

## Agenda for Asset Management Forum Monday, 13th March, 2023, 2.00 pm

### Members of Asset Management Forum

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

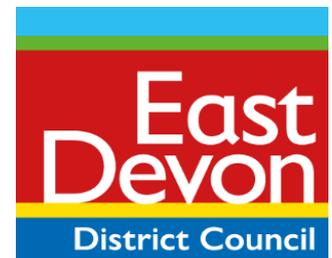
**Venue:** online via zoom

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(or group number 01395 517546)

Friday, 3 March 2023; reissued 8 March 2023 and 10 March 2023



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1 Public speaking

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

2 Notes from the previous meeting (Pages 3 - 5)

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 **Estates Team update** (Pages 6 - 9)

8 **Place & Prosperity Team update** (Pages 10 - 13)

9 **Progress in Placemaking in Exmouth** (Pages 14 - 17)

10 **Development of the Place and Prosperity Framework** (Pages 18 - 22)

11 **Asset Register** (Pages 23 - 24)

Demonstration from Communications, Digital Services and Engagement Team.

- 12 **Community Asset Transfer proposal - Land at Canaan and Land at Millcroft, Ottery St Mary** (Pages 25 - 34)
- 13 **One Public Estate draft Public Land Protocol proposals** (Pages 35 - 37)
- 14 **Update report on Activities by Property and FM Team** (Pages 38 - 55)

Members of the public exercising their right to speak during Public Speaking will be recorded.

[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 via zoom on 4 November 2022**

**Attendance list at end of document**

The meeting started at 9.30 am and ended at 10.53 am

**13 Public speaking**

None.

**14 Notes from the previous meeting held on 22 June 2022**

Agreed.

**15 Declarations of interest**

Minute 18. Place and Prosperity Team update.

Councillor Paul Hayward, Affects Non-registerable Interest, Works for Axminster Town Council.

Minute 19. Estates Team update.

Councillor Paul Hayward, Affects Non-registerable Interest, Works for Axminster Town Council.

**16 Matters of urgency**

None.

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

None.

**18 Exmouth Placemaking update**

The Forum received a report outlining an update from the Placemaking in Exmouth Towns and Seafront Group, where their recommendations had been considered by Cabinet and were due to go before Council on 7 December 2022.

Assuming this was agreed, the terms of reference for place making would cover:

- Prioritisation of key themes and opportunity sites
- Spatial analysis of the opportunities across the town
- Analysis of delivery in the short, medium and long term
- Identification of key partners
- Preparation of options for sites
- Feasibility design and costing

This would then provide the Group with options to shortlist, before commencement of consultation and seek to approve budget of preferred options.

The report also covered an update on the Queen's Drive Space relating to further work on leases with both current tenants and seeking an operator for the event space for the 2023 season.

The outcome of the Levelling up Bid was still awaited. Members were concerned that any delays, regardless of funding streams, increased the risk of costs increasing beyond the budgeted levels; particularly relating to build costs.

The update was noted by the Forum.

## 19 **Place and Prosperity Team update**

Updates from the Place and Prosperity Team covered:

- Hayne Lane, Honiton
- Seaton Jurassic
- Beach Huts
- Drill Hall, Sidmouth
- Axe Valley Levelling Up Funding Bid
- Seaton Moridundum
- Devon Place Urban Renewal Project
- Commercial Investment Review

Members were pleased to see, and appreciative of, the progress at the Drill Hall, and at Seaton Jurassic, in light of the lengthy but necessary negotiations to undertake.

The Commercial Investment Review was explained as a full review of the scoring matrixes, guidance, and capturing the views of Members – the revision will be presented to the Forum to consider and recommend forward to Cabinet at a future meeting.

The Forum noted the update.

## 20 **Estates Team update**

The Forum were provided with an update on the Estates Team, including the filling of two vacant posts, which permitted the team to commence work on reducing the backlog of cases. In response to a question, the Senior Estates Surveyor advised that the team were prioritising cases to deal with the most urgent first.

Occupancy rates were reported as remaining high, with demand for workshops in particular remaining high. The report before the Forum also set out recent work on the annual insurance valuation and the successful acquisition of land at Broadclyst which will be used to provide a new area of green space as part of the Clyst Valley Regional Park.

In response to a question about providing a location for Van Lifers, the Members were reminded that any third party that leased such land would have to be consulted before any further discussions with Van Lifers could take place– however the current lease to which the Member referred would not permit such use.

The update from the Estates Team was noted.

## 21 **Property and FM Team Update Report**

The Forum received a detailed update report on planned preventative maintenance and compliance works undertaken between June and September 2022; as well as the planned works for months October 2022 to March 2023.

Details of reactive work in the period was also detailed. Forum members were able to see at a glance the status of reactive work for the period; as well as a breakdown of asset type. It was highlighted that reactive work on LED assets totalled 42.4% of the overall reactive work undertaken by the team.

The Forum were reminded that the team were mindful of the emerging new Leisure Strategy, but that had to be balanced with the current and future capital bids for LED occupied premises that often related to urgent or health and safety related works.

The Chair and Forum members welcomed the comprehensive report, and suggested that communicating the work undertaken was explored with the communications team.

The Forum noted the report.

**Attendance List**

**Councillors present:**

- P Hayward (Chair)
- P Arnott
- J Rowland
- G Pratt

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

- 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
- Kirstie Butler, Assistant Estates Surveyor
- Debbie Meakin, Democratic Services Officer
- Gerry Mills, Project Manager Place & Prosperity (Exmouth)

Chair .....

Date: .....



Report to: Asset Management Forum

Date of Meeting 13 March 2023

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

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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** none

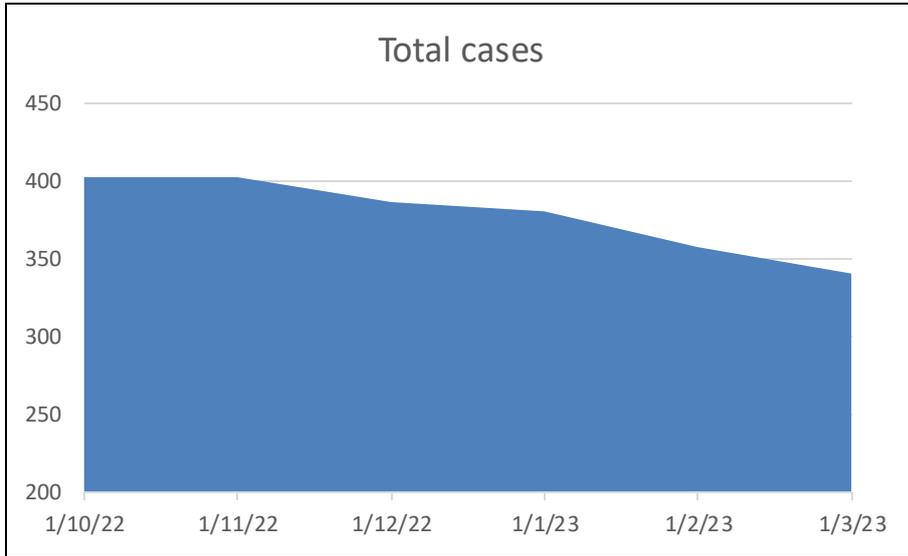
**Link to [Council Plan](#)**

Priorities (check which apply)

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

**Report in full**

1. Following the recruitment exercise in the second half of last year the two vacant posts in the Estates Team have been filled and as a result the team have had additional capacity to deal with the ongoing case work.



The chart above shows the significant reduction following recruitment in overall live cases since October 2022 from a high of 403 down to 341 now. This is a positive trend but it will likely take another 6 -12 months to fully address the backlog. The Team seeks to prioritise cases based on importance, but experience the usual challenge of what’s not important to one person, is to another.

The table below shows the ongoing increase in rental income from Landlord & Tenant Cases which again shows a sharp upturn from October onwards as capacity increased.

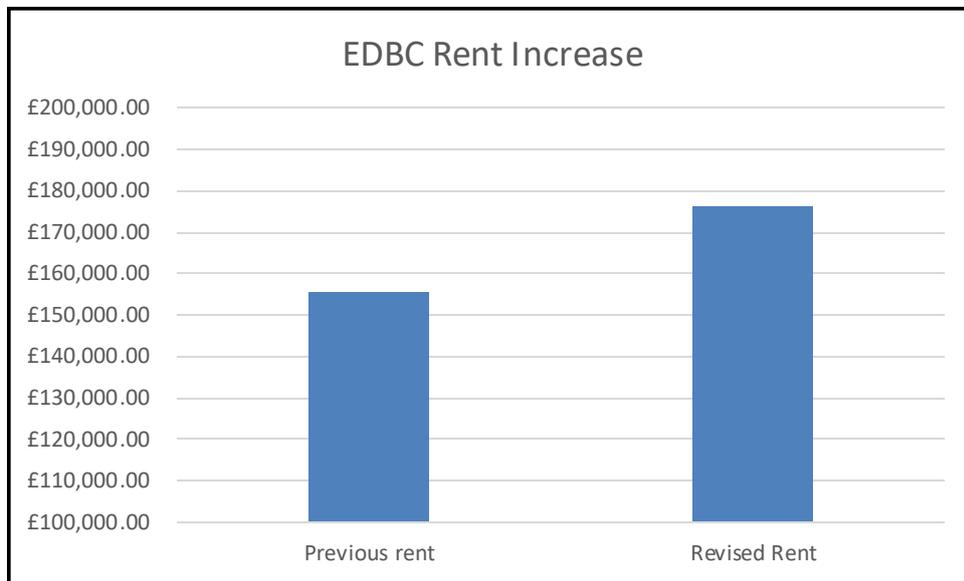


2. The team have recently undertaken an exercise to review the existing rents at the East Devon Business Centre in line with the lease agreements. As the Centre comprises
- page 7

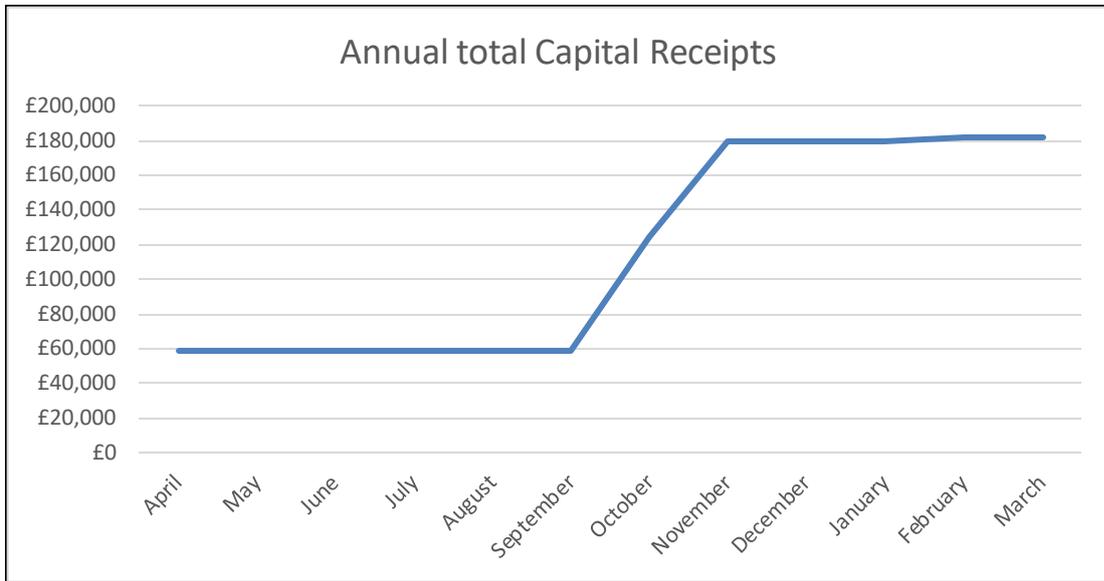
serviced office accommodation, this will ensure that the ongoing charges reflect the increased cost of providing the services to tenants.

