks are relatively low – singly the greatest risk would be the position of the Exmouth

Queen's Drive Delivery Group and the Council's positions failing to align in an agreed plan for Exmouth.

## **Links to background information**

### **Link to [Council Plan](#)**

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

## **Report in full**

### **Exmouth Queen's Drive Delivery Group**

- 1.1 In January 2022 the Council appointed a dedicated resource to help to support the Exmouth Queen's Drive Delivery Group. With this resource now in place the Group has made good progress.
- 1.2 The Group agreed to a workshop to identify the Themes and Characteristics of successful Placemaking in Exmouth.
- 1.3 The workshop which was held on the 6th of April 2022 which recommended to Cabinet that they support a change the groups Terms of Reference to look at the whole of Exmouth and that the outcomes of the workshop is to be consulted on publicly for 8 week in June and July of 2022.
- 1.4 Cabinet are expected to approve the changes to the ToR and the Consultation in June of 2022
- 1.5 Following this a consultation exercise will be completed and a report brought back to the Delivery Group in August/September of 2022 where the findings will be collated.
- 1.6 In addition to working directly with the Group, extensive networking has also taken place with stakeholders in Exmouth.

### **Queen's Drive Space**

- 1.7 Uptake for concessions for this season have been generally good and the feedback from providers has been positive.
- 1.8 LED were unable to take up the concession for the fitness space, however alternative providers are currently being considered.
- 1.9 The Temporary uses planning consent has been approved and is now permanent as at 13<sup>th</sup> of April.

### **Bids for funding**

- 1.10 We have the opportunity to submit a levelling up bid in July 22. The bid will look particularly at the resubmission of a bid for Exmouth – similar to the round 1 bid and led by DCC with emphasis on the Dinan Way highway scheme but including an exciting 'Gateway' element, aligned more closely with the Dinan Way element, and also evidencing a real improvement in place making / linkages to the natural environment / sustainable transport for the town centre itself.
- 1.11 The bid is supported by Simon Jupp MP. Whilst DCC are leading, EDDC are contributing particularly in respect of the 'Gateway' and town centre elements. Working with DCC we have held a workshop in May with relevant Councillors and other key stakeholders to help

shape the 'Gateway' and town centre elements. Ideas that came forward at that workshop are now being explored, designed and costed so as to be included in the round 2 bid.

- 1.12 A report is proposed to a Special Cabinet of 29<sup>th</sup> June to seek the formal support of EDDC Cabinet to the bid being submitted by DCC.

### **Local Development Plan**

- 1.13 In May of 2022, 21 sites in Exmouth were put forward for the Local Development Plan which members will get the opportunity to consider a part of the consultation process.

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### **Financial implications:**

This report is an update report with a recommendation to note progress, therefore there is no direct financial implication to highlight.

### **Legal implications:**

There is no direct comment to be made in relation to this report, each and any individual issue will need to be considered as it arises.

Report to: Asset Management Forum

Date of Meeting 21<sup>th</sup> June 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Property and FM Team Update Report

### Report summary:

This report summarises property and FM activities over the last few months and future activities.

The report also provides an update on the recently approved capital work.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That the Forum

- a) Note the content of this report.

### Reason for recommendation:

To ensure Members of the Forum are informed of the Property and FM activities that have taken place over the last few months and planned future activities.

Officer: Jorge Pineda-Langford – Principal Building Surveyor / Team Lead [JPineda-Langford@eastdevon.gov.uk](mailto:JPineda-Langford@eastdevon.gov.uk) 01395 571633

Tim Child, Service Lead – Place, Assets & Commercialisation [tchild@eastdevon.gov.uk](mailto:tchild@eastdevon.gov.uk) 01395 571692

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

If choosing High or Medium level outline the equality considerations here, which should include any particular adverse impact on people with protected characteristics and actions to mitigate these. Link to an equalities impact assessment form using the [equalities form template](#).

**Climate change** Low Impact

**Risk:** Low Risk; Click here to enter text on risk considerations relating to your report.

**Links to background information** [AMF 07/12/2021. Update Report on Activities by Property FM Team.pdf \(eastdevon.gov.uk\)](#)

**Link to [Council Plan](#)**

Priorities (check which apply)

- Better homes and communities for all
- A greener East Devon
- A resilient economy

**Report in full**

- 1.1 The Property and FM Team continues to support and fulfil the Council’s responsibilities across its corporate property stock.
- 1.2 As background information, the Forum has previously received the following report:
  - December 2021: “Update Report on Activities by Property & FM Team”. The report provided an update on the activities of the Property and FM Team and was the first of such report. It also stated the intention to provide similar reports to the Forum on a more regular basis.
- 1.3 This new report focuses on providing an update / summary on work being done and planned since the previous report and it covers the period from January 2022 to May 2022.
- 1.4 A summary of planned preventive maintenance (PPM) and compliance works undertaken between January and May 2022 is shown in the table below.

