

Agenda for Asset Management Forum Monday, 4th December, 2023, 9.30 am

Members of Asset Management Forum

Councillors: P Arnott, O Davey, M Hall, P Hayward (Chair) and T Olive

Venue: online via zoom

Contact: Debbie Meakin;

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(or group number 01395 517546)

Tuesday, 21 November 2023; reissued 24 November 2023



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This meeting is being recorded for subsequent publication on the Council's website and will be streamed live to the [East Devon District Council Youtube Channel](#)

- 1 Public speaking
Information on [public speaking](#) is available online
- 2 Notes from the previous meeting on 19 June 2023 (Pages 3 - 8)
To agree the minutes of the previous meeting.
- 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 Place and Prosperity update (Pages 9 - 12)
- 8 Estates Team update (Pages 13 - 15)
- 9 Exmouth Placemaking update (Pages 16 - 48)
- 10 Property and FM Team update (Pages 49 - 70)
- 11 Portfolio Overview (Pages 71 - 79)

12 Asset Management Plan

Presentation from the Assistant Director – Place, Assets & Commercialisation

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[Decision making and equalities](#)

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EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Asset Management Forum held online via zoom on 19 June 2023

Attendance list at end of document

The meeting started at 10.35 am and ended at 1.10 pm

1 Public speaking

There were no public speakers.

Councillor John Health advised the Forum that the parish of Beer was still keen to explore asset transfer; and he was pleased that a meeting will be taking place in Beer during July on the long running transfer project. He also wanted to recognise the extensive work by local parish councillor Tim Stephens in the project.

2 Notes from the previous meeting

The notes of the previous meeting held on 13 March 2023 were agreed.

3 Declarations of interest

Minute 7

Cllr Hayward; Affects Non Registerable Interest: Employed as Clerk at Axminster Town Council

Minute 8

Cllr Hall; Affects Non Registerable Interest: Member of Exmouth Town Council

Cllr Davey; Affects Non Registerable Interest: Member of Exmouth Town Council

Minute 10

Cllr Barlow; Affects Non Registerable Interest: Member of Sidmouth Town Council

Cllr Hartnell; Affects Non Registerable Interest: Member of Seaton Town Council, Devon County Council, and local business owner in Seaton

Cllr Faithfull; Affects Non Registerable Interest: Member of Ottery St Mary Town Council

Cllr Hayward; Affects Non Registerable Interest: Employed as Clerk at Axminster Town Council

4 Matters of urgency

None.

5 Confidential/exempt item(s)

None.

6 Estates Team Update

The Forum received an update from the Estates Team, highlighting:

- Continued improvement in reducing active cases;
- Increase in rental income as cases completed, and as a result of renewal of leases for some beach and seafront kiosk sites;

- Work on renegotiation of management agreements on some dual use leisure sites;
- Demand for workshops remains high;
- Continued assessment to identify opportunities of the disposal of poorly performing assets.

Work for the team in the coming months will include a review of the EPC rating for assets, with a view to identifying those that needed improvement and may generate a wider discussion around that asset's future. The team expected a change to the ratings to further tighten the energy efficiency requirements and were proactively planning for this change. The result of this work would be reported to a future meeting of the Forum.

In response to questions, the target set for the previous year of an increase of 3.25% in rental income had been achieved. Changes in rent income levels occurred either when the tenancy changed, or at regular rent reviews. Sites that were vacant were small in number and typically related to works to develop or change the site. Voids between re-lets were short.

Dual use site management agreements were under negotiation in line with the recently agreed Leisure Strategy. The Forum were advised that many of the existing agreements were no longer fit for purpose in that they did not reflect the current usage. Discussion had to take place with other leaseholders (such as Devon County Council) and the school to reach a consensus on a revised agreement.

RESOLVED that the Forum noted the report.

7 **Place and Prosperity Framework**

The Forum has previously reviewed the existing Commercial Investment Framework to assess its fit alongside the aspirations of Members in supporting economic recovery after the pandemic.

The resulting draft framework, now named the Place and Prosperity Framework has now been prepared. This aligns to the Council Plan 2021-2023 and addresses the opportunity to have a single fund of approximately £20M investing as a first tranche borrowed from the Public Works Loan Board.