The increases are based upon the increase in the Retail Prices Index and in accordance with their lease terms, tenants have been notified of the changes which will take effect from 1 April 2023.

The chart below shows a comparison of the previous rental income against the revised rental income for the coming year.



3. We continue to see high occupancy rates across the let portfolio with only a very small number of vacant properties. Demand for workshops has remained high and we continue to see rental growth in this part of the portfolio which mirrors the wider market in this sector. There are also increasing numbers of enquiries for other types of properties such as cafés and kiosks indicating an increased confidence in this area of the market. The longer term impact of the Economic situation remains to be seen but given supply levels in the market we do not envisage a significant drop in demand or occupancy moving forward.
4. The team are in the process of undertaking the revaluation of a portion of the Council's land and building assets. The assets being revalued have a combined value of £65m - £70m and the work is being undertaken for inclusion in the Council's financial reporting. This is a significant piece of work, however as the team now have three RICS Registered valuers, the work can be undertaken more manageably alongside the day to day work.
5. Over the course of the year, the Team have generated a number of capital receipts from the sale of Land and Building assets. To date this totals £181,500 and progress towards this can be seen on the chart below.



In order to meet the outcomes proposed in the Service Plan for next year, the team are currently assessing condition, use and income data to identify any opportunities to dispose of poorly performing assets in the coming year.

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**Financial implications:**

There are no direct finance implications.

**Legal implications:**

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



Report to: Asset Management Forum

Date of Meeting 13 March 2023

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 are 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) 01395 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.

**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. SEATON JURASSIC**

- 1.1 The marketing of the site has now been concluded and Seaton Tramway has been identified as the preferred tenant for the site. Negotiations continue to take place in relation to lease terms.

**2. PUBLIC TOILETS, ESPLANADE, & DRILL HALL, SIDMOUTH**

- 2.1 The opportunity has arisen for Rockfish to acquire the toilet block adjacent to the Drill Hall on the Esplanade in Sidmouth.
- 2.2 Following the review of the council owned public toilet facilities across East Devon, the Esplanade toilets in Sidmouth were earmarked as category B toilets. The toilets are therefore considered suitable for disposal to a third party on the basis that the purchaser continues to provide some toilet provision within any refurbished or redeveloped facility at the site.
- 2.3 Given the location of these toilets, adjacent to the Drill Hall, it was considered appropriate to discuss their disposal to Rockfish who have recently acquired the Drill Hall site, before considering taking the site to the market. The acquisition by Rockfish would give the opportunity for the toilet block to be incorporated into the refurbishment works at the Drill Hall, enhancing the appearance and offer of the restaurant facility.
- 2.4 Rockfish are able to be considered as a special purchaser and the council is able to negotiate with them directly rather than take the site to the market. With this in mind, the council has obtained a market valuation of the site for a long leasehold interest of 125 years, taking into account the requirement to provide 2 accessible toilet cubicles within the site. The market value was assessed at £65,000.
- 2.5 The council has now received an offer from Rockfish of £70,000 for a 125 year lease and there is a recommendation that this offer be accepted and Heads of Terms be entered into.
- 2.6 Rockfish will need to review their design works for the site and the planning permission prior to commencing works on site. This will result in a delay to their programme, however the opportunity to include the toilet block in their refurbishment programme will result in a much enhanced restaurant offer on this site.
- 2.7 Following a report to cabinet on 1 March, recommending acceptance of the offer from Rockfish, cabinet has agreed that Officers now progress with this disposal to Rockfish.

### 3. AXE VALLEY LEVELLING UP FUNDING BID.

- .
- 3.1 Disappointingly, the council was unsuccessful in its bid to the Levelling Up Fund (LUF) for projects in the Axe Valley. The council had submitted a bid for £11m to support the £15m programme of projects within the Axe Valley. The Government received over 500 bids, totalling around £8.6 billion and of these, 111 bids were successful with a value of just over £2 billion.
- 3.2 The council has recently received constructive feedback from the Department for Levelling Up, Homes and Communities (DLUHC) which will be helpful to understand the strengths and weaknesses of the bid and therefore opportunities to bid in future rounds.
- 3.3 In the meantime, the council wants to make progress where it can but being very mindful that without DLUHC funding many of these projects are undeliverable in their proposed form.
- 3.4 We will be reviewing the viability of the **3 employment sites located in Colyford Road and Harepath Road in Seaton and Cloakham Lawns in Axminster** with the information that we have from the initial Axe Valley Study and will report to Cabinet in the summer.
- 3.5 We have an existing cabinet approval to market the **Seaton Moridunum** site. This was put on hold whilst we awaited the outcome of the LUF bid which had included this site within the Seaton Seafront Enhancement project. We are currently in the process of selecting a marketing agent.
- 3.6 The council recognises the significance of the **Seaton Seafront Enhancement project** for the town and it was especially disappointing that the funding was not forthcoming to enable delivery of phase 1 of this project. The council will be revisiting this project in the future to consider how it might be further reduced in scope to reduce the total project costs for phase 1, which were estimated at almost £7million. Whilst council resources are unable to undertake this review in the coming year, this review will be considered in future Service Plan objectives.

### 4. SEATON MORIDUNUM

- 4.1 As reported above, the site will be marketed in the spring. We are currently in the process of selecting a marketing agent for this site. The Team continues to work with the developer of Fosseyway Court to facilitate their development and to ensure that the council's own land is safely maintained.

### 5. DEVON PLACE URBAN RENEWAL PROJECT

- 5.1 The Regeneration Strategies for Axminster and Seaton have now been concluded following the work undertaken by DCC, their consultants Hardisty Jones, and the stakeholder groups, Axminster Renewal Forum and Seaton Project Group. Copies of the renewal strategies are attached to this report.
- 5.2 Each strategy identifies a list of projects that are considered to be either strategic economic projects or locally significant projects together with approximate delivery timescale (Short, medium or long-term) as well as identifying a lead stakeholder. The lead stakeholder can take forward feasibility work for their particular projects. There may be a role for the council in the future with some projects, such as signposting or enabling, but in accordance with the previous report to cabinet on the Urban Renewal Programme, there is no commitment for the council to deliver the projects within the Strategy.

- 5.3 One project per town has been identified as a potential ‘quick win’ and will receive seed funding from Devon County Council to enable the project to develop. The quick win project for Seaton is the offer of funding of £10,000 towards the costs of refurbishment works at Marshlands, the Town Council offices and tourist information centre. The capital funding will support the creation of office and community space helping more local SMEs base themselves in Seaton and better facilities for local community groups. The Quick win project for Axminster is to support the delivery of an E-bike hub, working with the Town Council and utilising land offered by Network Rail. The contribution is £5,000.
- 5.4 One project for each town has been selected for the development of a business plan and the consultants, HJA are currently finalising this work. The Business Plan for Axminster is to review the Websters Garage site. This was a project considered in this council’s Axe Valley Study completed in spring 2022. It was not included in the Axe Valley LUF bid.
- 5.5 The Business Case project for Seaton is to consider the opportunity for an E-bike hub to be located in the town centre, that can serve the town and wider area.
- 5.6 Meetings of the Renewal Boards will continue on a quarterly basis. In order to ensure that the council is able to meet its current commitments within the Service Plan, officers hope to work in partnership with the Town Councils in terms of administering the delivery of these meetings in the future.

## 6. DEPOTS REVIEW

- 6.1 The Place, Assets and Commercialisation Team are supporting the Streetscene and Recycling and Waste Teams to commission a project to review the Council’s operational depot properties at the following sites:
- Sidmouth Manstone Depot
  - Exmouth Camperdown Depot
  - Woodbury Salterton Greendale Depot (Waste and Recycling)
- 6.2 This is to ensure that they are fit for purpose, able to support service, operations and fleet decarbonisation and in locations that optimise service delivery, resilience and business continuity.
- 6.3 We will be asking consultants to review existing depot site provision, constraints and opportunities in light of changing service demand, delivery environment and service aspirations and make recommendations for future depot operational site requirements.

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### **Financial implications:**

There are no direct financial implications from the recommendation in the report.

### **Legal implications:**

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



Report to: Asset Management Forum

Date of Meeting 13<sup>th</sup> March 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release NA

## Report on Progress in Place making 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 since the last update on the 4<sup>th</sup> of November 2022.

#### 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 are informed on the type of work that the team is undertaking and any work that is relevant to their ward.

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

Tel 01395 519960

#### 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

Placemaking in Exmouth Town and Seafront Group and the Council's positions failing to align in an agreed plan for Exmouth.

**Climate change** Low Impact

**Risk:** Low Risk; The report is just to note an update on progress since our last meeting.

## 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

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## Report in full

### 1.0 Placemaking in Exmouth Town and Seafront Group

- 1.1 Following the public consultation on the Themes and Characteristics for Placemaking in Exmouth over the summer months on the 10<sup>th</sup> of October the Placemaking Group agreed to the recommendation:
  - *That members of the Group accept the results of the consultations (noting that not all the suggestions fall within East Devon's District Council's statutory remit and those that do will have to be prioritised in terms of deliverability and budget availability)*
  - *That the Group recommend to Cabinet that the results of the consultation are accepted and that they be used to appoint a professional team to develop a terms of reference and a plan for a Placemaking Strategy for Exmouth Town and Seafront.*
  - *That Cabinet request a budget of £160k\* from Full Council to develop the Placemaking Strategy which will include a Habitat Regulations Assessment.*
- 1.2 This recommendation was supported by Cabinet and Full Council approved a budget of £160,000 to appoint Placemaking Consultants, on the 7<sup>th</sup> of December 2022.
- 1.3 Following a desktop exercise using the Crown Commercial Framework, supported by colleagues in Devon County Council we are pleased to advise that we plan to appoint WSP to take forward the placemaking plan for Exmouth Town and Seafront (subject to contract and a pre commencement meeting).
- 1.4 The Next Steps are:
  - To provide Approval of Terms of Reference for place making first half of 2023 to include:
    - A prioritisation of the key Themes and Characteristics and opportunity sites
    - Spatial analysis of the opportunities across Exmouth
    - Analysis of what the Council can deliver (ie what is within its remit) in the short, medium and long term
    - Identification of key partners to develop other elements eg Devon County Council
    - Preparation of options for sites
    - High Level Feasibility Design and Costing
  - Draft options to Delivery group Summer 2023

- Preparation of shortlist of options
- Further Consultation on the options (we may want to re-consult sooner)
- Cabinet and Full Council approval to move to detailed design and costing
- Implementation phase begins early 2024 subject to budget constraints.

1.5 The planning application for the Strand's tables and chairs (The current permission expires in September 2023) has been submitted via the planning portal. Legal Services forwarded the leases to the stakeholders on the 30<sup>th</sup> of January. To date two have been returned, however, unfortunately these were not witnessed and signed correctly so these have had to be returned.

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

- 2.1 Uptake for concessions for this season have been good and the feedback from providers has been positive. We are in the process of issuing leases to the food concession tenants for the 2023 season (all have opted to renew from last year).
- 2.2 The planning consent for the fitness area at Queen's Drive (which expires in July 2023) has now been submitted via the planning portal. Legal are now progressing the lease with LED.
- 2.3 The Events Space was marketed as agreed to see if we could attract a reliable operator either for the whole season or for the summer holidays, we had no interest by the closing date (6<sup>th</sup> of December 22). Some further marketing has been carried out on social media but again there has been little or no interest (bearing in mind it must be compliant with the planning consent conditions).
- 2.4 The planning application for the Strand's tables and chairs (The current permission expires in September 2023) has been submitted via the planning portal. Legal Services have now been asked to prepare the leases.