Location	PPM And Compliance Works (January - May 2022)
Exmouth Town Hall	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Assistance Alarm</li> <li>• CCTV</li> <li>• Emergency Lighting System</li> <li>• Fire Alarm System</li> <li>• Heating And Ventilation Maintenance</li> <li>• Intruder Alarm</li> </ul>
Exmouth Camperdown Depot	<ul style="list-style-type: none"> <li>• CCTV</li> <li>• Intruder Alarm</li> <li>• Fire Alarm System</li> <li>• Fire Extinguishers</li> </ul>
Exmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Automatic Doors</li> <li>• Pumping Stations</li> <li>• Gas Fired Boilers</li> <li>• Fire Alarm System</li> <li>• Pool Plant Maintenance</li> </ul>

Location	PPM And Compliance Works (January - May 2022)
Exmouth Queens Drive Space Bar	<ul style="list-style-type: none"> <li>• Fire Extinguishers</li> </ul>
Exmouth Pavilion	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Automatic Doors</li> <li>• Fire Alarm System</li> <li>• Lifts (Annually)</li> </ul>
Exmouth Exmouth Manor Gardens Tool Shed	<ul style="list-style-type: none"> <li>• Intruder Alarm</li> </ul>
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> <li>• Automatic Doors</li> <li>• Ductwork</li> <li>• Fire Alarm System</li> <li>• Mansafe Systems</li> <li>• Mansafe Harnesses</li> </ul>
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Fire Alarm System</li> </ul>
Broadclyst Leisure Centre	<ul style="list-style-type: none"> <li>• Automatic Doors</li> <li>• Ductwork</li> <li>• Emergency Lighting System</li> <li>• Fire Alarm System</li> <li>• Mansafe Systems</li> <li>• Mansafe Harnesses</li> </ul>
Sidmouth Coburg Gardens Putting Green Shed	<ul style="list-style-type: none"> <li>• Electrical - Fixed Wiring (Non Swimming Pool)</li> </ul>
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> <li>• Intruder Alarm</li> <li>• Fire Alarm System</li> <li>• Lifts (Annually)</li> <li>• Heating And Ventilation Maintenance</li> </ul>
Sidmouth Swimming Pool	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Automatic Doors</li> <li>• Emergency Lighting System</li> <li>• Fire Alarm System</li> <li>• Pool Plant Maintenance</li> </ul>
Sidmouth Manstone Depot	<ul style="list-style-type: none"> <li>• Intruder Alarm</li> <li>• Fire Alarm System</li> <li>• CCTV</li> <li>• Heating And Ventilation Maintenance</li> </ul>
Sidmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Automatic Doors</li> <li>• Emergency Lighting System</li> <li>• Fire Alarm System</li> </ul>
Sidbury Memorial Hall Pc	<ul style="list-style-type: none"> <li>• Electrical - Fixed Wiring (3 Years)</li> </ul>
Sidford Changing Rooms	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Fire Alarm System</li> </ul>
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Emergency Lighting System</li> <li>• Fire Alarm System</li> <li>• Mansafe Systems</li> <li>• Mansafe Harnesses</li> </ul>
Honiton Allhallows Pavilion And Tool Shed	<ul style="list-style-type: none"> <li>• Intruder Alarm</li> </ul>

<b>Location</b>	<b>PPM And Compliance Works (January - May 2022)</b>
Honiton Leisure Centre	<ul style="list-style-type: none"> <li>• Automatic Doors</li> <li>• Ductwork</li> <li>• Fire Alarm System</li> </ul>
Honiton Swimming Pool	<ul style="list-style-type: none"> <li>• Automatic Doors</li> <li>• Gas Fired Boilers</li> <li>• Pumping Stations</li> <li>• Fire Alarm System</li> <li>• Pool Plant Maintenance</li> <li>• Ductwork</li> </ul>
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> <li>• Intruder Alarm</li> <li>• Fire Alarm System</li> <li>• Lifts (Annually)</li> </ul>
Honiton East Devon Business Centre	<ul style="list-style-type: none"> <li>• Automatic Doors</li> <li>• Ductwork</li> <li>• Intruder Alarm</li> <li>• Zip Boilers</li> <li>• Fire Extinguishers</li> <li>• Fire Alarm System</li> </ul>
Honiton Blackdown House	<ul style="list-style-type: none"> <li>• Assistance Alarm</li> <li>• Automatic Doors</li> <li>• CCTV</li> <li>• Ductwork</li> <li>• Intruder Alarm</li> <li>• Fire Alarm System</li> <li>• Lifts (Annually)</li> <li>• Heating And Ventilation Maintenance</li> <li>• Zip Boilers</li> </ul>
Axminster Leisure Centre	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Automatic Doors</li> <li>• Fire Alarm System</li> </ul>
Colyton Dolphin St Car Park Pc	<ul style="list-style-type: none"> <li>• Emergency Lighting System</li> <li>• Electrical - Fixed Wiring (3 Years)</li> </ul>
Colyton Leisure Centre	<ul style="list-style-type: none"> <li>• Emergency Lighting System</li> <li>• Fire Alarm System</li> </ul>
Seaton West Walk Pc	<ul style="list-style-type: none"> <li>• Pumping Stations</li> </ul>
Seaton Jurassic	<ul style="list-style-type: none"> <li>• Fire Extinguishers</li> </ul>