The fund would be used to invest in three broad categories which benefit the district as a whole:

- Service delivery
- Economic regeneration
- Preventative action

The draft Framework also included the draft scoring matrix.

Any investment opportunity that achieves the necessary score and indicative return would then be progressed to a dedicated group of officers, termed the Investment Assessment Group, which would comprise of:

- Director – Finance
- Director – Governance and Licensing
- Assistant Director – Place, Assets and Commercialisation
- Other relevant officers on a case by case basis.

Any Full Appraisal arising from this Group would go forward to an Investment Board with delegated power to agree funding up to £5M (£5M or more requires approval from Council) which is suggested should comprise of:

- Director – Finance
- Leader
- Portfolio Holder for Finance and Assets

That Board would need to agree unanimously on the project, following consultation with relevant Ward Members.

In discussing the Board makeup, the Forum agreed that it should also include the Portfolio Holder for Economy; as well as include consultation with other relevant Portfolio Holders as well as relevant Ward members.

The Forum also discussed the need to have in place the agility to act quickly on investment opportunities, which this framework would provide. Seeking approval through Council for investment opportunities below £5M could prove difficult to achieve in a short timescale, and therefore opportunities would be lost, as had happened in the past.

RESOLVED

1. that the Place and Prosperity Framework be updated to include the Portfolio Holder for Economy on the Investment Board, make more explicit that it includes consultation with relevant Portfolio Holders at the Full Appraisal stage but also with other Portfolio Holders as deemed necessary;
2. refer the amended Place and Prosperity Framework to the Overview Committee for consideration, and for the Portfolio Holder for Finance and Assets to make any subsequent amendments from that consideration before referring to Cabinet with onward recommendation to Council for adoption.

8 Progress Update on Placemaking in Exmouth Town and Seafront

The Forum received an update on Placemaking in Exmouth Town and Seafront, which covered a number of elements including the Placemaking Plan, and the Destination Exmouth project.

In addition to the report, the Forum were informed that WSP had now been appointed to take forward the placemaking plan. WSP were also part of the design team for the Destination Exmouth Gateway project so should therefore deliver synergies.

Debate and response to questions included:

- The bookings for the events space at Queen's Drive were single day events;
- The Destination Exmouth project was still at an early stage but would be developed within the funding awarded; an update would be sought from Devon County Council on the DfT payments. Members offered their support to put pressure on the DfT to release the payments;
- Commenting on the car park signage improvements, emphasis was made on both quality and appropriate nature of signage for all the Council's assets.

The Forum were advised that training for members in placemaking, delivered by external facilitators, would take place in September. This was intended to cover Cabinet, Asset Management Forum, and Placemaking in Exmouth Town and Seafront Group members in addition to other members who choose to attend this in-person training.

RESOLVED that the Forum noted the report.

9 **Place & Prosperity Team Update**

The Forum received an update on the following projects:

Seaton Jurassic

Negotiations continued but progress was being made

Public Toilets at Esplanade & Drill Hall, Sidmouth

Heads of terms were close to completion. Once done, the next stage would be for Rockfish to submit their planning application for the site.

Debate on this issue included:

- Welcomed development to improve that area of the town, which would provide excellent amenity value and help boost the economy of the town;
- Seeking assurance that adequate toilet provision was in place, as the current provision of approximately ten facilities would reduce to two under the Rockfish development. In response, the Forum were reminded of the changing places facility near the pool and advised that the terms for Rockfish included a financial incentive to ensure the toilet provision in that development was open for the summer season of 2024;
- The Portfolio Holder for Coast, Country and Environment would go back to Sidmouth Town Council to clarify their stance on the toilet provision, as he had been informed that the town council was in full agreement with the plan for toilet provision in that area.

Axe Valley Levelling UP funding bid

Work undertaken for the bid, which was unsuccessful, was still useful to help identify the validity of smaller projects that could be delivered. This included three employment sites for review of viability; as well as re-activating the decision to market the Seaton Moridunum site – now under active marketing.

Discussion took place on the likelihood of a third round of bidding, and how that impacted on a bid if some of the projects listed in the second round were no longer part of that process. The concern was raised that it might be harder to demonstrate the economic benefits to the wider area on the basis of the remaining projects, such as Seaton seafront development, which may be too weak on its own merit to attract funding.