## **3.0 Levelling up Fund Bid**

- 3.1 The bid, led by colleagues in Devon County Council, was successful and has secured £15,765,899 for the road at Dinan Way and the Destination Exmouth/Gateway project. We await a letter of offer and will work in support of our colleagues in Devon County Council.
- 3.2 There has been an initial inception meeting with the Dept for Transport DfT, and the first steps are to mobilise project teams – and briefs for this have been issued.
- 3.3 For Dinan Way, DCC are commencing the land assembly in the first instance and have instructed our land agents.
- 3.4 For Exmouth Gateway, the initial task will be to confirm the designs before commencing a public consultation – we will need to review our stakeholder list for this.

### **Recommendation**

That Members note the content of this report.

**Financial implications:**

There are no direct financial implications from the recommendations in this report.

**Legal implications:**

There are no legal implications flowing from this report for noting.

Report to: Asset Management Forum

Date of Meeting 13<sup>th</sup> March 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release NA




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Report on Development of the Place and Prosperity Framework for East Devon District Council

### **Report summary:**

The purpose of this report is to provide Members with an update on the development of the Place and Prosperity Framework for East Devon District Council

### **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 are informed of the progress and next steps for the development of the Place and Prosperity Framework.

Officer: Gerry Mills Project Manager Place and Prosperity (Exmouth) [gills@eastdevon.gov.uk](mailto:gills@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. Risk will be the key factor in looking for opportunities as laid out in detail, in the framework

## Climate change Low Impact

**Risk:** Low Risk; The report is just to note an update on progress since our last meeting.

## 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

### 1.0 Introduction

- 1.1 On 6th February 2019, Cabinet adopted the Council's Commercial Investment Framework which provided for different forms of property investment - management of existing assets, acquisition for commercial income, acquisition for District wide benefits, direct development (ie commercial) and strategic partnerships / joint ventures. The Council then made £20,000,000 available for investment in accordance with that adopted Framework. Ocean was acquired using this Framework and Fund but in 2020, the new administration felt the approach being used should be revised to include the aspirations set out at Section 1.3 below.
- 1.2 The operating environment is now very different and the Council Plan provides a focus on supporting businesses and also providing more social and affordable homes, at least in part to the response to the covid-19 pandemic. More urgently now is the fact that the UK economy shrank between July and September and was predicted to do the same in October to December 2022, this did not in fact happen but the predictions from the IMF are that the UK economy will shrink in 2023.
- 1.3 Back in early 2021 a Special Meeting of Asset Management Forum (AMF) considered the then current investment framework and Officers were asked to take forward the preparation of a new Framework to set out the aspirations shared by Members, namely:
  - a) A Framework specifically for Place & Prosperity Investments to support economic recovery. Must cover Public Works Loan Board (PWLB) borrowing costs, and where possible and remaining economically viable, a small risk premium, but not to generate a commercial yield.
  - b) Sitting behind the Framework, a Fund agreed by Council to deliver the Framework – avoiding each investment individual decision needing to go to Council.
  - c) There was still support to utilise in part the methodology of the Commercial Investment Framework but with some key additions, which included involvement of Ward Members and their comments being provided to decision makers. The general approach whereby the Framework underpins how investments will be considered is not to be dissimilar to the earlier Framework.

- 1.4 At an AMF meeting on 27th July 2021 Members were asked:
- 1 What outcomes do these investments need to deliver?
  - 2 What is the priority of these outcomes and therefore the relative weighting?
  - 3 Next steps were also agreed with adoption of Framework by end of 2021.
- 1.5 Subsequently through the AMF, a delay in implementation was supported to reflect the lack of available Officer resource at that time. The project was then progressed during the latter half of 2022 through an Officer Project Group. The Officer Project Group comprised representatives from across the PAC Service along with the Economic Development Manager.
- 1.6 A draft Place and Prosperity Framework has now been written and was presented to the Senior Management Team on the 8th of March 2023. The Framework now aligns with the Council's ambitions, which include operating in a more economically focussed way, and utilising opportunities for economic stimulus as reflected within the Council Plan 2021-2023.
- 1.7 The Council Plan's Key priorities are:
- Better homes and communities for all
  - A greener East Devon
  - A resilient economy that brings prosperity to the district
- 1.8 The new Place and Prosperity Framework will supersede the previous Commercial Investment Framework and addresses the opportunity to have a single fund of circa £20M investing as a first tranche borrowed from the PWLB.
- 1.9 This will be used to invest under three broad categories which benefit the district as a whole:
- **Service delivery** (ie front line delivery of Council services),
  - **Economic regeneration**
  - **Preventative Action**, (Preventative action is a special category, which involves direct financial support to local companies or acquiring assets as a way to protect jobs, prevent social or economic decline. This type of activity is distinct from regeneration, as it is only preserving existing activity as opposed to creating additional activity, but is **not** an 'investment assets bought primarily for yield' as yield is not the primary motive of the activity).
- 1.10 The benefits of investment by the Council include:
- Investing in social, economic, and environmental projects, which will bring benefits to the District as their primary goal
  - Regeneration benefits to District
  - Additional Business Rates income
  - Employment and prosperity
  - Unlocking of sites and opportunities that others might not invest in
  - accelerating delivery of sites
- 1.11 It is envisaged that this fund will be borrowed from the PWLB with all other sources of Government funding having to be considered exhausted as part of the assessment process.
- 1.12 **Assessment of Investment Opportunities – Process & Governance:**  
Investment opportunities often arise unexpectedly and it is important when considering

the allocation of resources (internal and external) that the decisions are made objectively, consistently are informed by the correct advice and fit for purpose. Other Local Authorities with investment portfolios have taken this a similar approach and the proposal set out below is a proven model:

- Officers led by Assistant Director – Place, Assets & Commercialisation working with external agents, colleagues and Councillors will identify investment opportunities. All property investment opportunities will be channelled via the PAC team (Note all referrals must be recorded so that introductions and commission fees can be correctly paid).
- Any investment opportunity if considered feasible is considered alongside the criteria in this Framework, and if consistent, it is then scored against the relevant Scoring Matrix.
- If the investment opportunity fails to deliver the necessary score and / or indicative return then it is dismissed but a record of it must be kept and reported to AMF as part of the normal reporting cycle.
- If the investment opportunity achieves the necessary score and indicative return then it progresses to a dedicated Investment Assessment Group of Officers (with support of consultants if necessary), these being existing staff with the right skillset and aptitude to think commercially. This Investment Assessment Group is to comprise:
  - Director – Finance
  - Director – Governance and Licensing
  - Assistant Director – Place, Assets & Commercialisation
  - Other Officers on a case-by-case basis
- A Full Appraisal (the method chosen should be proportionate to the costs and complexity involved) is prepared to enable a final recommendation on whether to invest following consideration by the Investment Assessment Board.
- The decision to invest is delegated to the Investment Board comprising; The Director of Finance (up to £5,000,000 per transaction) in agreement with the Leader, Portfolio Holder for Economy and Assets (Investment Board) with input from ward members. Consultation should also be made with appropriate Ward Members.
- If an investment opportunity exceeds this £5,000,000 limit then the Council's normal decision making route will apply.
- In making a decision, the Board should be fully agreed or not agreed if a decision is not unanimous then it cannot proceed.

## **2.0 Next Steps**

- 2.1 Take the Framework to the Asset Management Forum and seek formal recommendation to take to Cabinet and then to Full Council.
- 2.2 We believe there should be some training for the Investment Board members as part of their induction to the new Council as this is a new area for members and also SMT to understand.

2.3 Implement the framework and review and report as required.

**Recommendation**

That Members note the content of this report.

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**Financial implications:**

This appears to be in line with current rules on borrowing from the PWLB but we have passed the Framework to our Treasury Advisors (Sector) for comment. The basis of borrowing to deliver service objectives based on a business case that meets all borrowing costs including a risk factor should have a neutral effect on the Council financial position at worst case.

**Legal implications:**

There are no legal implications flowing from this report for noting.

Report to: Asset Management Forum

Date of Meeting 13 March 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Asset Register

### Report summary:

It has been a longstanding concern of Members that they do not have access to more land & buildings asset related data to assist them with fulfilling their duties.

Whilst some asset related information is publicly available on our website, the information is limited. A comprehensive Asset Register is retained by the Place, Assets & Commercialisation Service and when approached by Members, reports are then generated to satisfy requirements, although until now, it has been difficult to report centrally on data held in different systems.

Working with our Communications, Digital Services and Engagement Team along with our IT provider Strata we have sought to utilise the functionality of Power BI software to enable greater functionality and accessibility in reporting.

Whilst Members and the public have always been able to access limited information through mapping on the Council's website, using Power BI we have now generated an asset register that will be presented through the Council's website. The detail contained within, presentation and functionality to interrogate is much improved. The intention is that this will go-live in the next 6 weeks.

Alongside a publicly accessible asset register the Council will also, again through Power BI, make a wider dataset available to members of AMF. This will contain asset related data, financial and other data along with a mapping functionality. The intention is that this will go-live in June.

A demonstration of both will be provided at this AMF meeting.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

1. That AMF notes the content of this report.

### Reason for recommendation:

To provide an awareness of this new development.

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

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**Financial implications:**

There are no direct financial implications associated with the recommendation in this report

**Legal implications:**

There are no legal issues requiring comment at this time.

Report to: Asset Management Forum

Date of Meeting 13 March 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release n/a



## Community Asset Transfer Proposal – Land of Canaan, and Land at Millcroft, Ottery St Mary

### Report summary:

The purpose of this report is to consult AMF on a Community Asset Transfer application that has been received in respect of 2 areas of land in Ottery St Mary.

The application form is attached in the appendix to this report. The report sets out the approved procedure which will be followed in assessing this application.

Consultation is currently underway with officers of relevant council services, along with the local ward members.

A decision on whether we go to Stage 2 (where Ottery St Mary prepares a detailed business case), is then made by the Portfolio Holder for Economy and Assets on the basis of a report from the Assistant Director – Place, Assets & Commercialisation which will be written following consultation with the above.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

1. That AMF notes the report and offers its thoughts on the application at the meeting, as part of the consultation process.
2. That AMF notes that following completion of this consultation, that in accordance with the Procedure, Officers will make a recommendation to the Portfolio Holder for Economy and Assets on whether the applicant should be invited to submit a business case for one or both sites.
3. That AMF notes that should the recommendation be that this application does not progress to the Business Case stage, officers will contact the Town Council to discuss their proposals and identify whether there is scope for a collaborative approach to achieve some of their objectives set out in the EOI.

### Reason for recommendation:

To enable the application to be assessed in line with the Procedure and a decision to be taken by the Portfolio Holder for Economy and Assets.

Officer: Alison Hayward, [ahayward@eastdevon.gov.uk](mailto:ahayward@eastdevon.gov.uk); 01395 571738

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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** [EDDC Community Asset Transfer Procedure \(eastdevon.gov.uk\)](http://eastdevon.gov.uk/EDDC-Community-Asset-Transfer-Procedure)

**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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## Report in full

### 1. Background.

- 1.1 The Council's procedure for Community Asset Transfers was approved last year. A copy of the procedure can be found at [EDDC Community Asset Transfer Procedure \(eastdevon.gov.uk\)](http://eastdevon.gov.uk/EDDC-Community-Asset-Transfer-Procedure). This is the first CAT application that has been received under the new procedure.
- 1.2 An Expression of Interest has been submitted by Ottery St Mary Town Council to acquire the Land of Canaan and the verge at Millcroft (see plans below). It includes the car park in addition to the Land of Canaan green open space.
- 1.3 The Expression of Interest is attached as Appendix 1.