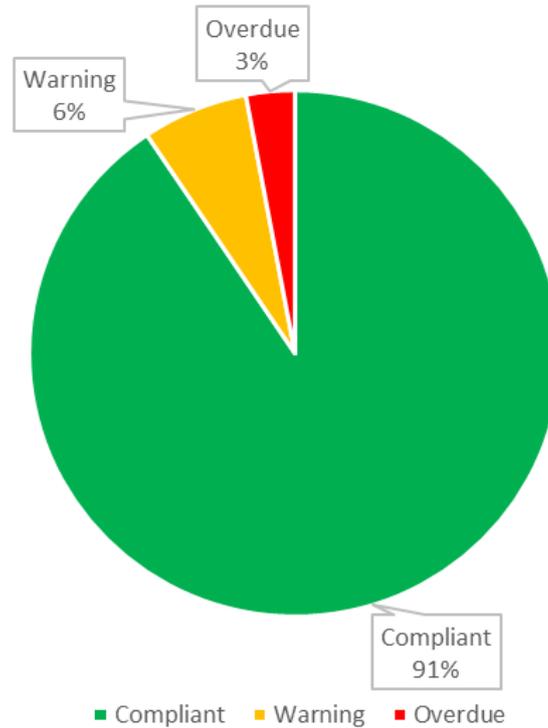
1.5 A summary of planned preventive maintenance (PPM) and compliance works planned over the next few months is shown in the table below.

<b>Location</b>	<b>PPM and Compliance Works (June - August 2022)</b>
Exmouth Phear Park Gardeners Depot	<ul style="list-style-type: none"> <li>• Roller shutter door</li> </ul>
Exmouth Town Hall	<ul style="list-style-type: none"> <li>• Automatic doors</li> <li>• Heating and ventilation maintenance</li> <li>• Lifts (annually)</li> <li>• Fire shutters</li> </ul>
Exmouth Imperial Recreation Pc	<ul style="list-style-type: none"> <li>• Roller shutter door</li> </ul>
Exmouth Camperdown Depot	<ul style="list-style-type: none"> <li>• Roller shutter door</li> </ul>

Exmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Automatic doors</li> <li>• Heating and ventilation maintenance</li> </ul>
Exmouth Pavilion	<ul style="list-style-type: none"> <li>• Automatic doors</li> <li>• Roller shutter door</li> <li>• Heating and ventilation maintenance</li> </ul>
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> <li>• Automatic doors</li> <li>• Lightning conductor</li> <li>• Heating and ventilation maintenance</li> </ul>
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> <li>• Heating and ventilation maintenance</li> </ul>
Broadclyst Leisure Centre	<ul style="list-style-type: none"> <li>• Automatic doors</li> <li>• Lightning conductor</li> <li>• Heating and ventilation maintenance</li> </ul>
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> <li>• Heating and ventilation maintenance</li> <li>• Roller shutter door</li> </ul>
Sidmouth Swimming Pool	<ul style="list-style-type: none"> <li>• Lightning conductor</li> <li>• Heating and ventilation maintenance</li> <li>• Automatic doors</li> </ul>
Sidmouth Cemetery Chapel And Store	<ul style="list-style-type: none"> <li>• Lightning conductor</li> </ul>
Sidmouth Manstone Depot	<ul style="list-style-type: none"> <li>• Heating and ventilation maintenance</li> <li>• Roller shutter door</li> </ul>
Sidmouth Manstone Workshops 1 To 9	<ul style="list-style-type: none"> <li>• Roller shutter door</li> </ul>
Sidmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Automatic doors</li> </ul>
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> <li>• Lightning conductor</li> <li>• Heating and ventilation maintenance</li> <li>• Heating and ventilation maintenance</li> </ul>
Honiton Leisure Centre	<ul style="list-style-type: none"> <li>• Automatic doors</li> <li>• Roller shutter door</li> <li>• Roller shutter door</li> <li>• Fire shutters</li> <li>• Heating and ventilation maintenance</li> </ul>
Honiton Swimming Pool	<ul style="list-style-type: none"> <li>• Automatic doors</li> </ul>
Honiton King St Pc	<ul style="list-style-type: none"> <li>• Ductwork</li> </ul>
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> <li>• Heating and ventilation maintenance</li> </ul>
Honiton East Devon Business Centre	<ul style="list-style-type: none"> <li>• Automatic doors</li> <li>• Lightning conductor</li> <li>• Heating and ventilation maintenance</li> </ul>
Honiton Blackdown House	<ul style="list-style-type: none"> <li>• Automatic doors</li> <li>• Heating and ventilation maintenance</li> <li>• Gas fired boilers</li> <li>• Lightning conductor</li> <li>• Roller shutter door</li> </ul>
Axminster Millwey Rise Workshops 1 To 9	<ul style="list-style-type: none"> <li>• Roller shutter door</li> </ul>
Axminster Leisure Centre	<ul style="list-style-type: none"> <li>• Heating and ventilation maintenance</li> </ul>
Colyton Leisure Centre	<ul style="list-style-type: none"> <li>• Lightning conductor</li> <li>• Heating and ventilation maintenance</li> </ul>
Seaton Harbour Road Pc	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> </ul>
Seaton Riverside Workshops 1 To 14	<ul style="list-style-type: none"> <li>• Roller shutter door</li> </ul>
Seaton West Walk Pc	<ul style="list-style-type: none"> <li>• Ductwork</li> </ul>