In response, the Forum discussed the balance between waiting for a third round, and being able to deliver some smaller projects through other means. Other projects may also come forward that could form part of a third bid or an alternative bid. To date, there was no clear confirmation of the submission date, or the criteria of a third round under the Levelling Up bid process, although a third round was expected at some point.

Seaton Moridunum

As stated earlier, the site was now under active marketing and some interest in the site had been received.

Devon Place Urban Renewal Project

Board meetings for Axminster and Seaton were scheduled for July.

Depots Review

The review was a collaborative effort with the Streetscene service, in light of the changing demand of the service and the service aspirations. The Portfolio Holder for Coast, Country and Environment informed the Forum of some aspects of the review, including the need to have charging points for electric fleet vehicles.

Community Asset transfer

The expression of interest from Ottery St Mary Town Council was now before the Portfolio Holder for Finance and Assets for a decision.

RESOLVED that the report be noted.

10 **Property and FM Team Update Report**

The Forum received the detailed report on the planned preventative maintenance and compliance works undertaken between March and May 2023.

Works outside of the planned schedule were also detailed.

Reactive work on LED managed assets continued to be the largest proportion of the work at 42.22%.

In response to a question about the maintenance required at Blackdown House, the condition of the building was confirmed to be in good condition. The high level of maintenance requests related to the regular use of the building by staff, with many of the works undertaken by in-house staff.

In response to a question relating to a recent heating installation at Exmouth pool. This installation was undertaken by LED but information would be sought and provided to the councillor after the meeting; however the Forum were told about the work on all three pools sentry system on water circulation that had been successful in delivering energy savings for the pool running costs.

RESOLVED that the report be noted.

Attendance List

Councillors present:

P Hayward (Chair)
P Arnott
O Davey
M Hall

Councillors also present (for some or all the meeting)

I Barlow
M Chapman
P Faithfull
M Hartnell
J Heath
G Jung
M Rixson

Officers in attendance:

Tim Child, Assistant Director Place, Assets & Commercialisation
Rob Harrison, Senior Estates Surveyor
Gerry Mills, Project Manager Place & Prosperity (Exmouth)
Alison Hayward, Project Manager Place & Prosperity
Jorge Pineda-Langford, Principal Building Surveyor, Property & FM
Debbie Meakin, Democratic Services Officer

Councillor apologies:

N Hookway

Chair

Date:



Report to: Asset Management Forum

Date of Meeting 4 December 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 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.

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. DEPOTS REVIEW

1.1 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)

1.2 Following a successful procurement process, a team of consultants led by Sweco, have been appointed to undertake this review. Site visits and the data gathering exercise has been concluded and work is underway on considering options for delivery and future site requirements.

2. COMMUNITY ASSET TRANSFER

2.1 We have previously reported to Asset Management Forum on an Expression of Interest (first stage of an application) for a Community Asset Transfer that had been received from Ottery St Mary Town Council for the Land at Canaan and land within Millcroft, Ottery St Mary. The purpose of the report was to consult AMF as required within the Community Asset Transfer procedures.

2.2 The application and its implications were considered by officers and consultation took place with the relevant parties, as set out in the CAT procedure. The Council welcomed the Expression of Interest from the Ottery St Mary Town Council and would like to work with the Town Council to explore their ideas in further detail and consider how their aspirations might be achieved. However, the council also noted that there were a number of challenges for this council that the application presented, such as loss of car park income; retention of expensive assets to maintain; and the future investment in the play area and car park which needed to be explored and understood further.

2.3 The report to the Portfolio Holder, included four recommendations:

- a) to note the positive activities that the Town Council wishes to incorporate within the land concerned;
- b) to note the challenges that this council would face if a transfer of just the assets identified were to take place
- c) to invite the Town Council to meet with the council to discuss their aspirations for the land concerned and what options are available for achieving these with or without a transfer of ownership

- d) that reflecting the above recommendations, that the Town Council is therefore not invited at this stage to submit a Business Case for the transfer of these assets but that the discussions can shape how this opportunity might progress in the future.

2.4 These recommendations were approved and this has been communicated to Ottery St Mary Town Council. Following an internal meeting with a new colleague in the relevant service area next month, a meeting will be arranged with the Town Council for early in 2024.