### 2. Procedure.

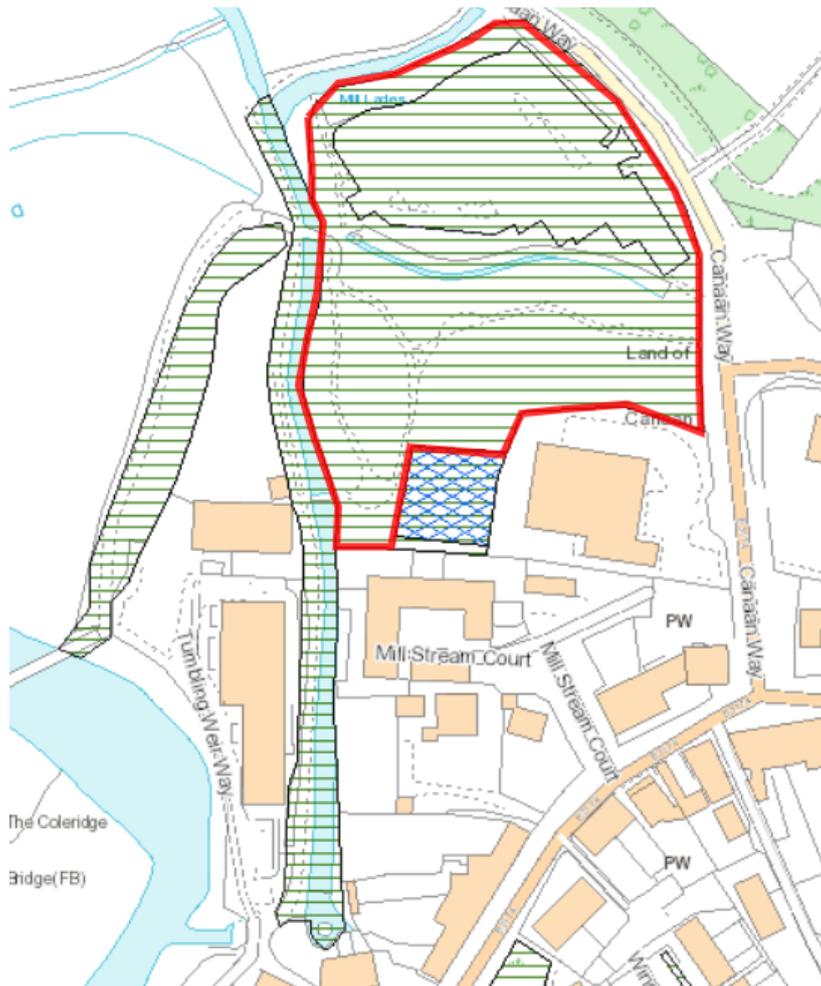
- 2.1 On receipt of the EOI, the council consults with:
  - a) SMT
  - b) Ward Members: Cllr Peter Faithfull, Cllr Vicky Johns, Cllr Geoff Pratt
  - c) The Asset Management Forum
  - d) Any other persons or bodies as deemed appropriate

- 2.2 A decision on whether we go to Stage 2 (where Ottery St Mary prepares a detailed business case), is then made by the Portfolio Holder for Economy and Assets on the basis of a report from the Assistant Director – Place, Assets & Commercialisation which will be written following consultation with the above.
- 2.3 Consultation with SMT has already taken place. The process of consulting with the Ward members is currently underway.

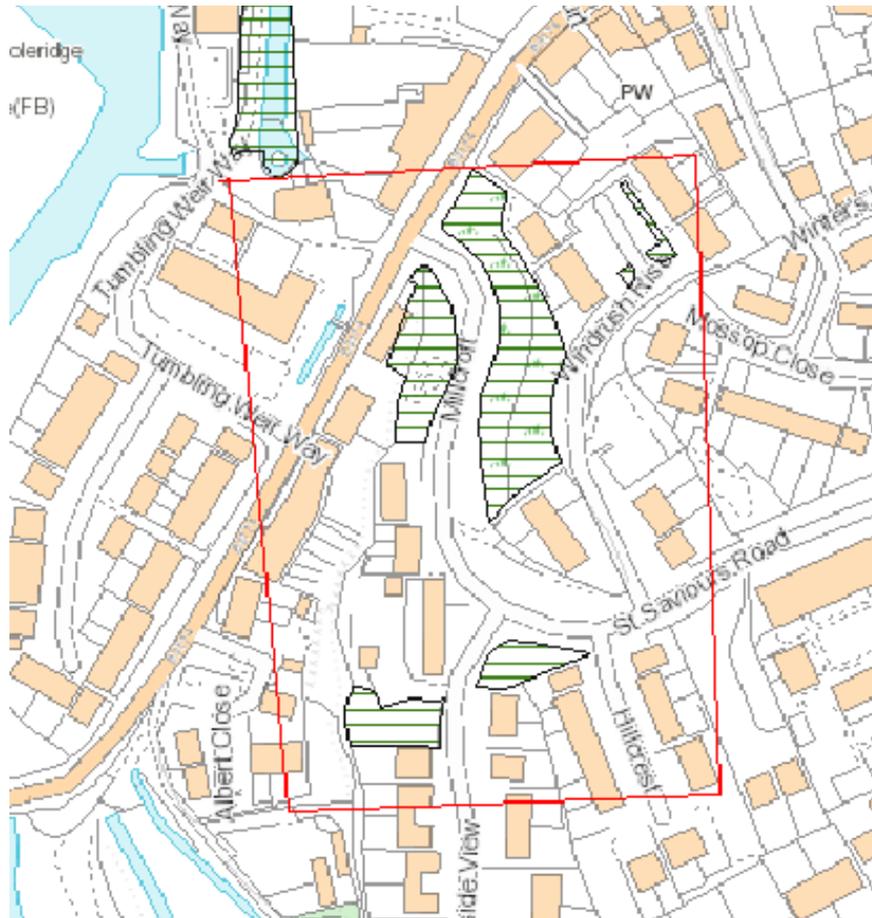
### 3. Site Detail.

3.1 The two areas of land are:

1. Land of Canaan (includes the car park)



## 2. Verge(s) at Millcroft



3.2 The Town Council has submitted the **Expression of Interest** (see attached, Appendix 1). **See questions 8 – 12** for details of their proposal and the reasons behind it. The applicant has stated that it would like to acquire both areas of land for “free, or at reduced cost”.

3.3 In brief, the reasons for wanting to acquire the land are as follows:

**Land of Canaan:** to invest £50,000 of S.106 funds; install electric vehicle charging points; install new bridge, bandstand, shelter, hold events, catering outlet, other uses.

**Verge at Millcroft:** to create area of biodiversity/wildlife area.

3.4 The council is currently clarifying with the applicant the extent of the land at Millcroft that it wishes to acquire, as there are a number of verges owned by the council.

## 4. Consultation with Relevant Council Services.

4.1 We have commenced our consultation with colleagues in Estates, Streetscene, Environmental Health and Finance in respect of this EOI.

4.2 Comments received from officers thus far cover the following:

- i. The car park currently brings in income of approximately £25,000 per annum to this council, and a transfer of this site at nil or reduced cost would therefore have implications for the council's budget.

- ii. A review of the options for electric car charging points for this car park has been undertaken but has identified that this is problematic/costly due to access to services and was therefore discounted. Other EDDC car parks have had electric charging points installed.
- iii. An alternative option to transferring ownership would be for relevant Services (e.g. those managing green spaces), to work collaboratively with the Town Council to explore how these outcomes could be achieved, within the scope of future Service Plans.
- iv. If transfers of land were to take place, the council would want to consider other neighbouring assets also being transferred. This is to ensure that the council is not responsible for areas remaining nearby that are costly to manage. For example, if the council were to transfer the Land at Canaan, it would also want to transfer the land to Coleridge Bridge, as well as the bridges within the public space, the tumbling weir and associated infrastructure.
- v. If the council were to transfer the land at Millcroft, it would need to include the large retaining wall and lower boundary walls of the open space (not just the grass itself).
- vi. There is currently an approval for capital expenditure by the council relating to the replacement of the play area at Land of Canaan.

## **5. Next Steps.**

- 5.1 We will collate the feedback from the various consultees and from the comments at this meeting, and a report will be prepared for the Portfolio Holder, Economy and Assets with a recommendation from the Assistant Director for PAC.

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### **Financial implications:**

The financial implications have been identified in the report.

### **Legal implications:**

There is no direct comment to be made, Legal Services will assist as necessary.

## 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:

[property@eastdevon.gov.uk](mailto:property@eastdevon.gov.uk) or alternatively, post it to: Estates Team, Place, Assets & Commercialisation, East Devon District Council, Blackdown House, Heathpark, Honiton, EX14 1EJ

If you have any further questions, please call: 01395 571738

## Asset Transfer - Initial Expression of Interest

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

Name of group:	Ottery St Mary Town Council
Address: (include Postcode)	The Old Convent, Broad Street, Ottery St Mary, EX11 1TG

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

Name:	Dean Stewart
Position in group:	Town Councillor
Phone number:	07834 343667
Email address:	dean.stewart@otterystmary-tc.gov.uk
Address: (include Postcode)	The Old Convent, Broad Street, Ottery St Mary, EX11 1TG

### 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).

Ottery St Mary Town Council

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

Name and Address: (include Postcode)	1. Land of Canaan Park, Car Park and other areas ASSETNO: 45/02781 2. Verge at Windrush/Millcroft
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### 6. Who is your local East Devon District Councillor(s)? Have they been informed of this proposal?

Vicky Johns (yes), Peter Faithfull (yes), Geoff Pratt (no) in attendance at 5<sup>th</sup> Dec 2023 Council meeting

**7. Which Council services does your organisation support/work with:**

(please provide manager name if known)

Fully engaged with all departments of EDDC

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

- Land of Canaan is central to our parish and is the only open green space in the centre of town. We are planning to invest over £50,000 into the area from S106 money and council to fund a new bridge, a "bandstand" type building and a shelter. We would also be responsible for maintenance and upkeep of the structure. We are keen to develop the Community Orchard. We would install a significant number of electric vehicle charging points and we are also exploring projects with electric bikes, car sharing, solar panels etc. We would also like to explore opportunities for using the park area for more events, and provide some form of catering outlet to encourage people to use the open space in the post covid era.
- Verge at Windrush/Millcroft - To increase biodiversity and to reduce the number of grass cuts each year (and the costs). It can allow native plant species to thrive, and in some areas additional steps can be taken to prepare the ground, sow native wildflower seeds and more proactively encourage their growth. This also encourages wildlife and eco-systems to thrive including bees

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

1. Land of Canaan - A green open community space in the heart of the town where people sit and wait awhile, with an ice cream or a picnic, the starting point on a journey to either use an Ottery bike to explore the local villages and riverside lanes, or to walk up into town and explore the new museum, the independent shops, the art and craft centres and the town's facilities. Ottery has never made the most of the tourist opportunities with Coleridge, Tar Barrels and Pixie Day we have a unique and very much alive history and culture. To have our own park would allow a more cohesive and structured town plan. An outdoor meeting area controlled and managed by the Town Council would complement the Ottery Hub youth and community centre offering indoor activities.
2. Verge at Windrush/Millcroft  
As an aesthetically pleasing addition to the landscape which will aid the Council's policy for biodiversity and contribute to increasing plants and wildlife

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

1. Land of Canaan - It is the only green space in Ottery St Mary and is central in the town.
2. Verge at Windrush/Millcroft  
It is a grass verge which is currently costing money in grass cutting charges and is serving no useful purpose. The Council's plans for the verge will encourage biodiversity which is so important when plant and wildlife numbers are dwindling significantly

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

1. Land of Canaan - Today the space is rented out to groups who want to put on large events. There is a playpark. Other than that there is no active day to day management to make the park a formal garden area. The lamps owned by EDDC have not worked for nearly two years, EDDC removed the bridge connecting the Tumbling Weir to the park and the plans for planting and landscaping have been put on hold during the pandemic. We would want to allow ad hoc events using our new "bandstand" as well as regular events in the park. We would want to encourage people to socialise outdoors to limit any resurgence of Covid, and provide more seating, food and drink availability and more local promotions.
2. Verge at Windrush/Millcroft  
As stated at para 10

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

1. Land of Canaan - Ottery St Mary's Neighbourhood Plan references Land of Canaan (3.12, 3.27, 7.29, and in the Community Asset List) and recommends that all green space is protected, enhanced and promoted for the community. The Council is often approached by residents asking for the park to be improved, upgraded or brought up to the facilities of parks in other local towns.
2. Verge at Windrush/Millcroft  
No canvassing has taken place as yet

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

1. Land of Canaan - We have already committed £50,000 of S106 money to building new structures, and the Council has committed to the maintenance and upkeep of the park area. We would like to investigate the financial viability of the car park area, not to maximise profits but to contribute to costs while allowing us to make giant contributions to the Town Council's Climate Action Plan, and Carbon Policy, by ensuring electric vehicle charging points and other environmental initiatives can be carried out in the Town Centre. The Council has substantial monies in reserve and whilst it owns several buildings in the Town Centre it does not own any open green land available to be used by the Community.
2. Verge at Windrush/Millcroft - Minimal costs are envisaged

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: Include standard wording on GDPR**

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>	<i>dean Hunt</i>	<b>Date:</b>	7/2/2023
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DRAFT

Report to: Asset Management Forum

Date of Meeting 13 March 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Devon & Torbay One Public Estate Board – Public Land Protocol Proposals

### Report summary:

A public sector Land Protocol is being considered across Devon through the Devon & Torbay One Public Estate Board. This is essentially a way of strengthening the OPE Board's function and formalising the collaboration aims of its partners across their joint asset base. It considers use of public sector land assets - either individually or joined with other agencies' assets- which can create a public good and value which outweighs standard asset value and property returns. A new joint approach to managing our public land is a key driver for transforming service delivery and achieving to our goals, for enabling our regeneration and placemaking priorities, and to deliver affordable housing and accelerate inclusive and clean growth.