1.6 The status of compliance and PPM work is shown below.

Compliance and Planned Maintenance  
(Status - 10/06/2022)



- Compliant: More than 30 days to due date
- Warning: Within 30 days to due date and 13 days past due date
- Overdue: More than 14 days past due date

Overdue figures include work that may have already been undertaken but paperwork/certification is still to be issued/received.

1.7 Other planned works not listed above, completed over the last three months and planned or ongoing over the next three months.

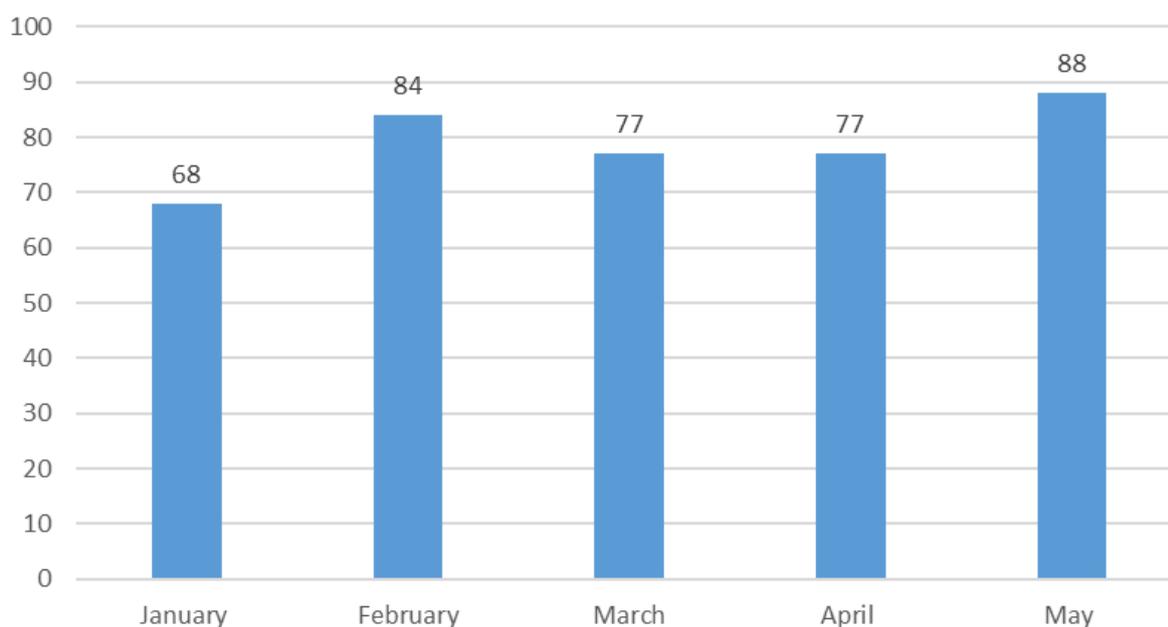
Location	Other Planned Work	Status
Colyton Leisure Centre	Shower TMVs replacement	Completed
Colyton Leisure Centre	Heating boiler replacement	Completed
Exmouth Pavilion	Hot water cylinder replacement	Completed
Exmouth Pavilion	Roof works over loading bay	Completed
Exmouth Town Hall	Replacement of lift ropes	Ordered, awaiting contractor's availability
Honiton Leisure Centre	Squash court repairs	Ordered, awaiting contractor's availability
Ottery Leisure Centre	Relining of drains	Completed
Seaton Jurassic	Latent defects – M&E	Ongoing, consultant appointed, awaiting report.
Sidmouth Connaught Gardens Shelter 1B	Roof and wall repairs	Contractor appointed, starts on site 05/09/22.
Sidmouth Normal Lockyer Observatory	External repairs and redecorations	Ongoing, consultant appointed.