3. SEATON JURASSIC

3.1 The council has now entered into Heads of Terms for the sale of the freehold of the Seaton Jurassic site to Seaton Tramway. The disposal was approved at the Full Council meeting on 18 October. Full Council has approved that the capital receipt will be reinvested in Seaton in projects relating to the natural environment and links between Jurassic Discovery and those other sites ensuring that the town benefits. The legal documents are being finalised for a target completion date prior to Christmas and the Tramway hopes to open the new facility ready for the 2024 visitor season. For further information, please see the press release issued: [13 October 2023 - Future of Seaton Jurassic Centre to be considered - East Devon](#)

4. PUBLIC TOILETS, ESPLANADE, & DRILL HALL, SIDMOUTH

4.1 See June AMF report for further background on this project.

4.2 The Council has entered into Heads of Terms with Rockfish to acquire this site. The legal agreements are currently being finalised. Rockfish submitted a planning application in August for both the Drill Hall site and the toilets site. There is a recommendation for approval with conditions, and this application will be determined on 21 November.

4.3 The timescales for delivery, subject to the lease being entered into would see the new toilets open in the summer 2024. The new restaurant would open in spring 2025.

5. SEATON AND AXMINSTER EMPLOYMENT SITES

5.1 We are currently reviewing the options for delivery of the employment sites in Colyford Road and Harepath Road in Seaton with a view to bringing forward a report to Cabinet in early 2024 for a decision on delivery. For the Cloakham Lawns site in Axminster, Urban Dynamics were appointed in early October and we hope to have a draft assessment on site options before Christmas with a report to Cabinet to follow in the new year.

6. SEATON MORIDUNUM

6.1 The marketing exercise for this site has now concluded. The council set out the assessment criteria for the bids that would secure a placemaking solution for the site, for example, by securing the walkway over any new development, similar to that which currently exists. The assessment criteria for bids included evaluating both a financial and a quality offer, this being: price; site proposals; and ability to deliver, with different weighting given to each. It was considered that the proposed use and ability to deliver was of greater priority than to secure the highest capital receipt. This would enable a wide range of organisations, including community organisations with the relevant skills, to come forward.

- 6.2 Following a 5 month marketing period, over the summer months, the 17 individuals/organisations that had directly expressed an interest in the site with the agent, were invited to bid on the basis of the assessment criteria. Unfortunately, the council did not receive any offers for the site by the closing date of 10 November.
- 6.3 Officers are now reviewing the potential options for the way forward with our marketing agents and will engage with the local ward members and Portfolio Holder before determining the next steps.
- 6.4 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. The licence agreement to enable their site safety barriers to be in place, along with a staircase access licence are in the process of being renewed.

7. DEVON PLACE URBAN RENEWAL PROJECT

- 7.1 The Renewal Boards for Axminster and Seaton have continued to meet on a quarterly basis throughout the year and progress on the list of projects identified within the Regeneration Strategies is discussed.
- 7.2 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.

Financial implications:

This is an update report with no new financial implications to highlight.

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 4 December 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

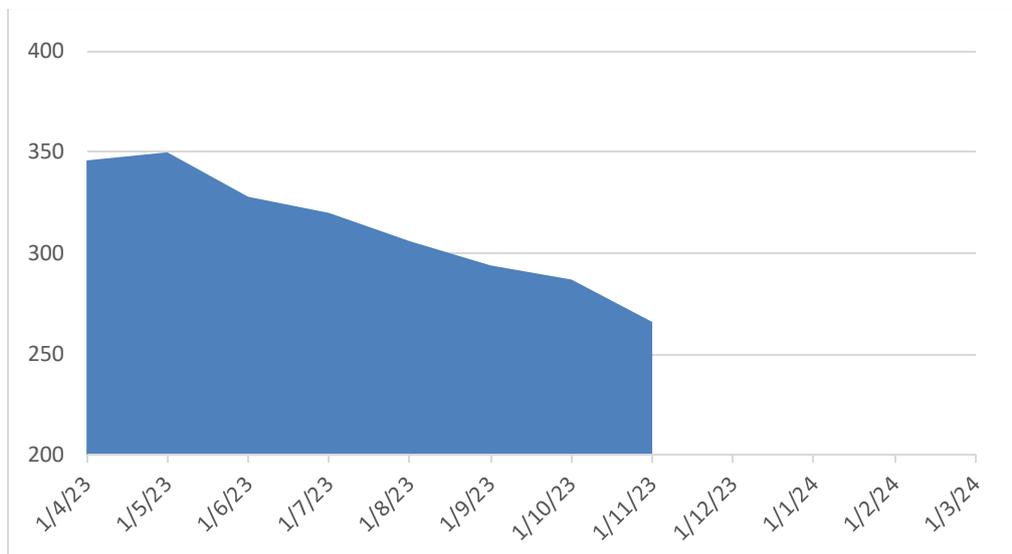
Link to [Council Plan](#)