The public sector Land Protocol if adopted would be promoted by the partners in the Devon and Torbay OPE Partnership on behalf of the Devon County Deal. It sets out principles for the development, management and disposal of public land to help drive inclusive and clean economic growth.

It should be emphasised though that signing up to the Protocol does not mean that the landowner loses sovereignty over their asset. The decision to commit assets into the protocol and otherwise on their use, development and disposal will remain with the landowner, in this instance EDDC.

Possible outcomes / priorities of a public sector Land Protocol -

- Improve delivery of public services and cost efficiencies particularly where agencies' shared services are involved
- Release more land for housing, economic growth and regeneration. Accelerate delivery and increase the scale of growth opportunities
- Facilitate hybrid and new ways of working and shared use of properties by public sector partners for instance for back office/admin functions
- Secure additional government funding
- Promote innovation across the property, economic development and housing sectors
- Improve the operational and cost efficiencies of public sector assets
- Facilitate new partnerships and joint ventures
- Lever private sector investment
- Strengthen collaboration and partnership working by the public sector and their private sector partners

It is recognised that partners would be able to commit to the Protocol or elements of it at a different pace depending on their corporate positions. To facilitate the Protocol being adopted it's suggested a focus initially on some pilot initiatives, geographical and thematic, among a group of

willing partners who can gain immediate benefits from this and demonstrate the benefits to the wider Board.

We are being asked to comment on the drafting of the Protocol and offer at this stage our corporate support to the principle of such a protocol – with detail still to be finalised. Most importantly, signing up does not mean that we lose our sovereignty – it is our decision what assets we put into the protocol and furthermore the decisions that arise around use, development and disposal of those assets within remain with the authority. This protocol is more about the sharing of information and collaboratively looking at how those sites can then be bought forward.

The detail of the proposals are not yet in the public domain but have been considered by the Council's Senior Leadership Team who are supportive to the principles of the draft.

**Is the proposed decision in accordance with:**

Budget Yes  No

Policy Framework Yes  No

**Recommendation:**

1. That AMF notes the content of this report.

**Reason for recommendation:**

To provide an awareness of this possible direction of travel.

Officer: Tim Child – Assistant Director, 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**

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

Priorities (check which apply)

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

**Financial implications:**

There are no direct financial implications from the recommendations in this report.

**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 13<sup>th</sup> March 2023

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 ongoing approved 2022-2023 capital work and lists the capital work proposals for the next financial year.

### 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

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:

- [AMF 04/11/2022. Update Report on Activities by Property and FM Team](#)
- [AMF 21/06/2022. Update Report on Activities by Property and FM Team](#)
- [AMF 07/12/2021. Update Report on Activities by Property and FM Team.](#)

### 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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## 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 reports:
  - November 2022: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to September 2022.
  - June 2022: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to May 2022.
  - December 2021: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to November 2021 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 up to February 2023.
- 1.4 A summary of planned preventive maintenance (PPM) and compliance works undertaken between October 2022 and February 2022 is shown in the table below.

Location	PPM And Compliance Works (October 2022 - February 2023)
Axe Wetland Centre	<ul style="list-style-type: none"><li>• Fire extinguishers</li><li>• Electrical – fixed wiring (5 years)</li></ul>
Axminster Leisure Centre	<ul style="list-style-type: none"><li>• Gas fired boilers</li><li>• Heating and ventilation maintenance</li></ul>
Axminster Millwey Rise Communal PC	<ul style="list-style-type: none"><li>• Electrical – fixed wiring (3 years)</li></ul>
Axminster Millwey Rise Workshops, Unit 6	<ul style="list-style-type: none"><li>• Electrical – fixed wiring (3 years)</li></ul>
Axminster West Street PC	<ul style="list-style-type: none"><li>• Electrical – fixed wiring (3 years)</li></ul>
Broadclyst Leisure Centre	<ul style="list-style-type: none"><li>• Fire alarm system</li><li>• Mansafe harness</li></ul>

Location	PPM And Compliance Works (October 2022 - February 2023)
	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Heating and ventilation maintenance</li> </ul>
Budleigh Salterton Brook Road PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Budleigh Salterton Station Road PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Colyton Leisure Centre	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> </ul>
Exmouth Camperdown Depot	<ul style="list-style-type: none"> <li>• CCTV</li> <li>• Intruder alarm</li> </ul>
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Automatic doors</li> <li>• Mansafe harness</li> <li>• Emergency lighting system</li> <li>• Heating and ventilation maintenance</li> </ul>
Exmouth Foxholes Car park PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> <li>• Emergency lighting system</li> <li>• Bottle filler water testing</li> </ul>
Exmouth Imperial Rec PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Exmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> <li>• Automatic doors</li> <li>• Gas fired boilers</li> <li>• Fire alarm system</li> <li>• Pool plant</li> <li>• Lift (biannually)</li> <li>• Heating and ventilation maintenance</li> </ul>
Exmouth Maer PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Exmouth Magnolia Centre PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Exmouth Orcombe Point PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Exmouth Pavilion	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Automatic doors</li> <li>• Fire alarm system</li> <li>• Lift (biannually)</li> <li>• Heating and ventilation maintenance</li> </ul>
Exmouth Phear Park Lodge	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> </ul>
Exmouth Phear Park PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Exmouth Station PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Exmouth Town Hall	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Assistance alarm</li> <li>• Fire alarm system</li> <li>• Heating and ventilation maintenance</li> <li>• Intruder alarm</li> <li>• Lightning conductor</li> <li>• ZIP boilers</li> <li>• Electrical – PAT test</li> <li>• Lift (biannually)</li> <li>• Fire extinguishers.</li> </ul>
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Intruder alarm</li> </ul>

Location	PPM And Compliance Works (October 2022 - February 2023)
	<ul style="list-style-type: none"> <li>• Heating and ventilation maintenance</li> <li>• Fire alarm system</li> </ul>
Honiton Allhallows Pavilion and Tool shed	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> </ul>
Honiton Blackdown House	<ul style="list-style-type: none"> <li>• Electrical – PAT test</li> <li>• Automatic doors</li> <li>• CCTV</li> <li>• Intruder alarm</li> <li>• Fire alarm system</li> <li>• Lifts (quarterly)</li> <li>• Heating and ventilation maintenance</li> <li>• Generator</li> <li>• Fire extinguishers</li> </ul>
Honiton East Devon Business Centre	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Automatic Doors</li> <li>• Intruder alarm</li> <li>• ZIP boilers</li> <li>• Fire alarm system</li> <li>• Heating and ventilation maintenance</li> </ul>
Honiton King Street PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Honiton Lace Walk PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Honiton Leisure Centre	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Emergency lighting system</li> <li>• Heating and ventilation maintenance</li> </ul>
Honiton Swimming Pool	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> <li>• Automatic Doors</li> <li>• Gas fired boilers</li> <li>• Pool plant maintenance</li> <li>• Heating and ventilation maintenance</li> </ul>
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> <li>• Roller shutter door</li> <li>• Heating and ventilation maintenance</li> <li>• Intruder alarm</li> <li>• Fire Alarm</li> <li>• Lifts (biannually)</li> </ul>
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> <li>• Oil fired boilers</li> <li>• Heating and ventilation maintenance</li> </ul>
Seaton Hole PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Seaton Jurassic	<ul style="list-style-type: none"> <li>• Fire alarm system</li> <li>• Intruder alarm system</li> <li>• Automatic Doors</li> </ul>
Seaton Marsh Road PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Seaton Seafeld Gardener's Shed	<ul style="list-style-type: none"> <li>• Fire extinguishers</li> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Seaton Seafeld Garden Clock Tower	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (5 years)</li> </ul>
Sidford Changing Rooms	<ul style="list-style-type: none"> <li>• Heating and ventilation maintenance</li> <li>• Fire alarm system</li> <li>• Gas fired boilers</li> </ul>
Sidmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Heating and ventilation maintenance</li> </ul>

<b>Location</b>	<b>PPM And Compliance Works (October 2022 - February 2023)</b>
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• CCTV</li> <li>• Intruder alarm</li> <li>• Lifts (biannually)</li> <li>• ZIP boilers</li> <li>• Stage equipment inspection</li> </ul>
Sidmouth Manstone Depot	<ul style="list-style-type: none"> <li>• Fire alarm system</li> <li>• Intruder alarm</li> <li>• Heating and ventilation maintenance</li> </ul>
Sidmouth Port Royal PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Sidmouth Swimming Pool	<ul style="list-style-type: none"> <li>• Gas fired boilers</li> <li>• Heating and ventilation maintenance</li> <li>• Emergency lighting system</li> <li>• Pool plant maintenance</li> </ul>
Sidmouth Triangle PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>

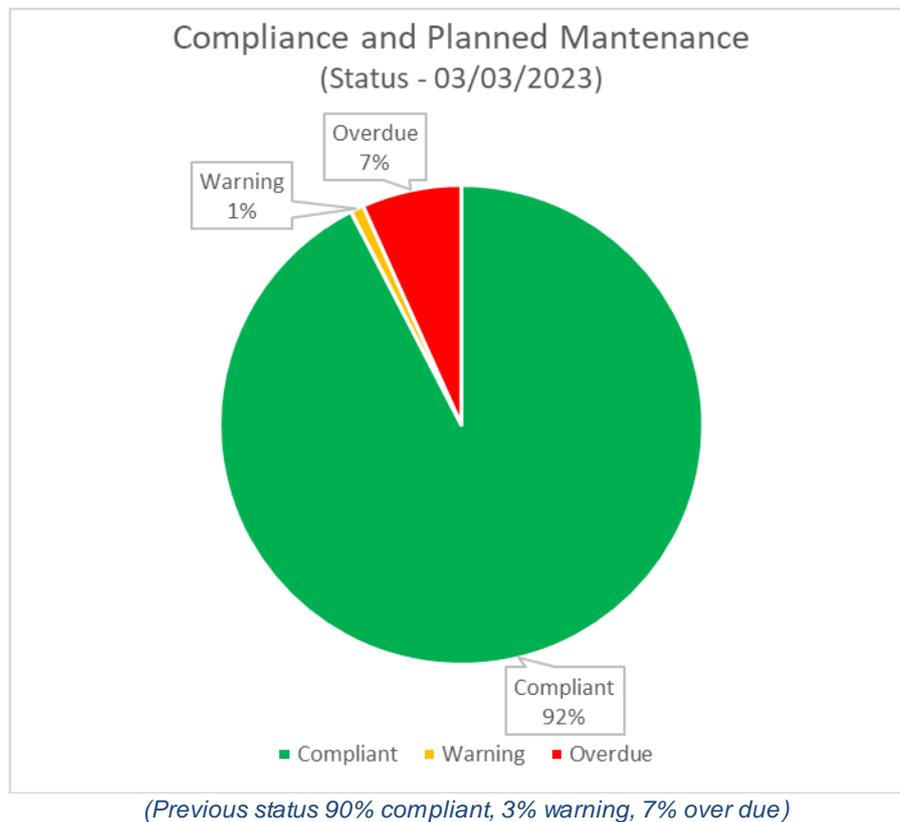
1.5 A summary of planned preventive maintenance (PPM) and compliance works planned over the next few months is shown in the table below.