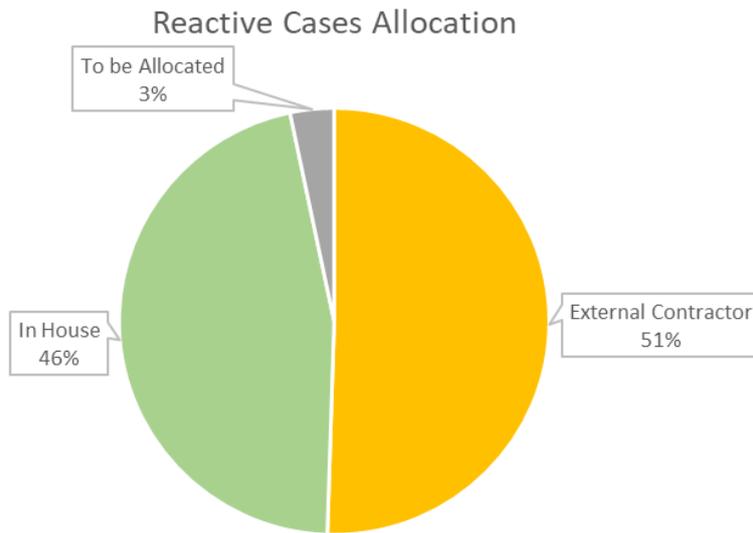
Location	Other Planned Work	Status
Sidmouth Swimming Pool	Boiler replacement	Completed.
Sidmouth The Knowle	Flood attenuation scheme liaison	Ongoing, work completed but still some H&S issues to be addressed
Sidmouth Watch Tower Café	External wall repairs to clock tower	95% complete.

1.8 A summary of reactive jobs by property and allocation for the period January 2022 to May 2022 is shown in the table below.

Property	Reactive Jobs (allocation)			Total
	Maintenance Technicians	External Contractors	To be Allocated	
January	33	34	1	68
February	36	42	6	84
March	36	38	3	77
April	34	43	0	77
May	41	44	3	88
<b>Totals</b>	<b>180</b>	<b>201</b>	<b>13</b>	<b>394</b>
<b>% by allocation</b>	<b>51%</b>	<b>46%</b>	<b>3%</b>	<b>100%</b>

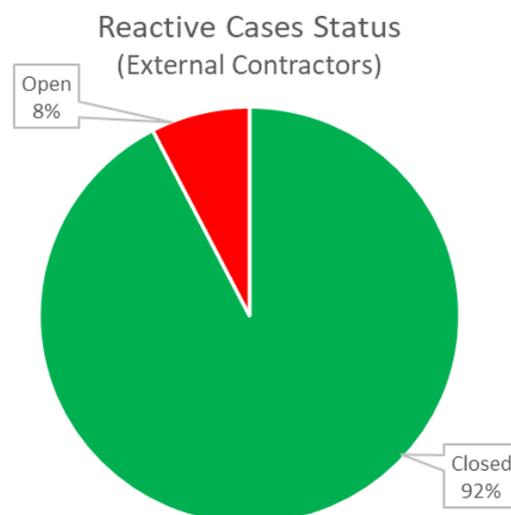
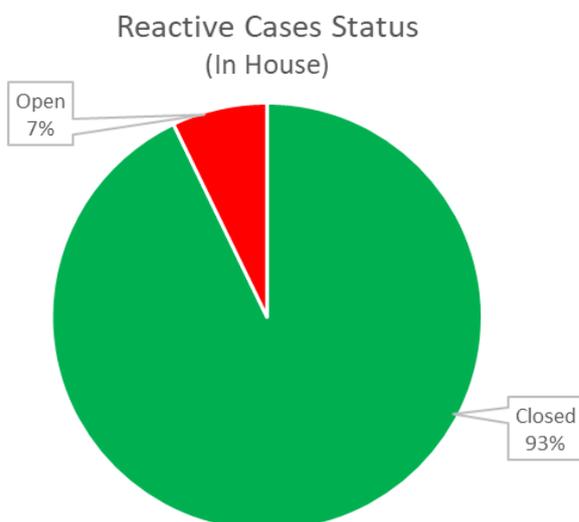
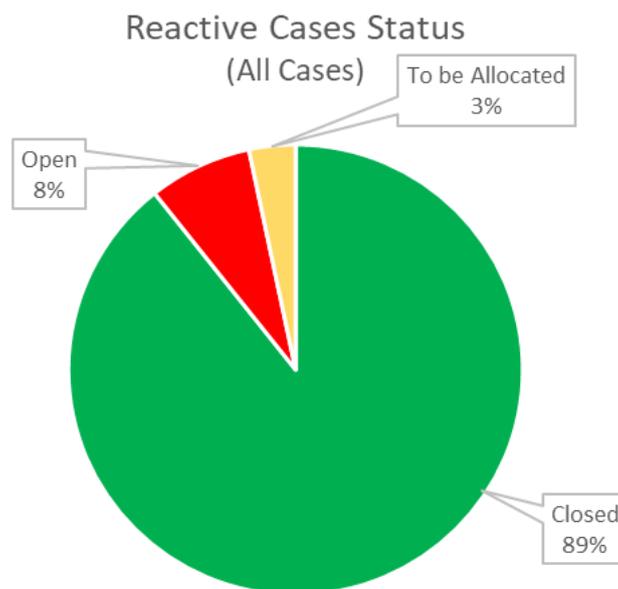
Reactive Cases by Month  
(January - May 2022)