Priorities (check which apply)

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

Report in full

1. With the team now at full strength the backlog of cases being dealt with by the team continues to fall. The chart below shows the reduction in overall cases with the team currently dealing with 266 Landlord & Tenant or Acquisition & Disposal cases in total.



This is a positive trend and allows the team to focus on more strategic management of the portfolio rather than being mainly reactive.

2. The team have recently concluded a number of lease renewals and rent reviews at Millwey Rise Industrial Estate in Axminster. The work has resulted in keeping the site fully occupied and increasing rental income from the units by around £11,000 per annum.
3. The team have been working with members of the Communications team to publish the new asset register document on the Council's website. Following a lengthy period of data analysis and checking, this document is now available to view.
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. Another annual project recently completed by the Team was the annual insurance valuation work which involved the revaluation of all of the Council's land and building assets (Including Housing Assets) with a combined reinstatement value of over £950. This is a significant piece of work and relies upon the skills of the RICS registered valuers in the team to undertake the valuation work required.

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 4th December 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 19th of June 2023.

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) gills@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..

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

Appendix A The Placemaking Strategy

Link to [Council Plan](#)

Priorities (check which apply)

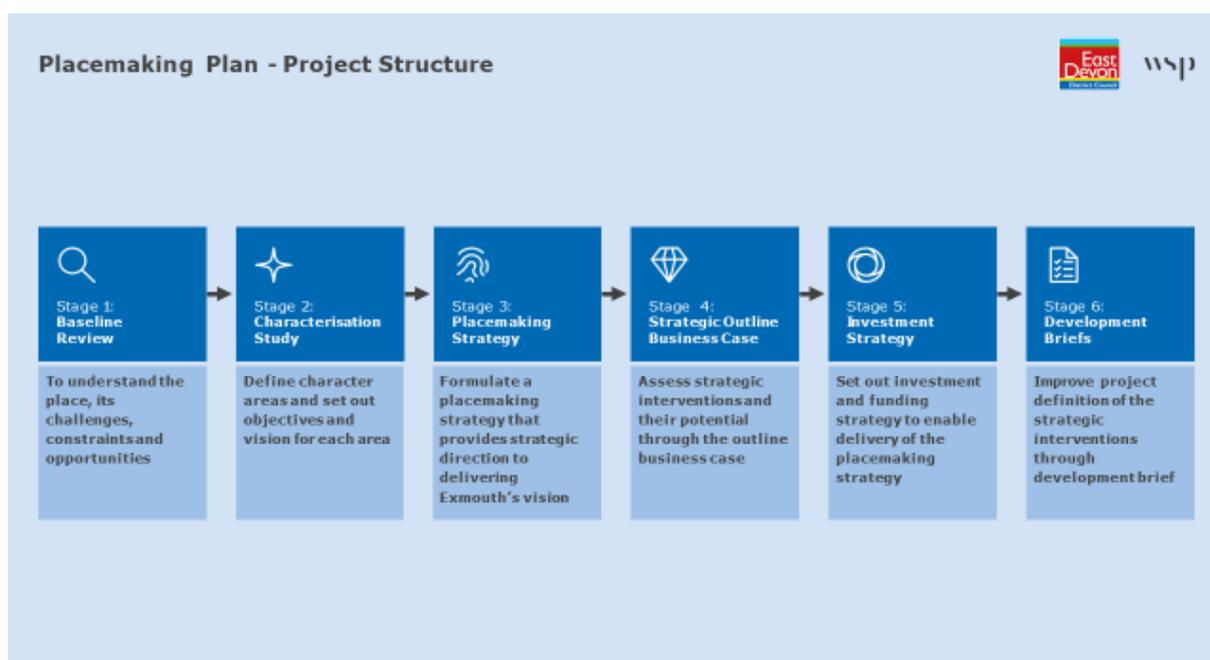
- Better homes and communities for all
- A greener East Devon
- A resilient economy

Report in full

1.1 Placemaking in Exmouth Town and Seafront Plan

- The Placemaking Plan is now in draft form and was presented Members to consider on the 7th of November 2023.