<b>Location</b>	<b>PPM and Compliance Works (March 2023 - June 2023)</b>
Axminster Leisure Centre	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Automatic doors</li> <li>• Emergency lighting system</li> <li>• Heating and ventilation maintenance</li> <li>• Fire escape stairs</li> </ul>
Broadclyst Leisure Centre	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Emergency lighting system</li> <li>• Mansafe system</li> <li>• Mansafe Harness</li> <li>• Electrical – fixed wiring (3 years)</li> <li>• Heating and ventilation maintenance</li> </ul>
Colyton Dolphin St Carpark PC	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> </ul>
Colyton Leisure Centre	<ul style="list-style-type: none"> <li>• TMVs – showers, etc.</li> </ul>
Exmouth Camperdown Depot	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> <li>• Electrical – fixed wiring (3 years)</li> <li>• Fire extinguishers</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 system</li> <li>• Mansafe harness</li> <li>• Heating and ventilation maintenance</li> </ul>
Exmouth Manor Gardens Tool Shed	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (5 years)</li> <li>• Intruder alarm</li> </ul>

Location	PPM and Compliance Works (March 2023 - June 2023)
Exmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Automatic doors</li> <li>• Pumping stations</li> <li>• Pool plant maintenance</li> <li>• Lifts (Biannually)</li> <li>• Heating and ventilation maintenance</li> </ul>
Exmouth Pavilion	<ul style="list-style-type: none"> <li>• Emergency lighting systems</li> <li>• Ductwork</li> <li>• Automatic doors</li> <li>• Heating and ventilation maintenance</li> </ul>
Exmouth Queens Drive PC	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 years)</li> </ul>
Exmouth Queens Drive Space Bar	<ul style="list-style-type: none"> <li>• Fire extinguishers</li> </ul>
Exmouth Station PC	<ul style="list-style-type: none"> <li>• Emergency lighting system</li> </ul>
Exmouth Town Hall	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• CCTV</li> <li>• Emergency lighting system</li> <li>• Heating and ventilation maintenance</li> <li>• Lifts (Biannually)</li> <li>• Fire escape stairs</li> <li>• Roof guardrails</li> </ul>
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> <li>• Heating and ventilation maintenance</li> <li>• Ductwork</li> </ul>
Honiton Allhallows Pavilion and Tool Shed	<ul style="list-style-type: none"> <li>• Asbestos survey – 2 yearly</li> <li>• Intruder alarm</li> </ul>
Honiton Blackdown House	<ul style="list-style-type: none"> <li>• Assistance alarm</li> <li>• Ductwork</li> <li>• Lifts (Quarterly)</li> <li>• Heating and ventilation maintenance</li> <li>• ZIP boilers</li> <li>• Emergency lighting system</li> </ul>
Honiton East Devon Business Centre	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Fire extinguishers</li> <li>• Emergency lighting system</li> <li>• Heating and ventilation maintenance</li> </ul>
Honiton King Street PC	<ul style="list-style-type: none"> <li>• Ductwork</li> </ul>
Honiton Lace Walk PC	<ul style="list-style-type: none"> <li>• Asbestos survey – 3 yearly</li> </ul>
Honiton Leisure Centre	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Heating and ventilation maintenance</li> </ul>
Honiton Swimming Pool	<ul style="list-style-type: none"> <li>• Asbestos survey – 3 yearly</li> <li>• Pumping station</li> <li>• Pool plant maintenance</li> <li>• Ductwork</li> <li>• Heating and ventilation maintenance</li> </ul>
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> <li>• Gas fired boiler</li> <li>• Heating and ventilation maintenance</li> </ul>
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Heating and ventilation maintenance</li> </ul>
Seaton Jurassic	<ul style="list-style-type: none"> <li>• Fire extinguishers</li> </ul>

Location	PPM and Compliance Works (March 2023 - June 2023)
Seaton West Walk PC	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Pumping stations</li> </ul>
Sidford Changing Rooms	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Heating and ventilation maintenance</li> </ul>
Sidmouth Coburg Gardeners Groundsman Shed	<ul style="list-style-type: none"> <li>• Electrical – fixed wiring (3 yearly)</li> </ul>
Sidmouth Connaught Gardens PC	<ul style="list-style-type: none"> <li>• Emergency lighting systems</li> </ul>
Sidmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Ductwork</li> </ul>
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> <li>• Fire alarm system</li> <li>• Fire escape stairs</li> </ul>
Sidmouth Manstone Depot	<ul style="list-style-type: none"> <li>• Heating and ventilation maintenance</li> </ul>
Sidmouth Swimming Pool	<ul style="list-style-type: none"> <li>• Ductwork</li> <li>• Pool plant maintenance</li> </ul>

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



- 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

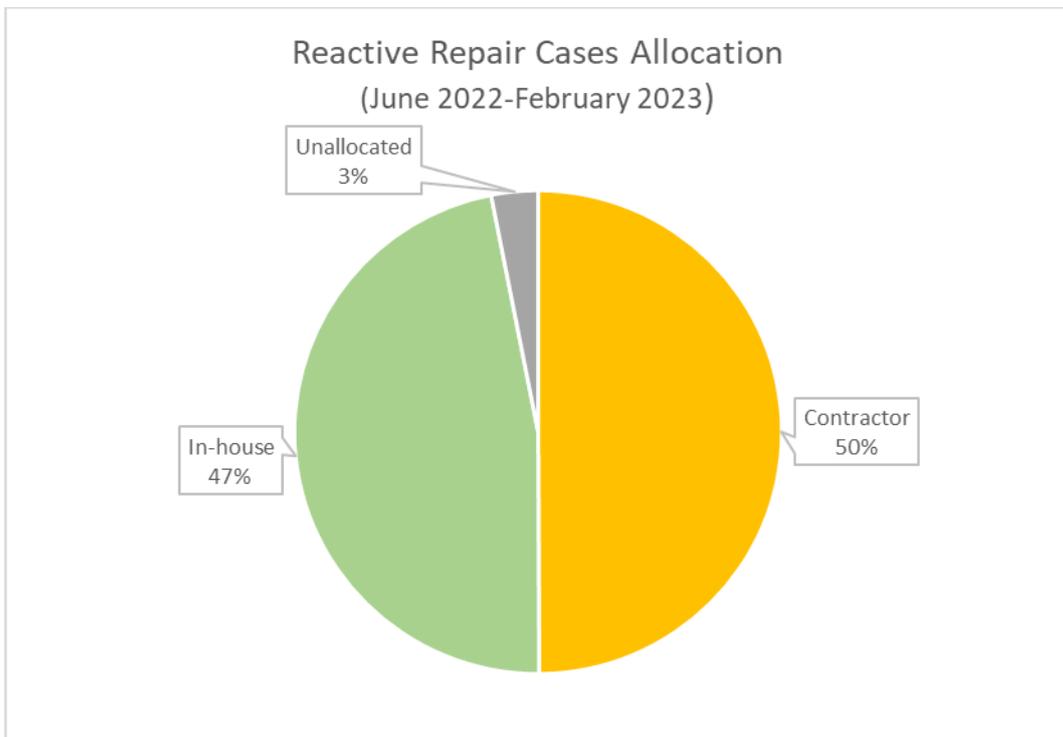
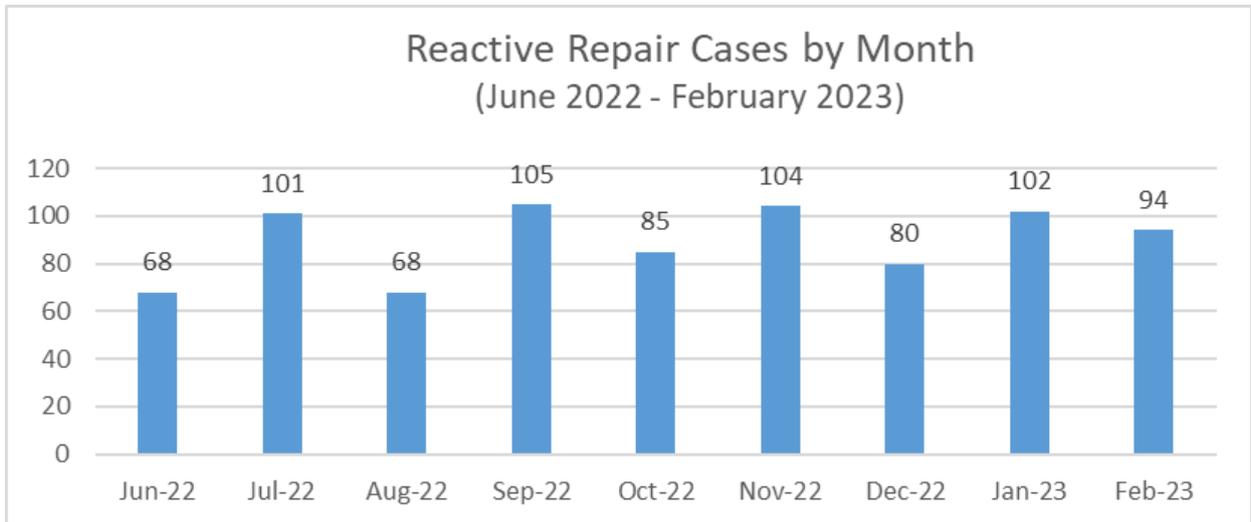
Overdue figures include work that may have already been undertaken but paperwork/certification is still to be issued/received.