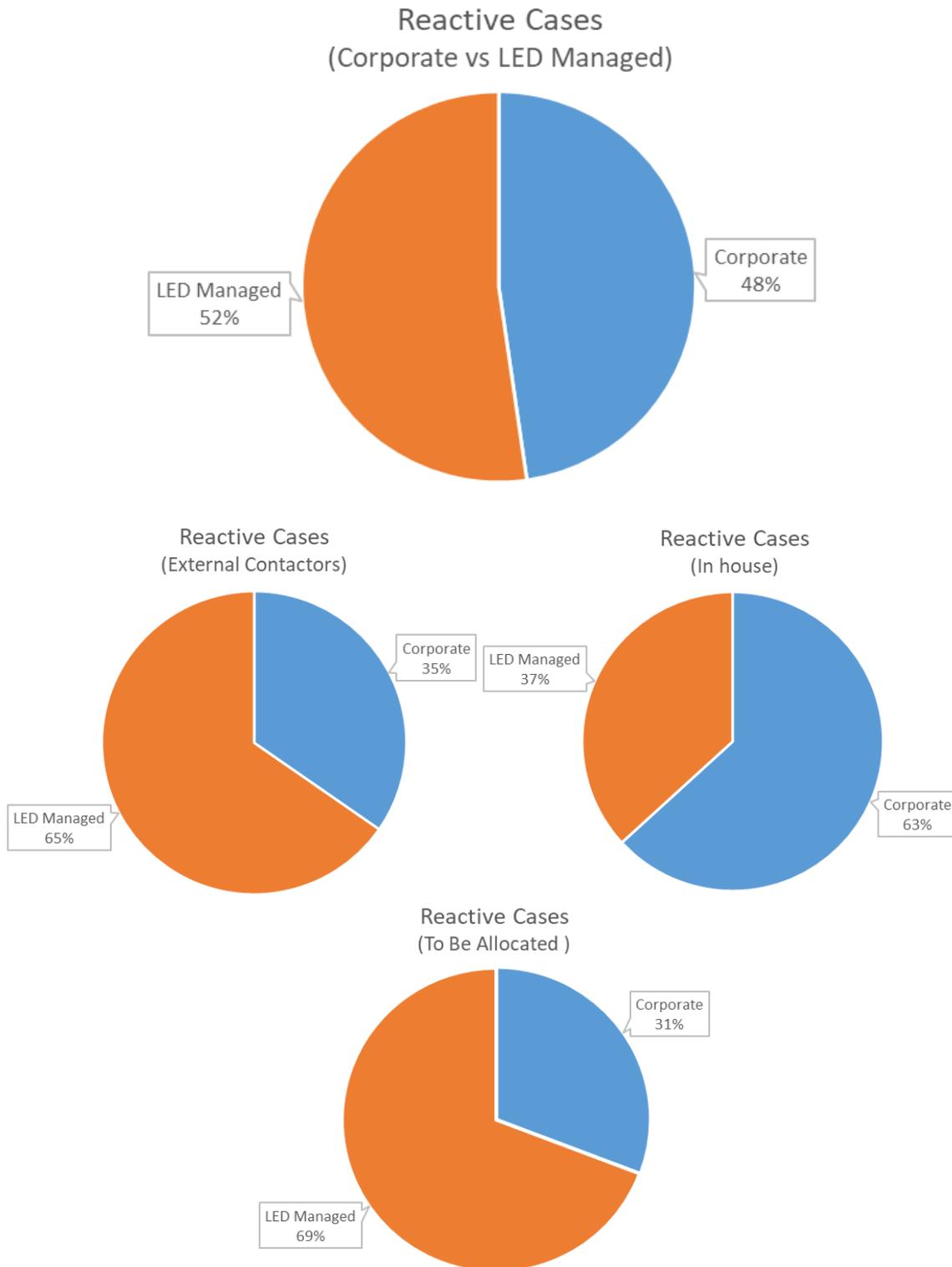


46% of reactive jobs are done in house by the Property and FM Team. Whilst the remaining work is done by external contractors the team manages the work and provides technical support as required.

1.9 The status of reactive work for the period January 2022 to May 2022 is shown.



1.10 The distribution of reactive work by type of property (Corporate vs LED Managed) and allocation is shown in the chart below.