A visual Project Summary is shown below as a reminder.



The key tasks are set out below:

- Stage 1: Baseline Study and Benchmarking Report - the key objective of this is to collect and summarise - baseline information on existing site conditions, opportunities, and constraints to inform the emerging vision.

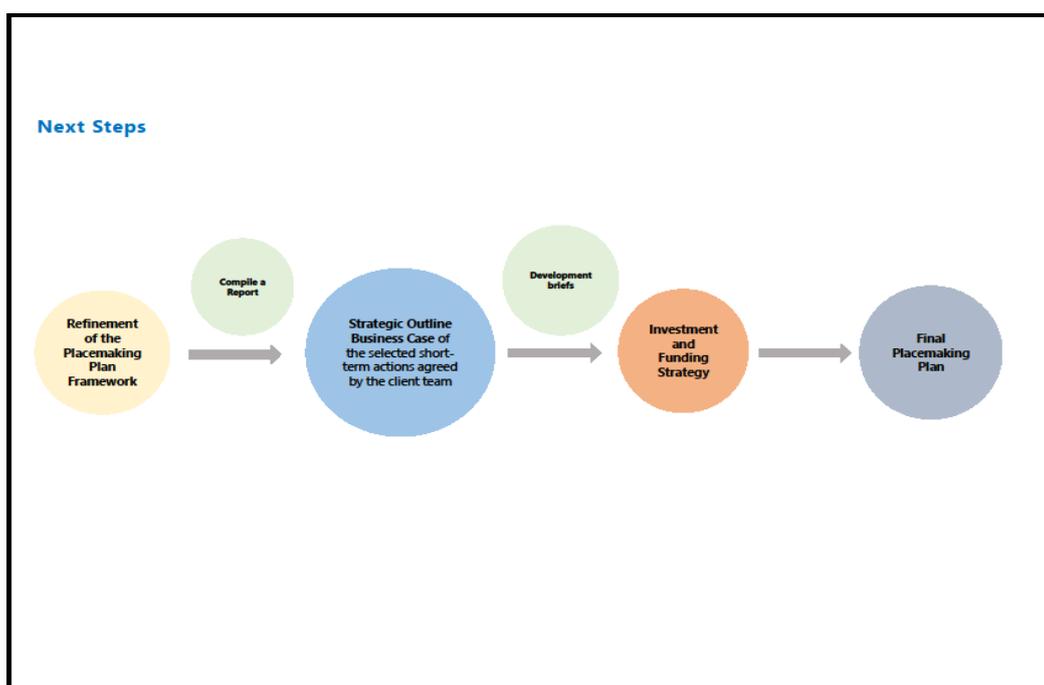
Complete

- Stage 2: Characterisation Study - the key objective of this is to analyse - baseline information on existing site conditions, opportunities and constraints to inform the emerging vision and placemaking opportunities. This included a half-day workshop, with stakeholders to test, validate and refine the emerging opportunities and placemaking requirements. The findings from this workshop will inform the vision-setting exercise.

Complete

- Stage 3: Placemaking Strategy - the key objective of this is to interpret the engagement outcomes and the vision and translate them into a placemaking strategy that makes the best use of the land and emphasises placemaking, infrastructure delivery and economic growth. As part of this stage a second half-day workshop was held on the 11th of September where we met with the previously engaged stakeholders and presented the refined objectives, design principles, and the emerging placemaking strategy to ensure their buy-in on the priority areas and the potential interventions.

In draft for consideration and recommendation to Cabinet to support the approach as set out in Appendix A The Placemaking Strategy.



1.2 General Update

- Additional car-park signage was installed in early November by Devon County Council supported by EDDC Parking colleagues.
- 97 events were scheduled take place on EDDC land in Exmouth from 1st of April 2023 until the 3th November, of these 95 events have been held in the Exmouth Town and Seafront area.
- We were unable to secure the carousel due to illness within the build team but simulator was provided as an alternative.