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
Axe Visitor Centre	Electrical upgrade	Completed
Exmouth Deckchair Store	Roof repairs and environmental clean	Completed
Exmouth Leisure Centre	Replacement of gym lighting	Completed
Exmouth Pavilion	Floor maintenance	Completed
Exmouth Pavilion	External door replacement	Completed
Exmouth Pavilion	Alterations to roof drainage	Completed
Honiton East Devon Business Centre	Security improvements	80% complete
Honiton Thelma Hulbert Gallery	Insurance claim, ceiling repair	80% complete
Manstone Depot	Security improvements to Parking Store	Completed
Ottery Leisure Centre	External door replacement	Completed
Seaton Jurassic	Latent defects – M&E	Completed
Sidmouth Connaught Gardens PCs	Installation of baby change table	Completed
Sidmouth Connaught Gardens PCs	Handwashing solution to replace obsolete Wallgate units	Completed
Sidmouth Connaught Gardens Shelter 1B	Roof and wall repairs	Completed
Sidmouth Normal Lockyer Observatory	External repairs and redecorations	80% complete

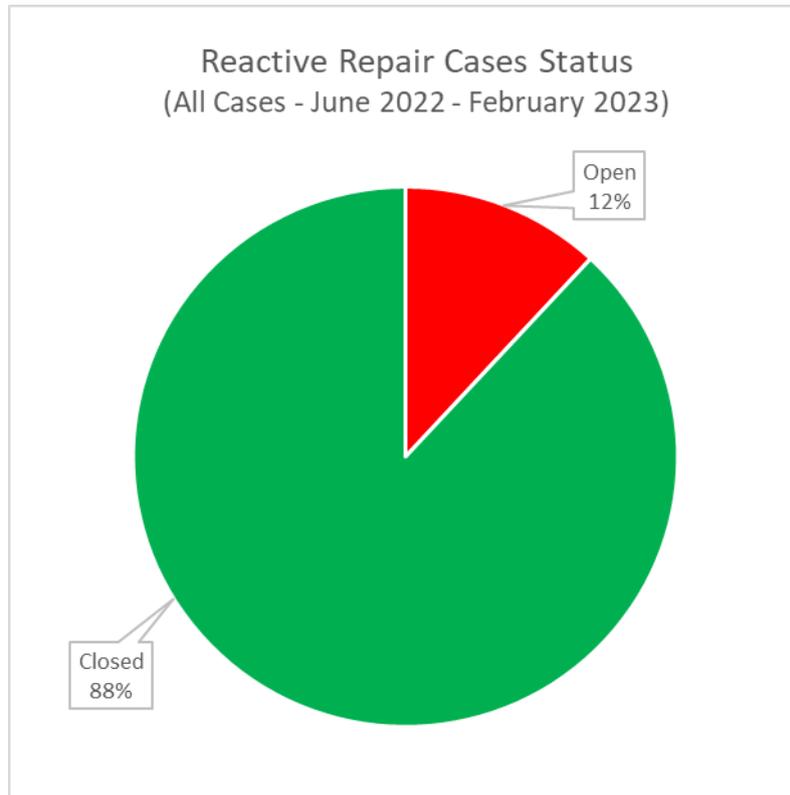
1.8 A summary of reactive jobs by property and allocation for the period June 2022 to September 2022 is shown in the table below.

Month	Reactive Jobs (allocation)			Total
	Contractors	In-house	Unallocated	
June 2022	41	27	0	68
July 2022	57	44	0	101
August 2022	41	26	1	68
September 2022	64	38	3	105
October 2022	55	25	5	85
November 2022	58	44	2	104
December 2022	47	27	6	80
January 2023	32	65	5	102
February 2023	38	52	4	94
<b>Totals</b>	<b>433</b>	<b>348</b>	<b>26</b>	<b>807</b>
<b>% by allocation</b>	<b>50%</b>	<b>47%</b>	<b>3%</b>	<b>100%</b>

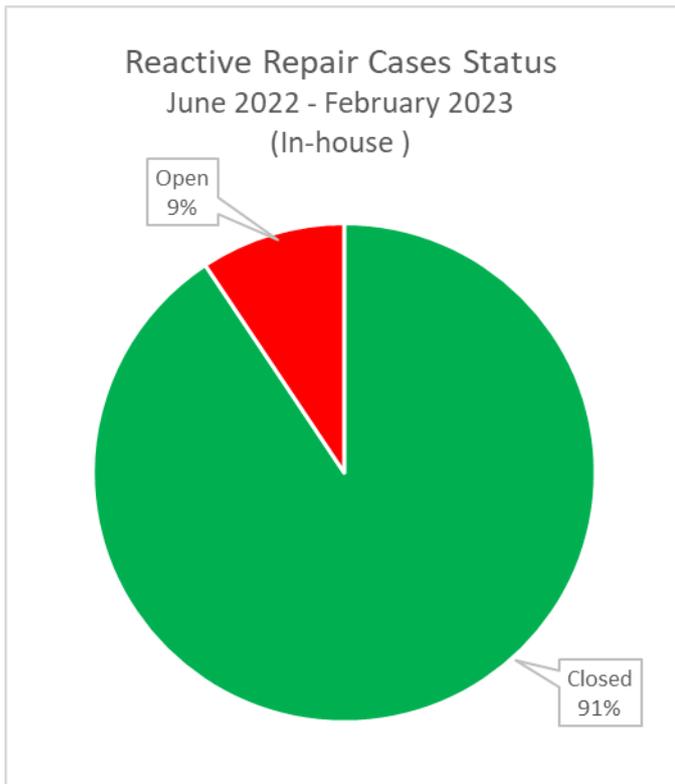


*(Previous split (June-September 2022) Contractor 51%, In-house 49%, Unallocated 0%)*

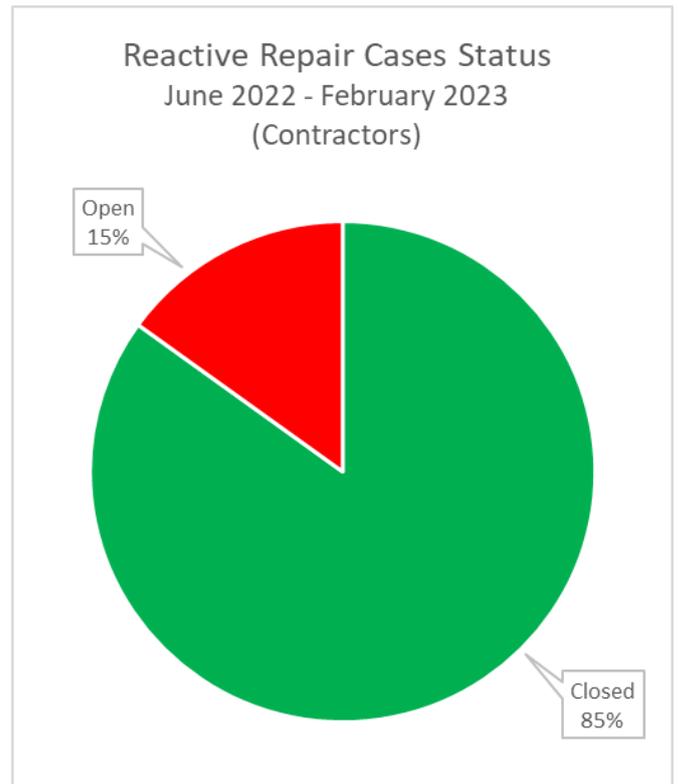
1.9 The status of reactive work for the period June 2022 to February 2023 is shown below.



*(Previous status: Open 11%; Closed 89%)*

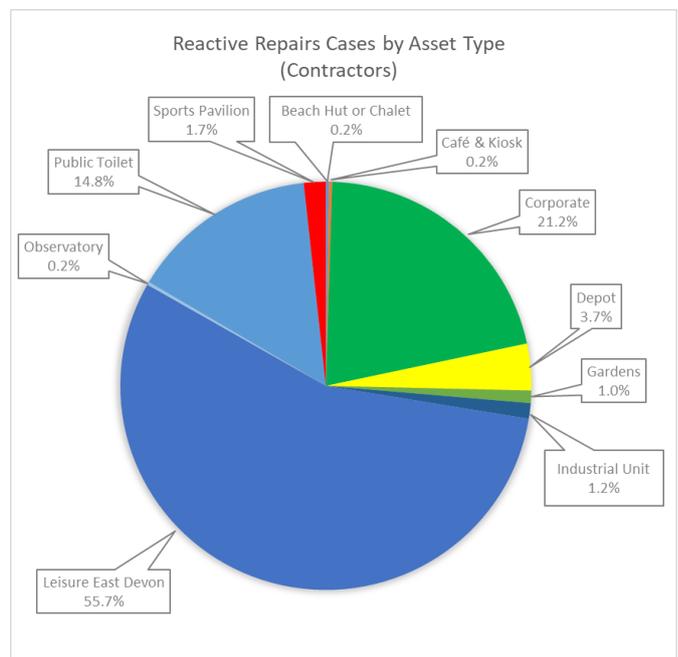
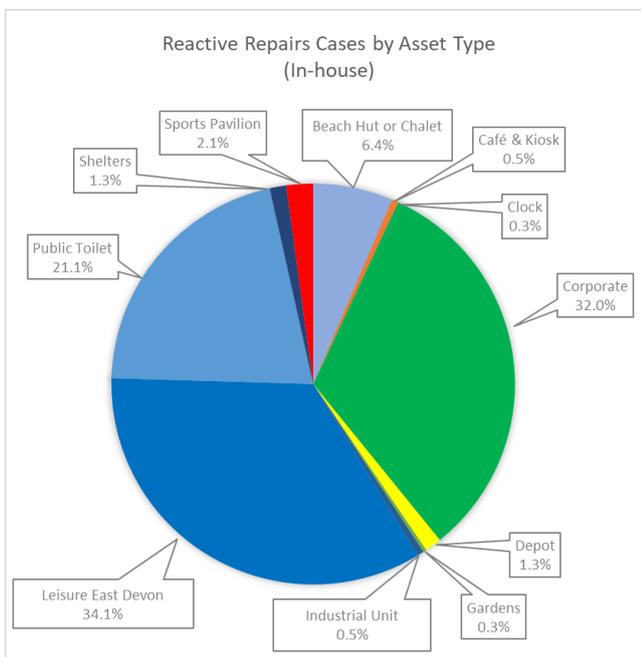
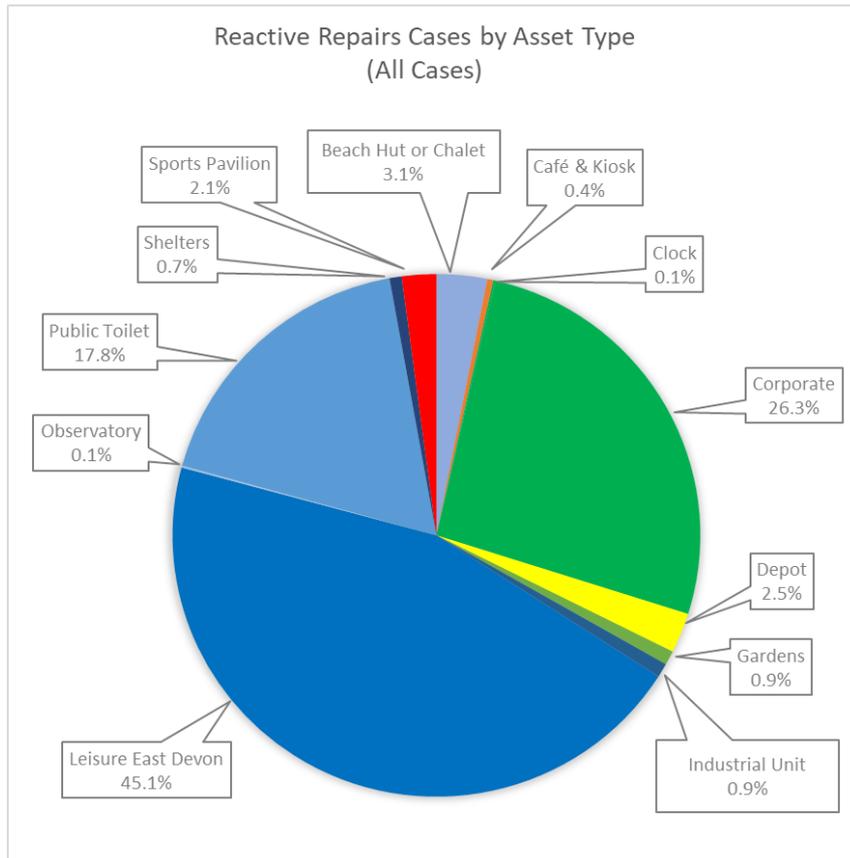