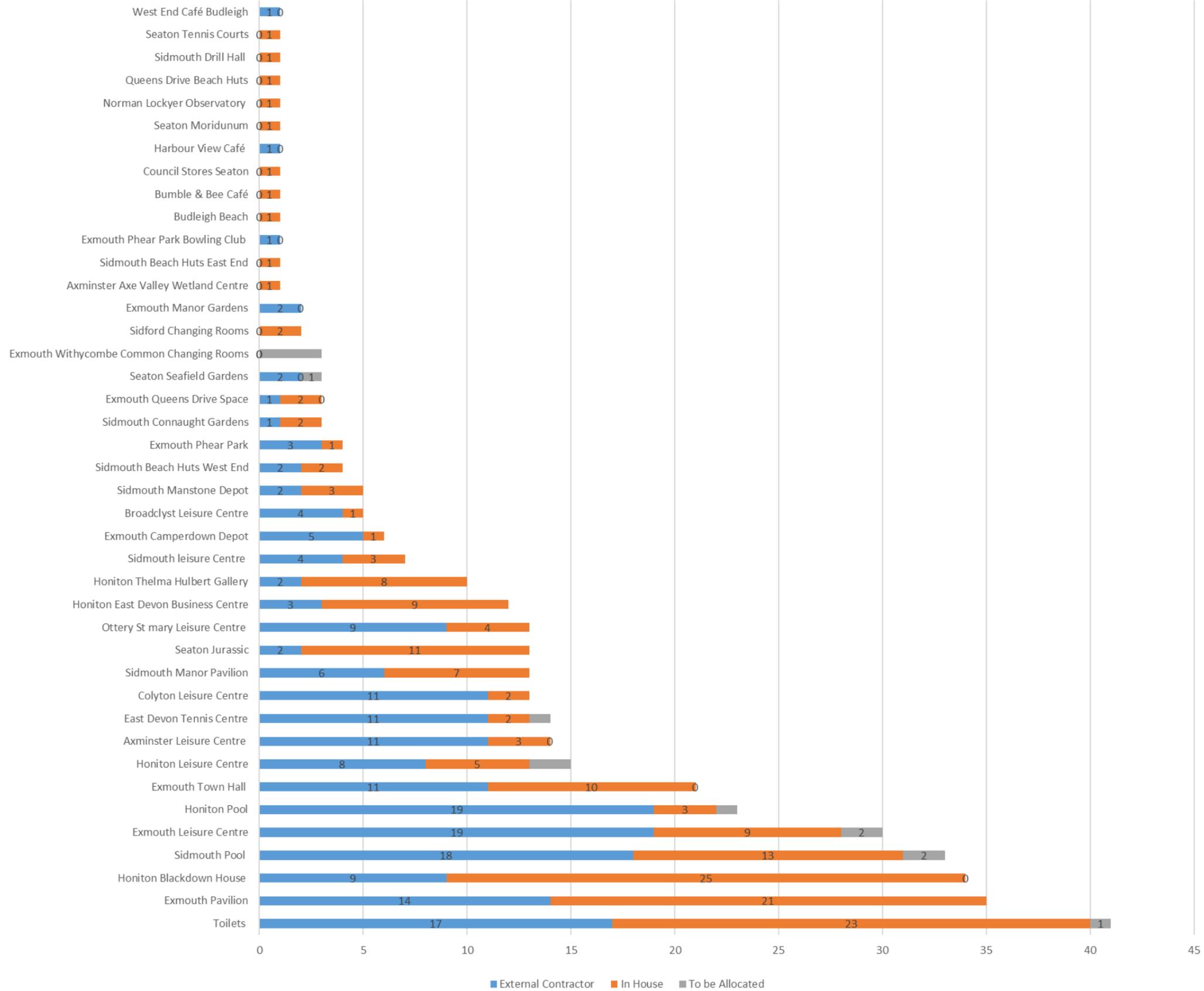


Worth noting:

- Fairly even split of reactive work between LED managed and corporate properties.
- Most of the reactive work by external contractors is in LED managed properties.
- Most of the reactive work by the in house team is in corporate properties.
- Most of the reactive work to be allocated is in LED managed properties.

1.11 The distribution of reactive work by property and allocation is shown in the chart below.

Reactive Cases January - May 2022  
(Distribution by Property and Allocation)



1.12 A summary of the approved current and recently completed capital projects is provided below, including their status.

Capital Project	Year	Property	Approved Funding	Work Planned For	Status / Comments
Re-roofing of Seaside Tenanted Properties	2018/19	Exmouth Octagon Kiosk	£63,000.00	2022/23	Completed.
Reception and Changing Rooms Refurbishment	2020/21	Honiton Swimming Pool	£457,000.00	2021/22	Completed, defect period.
New Changing Rooms	2020/21	Seaton Football Club	£291,000.00	2021/22	90% complete. Delay in commissioning and final handover
Replacement sports hall store cupboard doors.	2020/21	Broadclyst, Ottery and Sidmouth Leisure Centres	£35,500.00	2022/23	Ongoing, phase 1 completed.
Refurbishment and improvement works	2022/23	Exmouth Pavilion	£352,000.00	2023/24	Structural engineer appointed
Roof Replacement	2022/23	Broadclyst LC	£575,575.00	2023/24	To be tendered
		Ottery St Mary LC		2022/23	Contractor appointed, work planned for the summer
FRA remedial works	2022/23	Axminster LC	£431,000.00	2023/24	Design, consultants appointed
		Broadclyst LC		2023/24	
		Colyton LC		2023/24	
		Exmouth East Devon Tennis Centre		2023/24	
		Exmouth LC		2023/24	
		Exmouth Pavilion		2023/24	
		Honiton LC		2023/24	
		Honiton Swimming Pool		2023/24	
		Ottery St Mary LC		2023/24	
		Sidmouth LC		2023/24	

Capital Project	Year	Property	Approved Funding	Work Planned For	Status / Comments
		Sidmouth Swimming Pool		2023/24	
Floor repairs and replacement	2022/23	Axminster LC	£364,550.00	2022/23	Contractor appointed, works planned for the summer
		Colyton LC		2023/24	To be tendered
		Exmouth LC		2023/24	To be tendered
		Honiton LC		2022/23	Contractor appointed, awaiting contractor's availability
		Ottery St Mary LC		2022/23	Contractor appointed, works planned for the summer
		Sidmouth LC		2023/24	To be tendered
Swimming pool plants repairs and replacement.	2022/23	Exmouth Swimming Pool	£126,500.00	2022/23	To be tendered
		Honiton Swimming Pool		2022/23	To be tendered
		Sidmouth Swimming Pool		2022/23	To be tendered
Extractor fans, AC, AHU upgrades and refurbishment	2022/23	Axminster LC	£172,500.00	2022/23	To be tendered
		Colyton LC		2022/23	To be tendered
		Exmouth East Devon Tennis Centre		2022/23	To be tendered
		Exmouth LC		2022/23	To be tendered
		Exmouth Pavilion		2022/23	To be tendered
		Honiton LC		2022/23	To be tendered
		Ottery St Mary LC		2022/23	To be tendered
		Ottery St Mary LC		2022/23	Contractor appointed, work planned for the summer
Sidmouth Swimming Pool	2022/23	To be tendered			
Pool Energy Management System	2022/23	Honiton Swimming Pool	£62,500.00	2022/23	Awaiting costs from specialist
		Exmouth Swimming Pool		2022/23	Awaiting costs from specialist
		Sidmouth Swimming Pool		2022/23	Awaiting costs from specialist

<b>Capital Project</b>	<b>Year</b>	<b>Property</b>	<b>Approved Funding</b>	<b>Work Planned For</b>	<b>Status / Comments</b>
Cold Water Storage Tank	2022/23	Exmouth Swimming Pool	£21,000.00	2022/23	To be tendered
Stage Equipment Remedials and Improvements	2022/23	Exmouth Pavilion	£56,500.00	2022/23	To be tendered. Total funding £56,500 includes Sidmouth Manor Pavilion
Energy Efficiency Review	2022/23	Corporate and LED Properties	£60,000.00	2022/23	Design, consultant to be appointed. Note this project also include non LED managed properties.
External Decoration	2022/23	Exmouth Beach Huts	£100,000.00	2022/23	Contractor appointed, ongoing.
Corporate Property External Fabric and Roof Works	2022/23	Various Corporate Sites	£448,500.00	2022/23	Contractors appointed (Phase 1 and 2)
FRA Works	2022/23	Various Corporate Sites	£104,000.00	2022/23	Design, consultants appointed.
Replacement of Tool Shed	2022/23	Exmouth Manor Gardens	£22,500.00	2022/23	Design / tender preparation, ongoing.
Energy Efficiency Review	2022/23	Various Corporate and LED Managed Sites	£60,000.00	2022/23	Consultant to be appointed.
StreetScene Depots operation Review	2022/23	Exmouth Camperdown Depot, Sidmouth Manstone Depot and Woodbury Salterton Greendale Depot	£50,000.00	2022/23	Consultant to be appointed
Renewal of Render of External Walls, External decorations	2022/23	Colyton Dolphin Street Toilets	£25,000.00	2022/23	Design / tender preparation, ongoing.
Rebuilding of Retaining Wall	2022/23	Mini Site No. 3, Durham Way	£101,000.00	2022/23	Design / tender preparation, ongoing.

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**Financial implications:**

There are no direct financial implications and the recommendations are to note the position.

**Legal implications:**

There is no direct comment to be made in relation to the report, each and any individual issue will need to be considered as it arises.