*(Previous status: Open 14%; Closed 86%)*



*(Previous status: Open 7%; Closed 93%)*

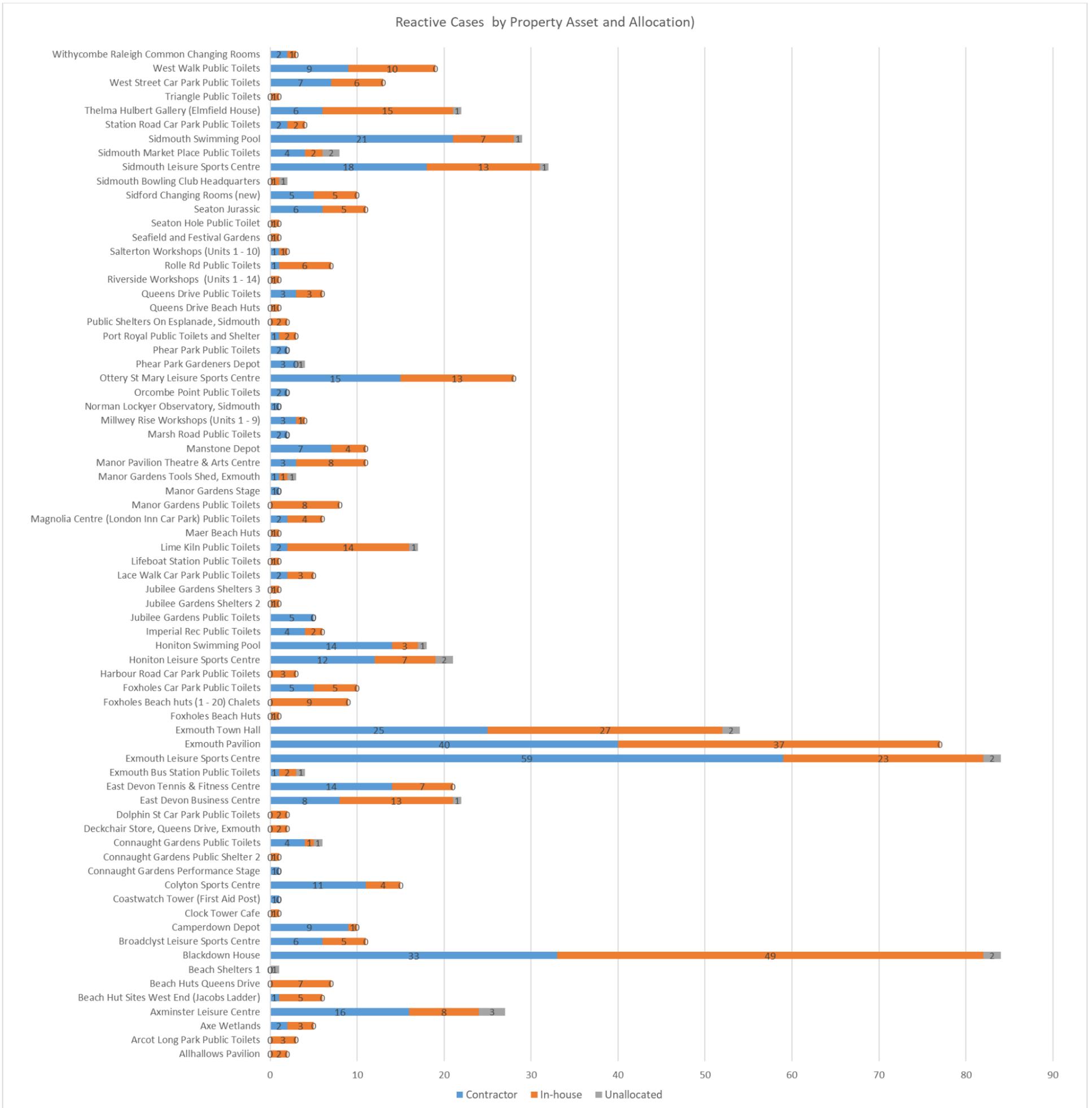
1.10 The distribution of reactive work by Asset type and allocation is shown in the chart below.



Worth noting:

- Accumulative reactive work on LED managed assets is 45.1% of the total work, was 42.4%, a 2.7% increase.
- More than half of the reactive work by contractors is in LED managed properties, 55.7%, was 51.4%, a 4.3% increase.
- Most of the reactive work by the in house team is in corporate properties, currently at 65.9%, was 67%, a 1.1% decrease.

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



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	Completed, snagging to be done.
Replacement sports hall store cupboard doors.	2020/21	Broadclyst, Ottery and Sidmouth Leisure Centres	£35,500.00	2022/23	Completed.
Refurbishment and improvement works	2022/23	Exmouth Pavilion	£352,000.00	2023/24	Design completed, progressing tender documentation to enable tender.
Roof Replacement	2022/23	Broadclyst LC	£575,575.00	2023/24	Tendered, ready to appoint contractor, put on hold due to dual use agreement review.
		Ottery St Mary LC		2022/23	Completed
FRA remedial works	2022/23	Axminster LC	£431,000.00	2023/24	Fire alarm and emergency lighting works tendered; order placed for the most urgent work.
		Broadclyst LC		2023/24	
		Colyton LC		2023/24	Compartmentation work being tendered.
		Exmouth East Devon Tennis Centre		2023/24	
		Exmouth LC		2023/24	
		Exmouth Pavilion		2023/24	Likely to be over budget, but scope can be reduced accordingly.
		Honiton LC		2023/24	

		Honiton Swimming Pool		2023/24	
		Ottery St Mary LC		2023/24	
		Sidmouth LC		2023/24	
		Sidmouth Swimming Pool		2023/24	
Floor repairs and replacement	2022/23	Axminster LC	£364,550.00	2022/23	Completed
		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	Completed.
		Sidmouth LC		2023/24	To be tendered.
Swimming pool plants repairs and replacement.	2022/23	Exmouth Swimming Pool	£126,500.00	2022/23	Completed.
		Honiton Swimming Pool		2022/23	Completed.
		Sidmouth Swimming Pool		2022/23	Completed.
Extractor fans, AC, AHU upgrades and refurbishment	2022/23	Axminster LC	£172,500.00	2023/24	To be tendered
		Colyton LC		2023/24	Order placed, more to be ordered
		Exmouth East Devon Tennis Centre		2023/24	To be tendered
		Exmouth LC		2023/24	Order placed, more to be ordered
		Exmouth Pavilion		2023/24	To be tendered
		Honiton LC		2023/24	To be tendered
		Ottery St Mary LC		2023/24	Some work already completed, Order placed, more to be ordered
		Sidmouth Swimming Pool		2023/24	Order placed, more to be ordered

Pool Energy Management System	2022/23	Honiton Swimming Pool	£62,500.00	2022/23	98% Completed, final tuning to be done.
		Exmouth Swimming Pool		2022/23	98% Completed, final tuning to be done.
		Sidmouth Swimming Pool		2022/23	98% Completed, final tuning to be done.
Cold Water Storage Tank	2022/23	Exmouth Swimming Pool	£21,000.00	2022/23	Tender documentation being produced.
Stage Equipment Remedials and Improvements	2022/23	Exmouth Pavilion	£56,500.00	2023/24	To be tendered. Total funding £56,500 includes Sidmouth Manor Pavilion. To be combined with other work at this site.
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	Completed.
Corporate Property External Fabric and Roof Works	2022/23	Various Corporate Sites	£448,500.00	2022/23	70% completed. Phase 1, 2 and 3 ongoing. Phase 4 being tendered.
FRA Works	2022/23	Various Corporate Sites	£104,000.00	2022/23	Tender documents completed, being tendered.
Replacement of Tool Shed	2022/23	Exmouth Manor Gardens	£22,500.00	2022/23	Contractor appointed.
Renewal of Render of External Walls, External decorations	2022/23	Colyton Dolphin Street Toilets	£25,000.00	2023/24	On hold, due to toilet review possible disposal/transfer.
Rebuilding of Retaining Wall	2022/23	Mini Site No. 3, Durham Way	£101,000.00	2022/23	Contractor appointed, delay on site due to access issues.

1.13 A summary of capital projects proposals for the new financial year 2023-2024.

Property	Detailed Description	Justification	Estimated budget	Update / comment
Exmouth East Devon Tennis Centre	Roof replacement over courts 1-4; overlay the existing with new or apply waterproofing coating system on existing.	The roof coverings are in excess of 25 years old and over its design life. A recent inspection showed extensive signs of failure, consisting of failure of the plastisol coating on the metal profile sheets leading to corrosion. The issue manifests all throughout the roof, isolated repairs will not be cost effective, nor will address the issues efficiently. The roof leaks during long periods of wet weather.	£597,500.00	Project supported by Budget Setting and Capital Allocations Panel 05/12/2022. Funding expected to be made available in the new financial year.
Exmouth East Devon Tennis Centre	Replacement of existing indoor tennis carpet surface, courts 1-4	The indoor tennis playing carpet surface has reached the end of its design life (approx. 10-15 years depending on use) and is showing signs of wear and tear. The carpet surface is thinning in areas may tear in the short term. The surface grip has considerable wear and will lead to an increase in slips and falls, and possibly injuries. Therefore an increased H&S risk and liability.	£194,500.00	Project supported by Budget Setting and Capital Allocations Panel 05/12/2022. Funding expected to be made available in the new financial year.
Sidmouth Manstone Workshops	Overlay existing carpark	The existing carpark surface is breaking up and there is loose material throughout. The current condition is hazardous for both vehicles and pedestrians. Both tenants and customers have been complaining for years about the carpark surface being slippery and unsafe. Earlier in the year, a user of the facilities slipped walking on the carpark and injured herself to the extent that the emergency services had to be called.	£73,000.00	Project supported by Budget Setting and Capital Allocations Panel 05/12/2022. Funding expected to be made available in the new financial year.
Sidmouth Manor Pavilion Theatre	Replacement of existing fire escape steps including altering existing to comply with current regulations.	The metal fire escape steps are showing signs of extensive corrosion and will need to be replaced. In their current state, they are an H&S risk.	£32,000.00	Project supported by Budget Setting and Capital Allocations Panel 05/12/2022. Funding expected to be made available in the new financial year.

Property	Detailed Description	Justification	Estimated budget	Update / comment
Exmouth Pavilion Theatre	Recovering of flat roof areas, including upgrading the roof's thermal performance where possible.	The single ply roof coverings are beyond their design life and it shows. Age circa 20 years. There have been numerous isolated repairs and the covering material is becoming brittle in places.	£280,000.00	Project NOT supported by Budget Setting and Capital Allocations Panel 05/12/2022.
Exmouth Pavilion Theatre	Overhauling existing pitched roof areas, including new felt, battens, 70/30% new/reuse slate, insulation, etc.	The roof does not appear to be leaking, however it is estimated to be over 25 years old and it will make sense to overhaul it at the same time as the flat roof areas.	£110,500.00	Project NOT supported by Budget Setting and Capital Allocations Panel 05/12/2022.
Honiton Leisure Centre	Surface water drainage improvements to prevent flooding.	The existing soakaways are no longer effective, particularly during prolonged rainfall. There is a risk of flooding and floodwater getting into the building causing damage and service interruption.	£25,500.00	Project supported by Budget Setting and Capital Allocations Panel 05/12/2022. Funding expected to be made available in the new financial year.
Sidmouth Jacobs Ladder Beach Huts	Replacement of existing roof	The 24 beach huts at Jacobs Ladder are beyond their design life. Constructed c. 1994, nearly 30 years old, the beach huts require considerable regular repairs, particularly at the start of the season and then lighter repairs throughout the season. The beach huts are popular with users and there is a waiting list. They provide an income stream to the council and their failure will affect this asset income potential.	£240,000.00	Project supported by Budget Setting and Capital Allocations Panel 05/12/2022. Funding expected to be made available in the new financial year.
Exmouth Foxhole Chalets	Replacement of existing roof with new. Removal and disposal of existing, new roof.	The existing roof is over 25 years old and has reached the end of its design life. The metal roof sheets and roof structure are showing signs of excessive corrosion, which has led to numerous leaks.	£134,500.00	Project supported by Budget Setting and Capital Allocations Panel 05/12/2022. Funding expected to be made available in the new financial year.

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**Financial implications:**

There are no financial implications identified in this report and works are within existing approved budgets.

**Legal implications:**

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