1.3 Levelling up Fund Bid – Destination Exmouth

- The project was renamed by Devon County Council as ‘Exmouth Active Travel Improvements’.
- The project, led by Devon County Council, is now gathering baseline data in preparation for developing the design for the Exmouth Gateway.
- A further consultation is planned the Autumn.

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.



Placemaking Plan for Exmouth Town and Seafront

10 October 2023

Contents

1. Identified challenges
2. Engagement Outcomes
3. Vision
4. Strategic Objectives and Actions
5. Next Steps

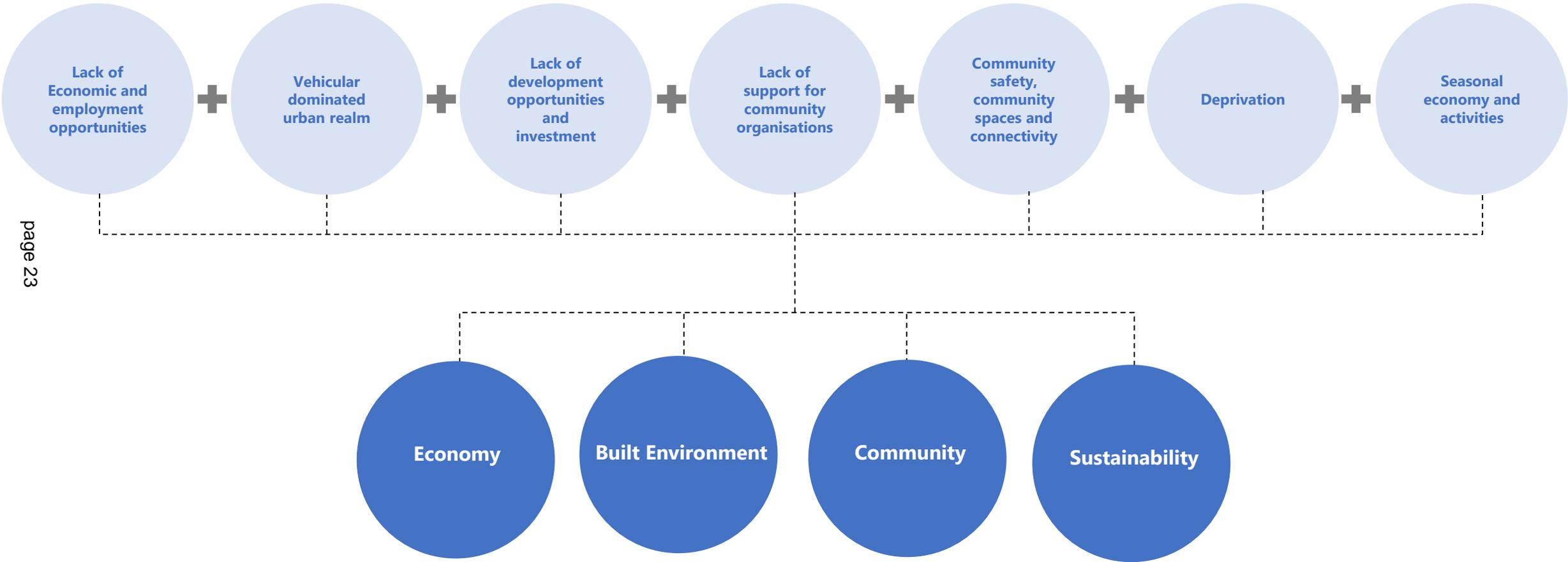
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1. Identified Challenges



Challenges



2. Engagement Outcomes

Engagement Summary – Workshop 1 – Vision Setting

Participants' Placemaking Definitions

A democratic way to make changes to Exmouth while celebrating Exmouth's identity as a great place to be. Improving what's already working and changing outdated uses by building on existing assets and activities and making the most of underused and key spaces.

Participants' Placemaking Examples

Connectivity and Accessibility: Near the thriving Exeter and Pebblebed Heath. Wheelchair access is good currently.

Public Realm: Flowers, Open spaces (Maer), Queens Drive Space, Parks

Multi-functional Places: Seafront, Ocean, leisure centre, Pavilion Theatre, Estuary cycle route/bird watching, Strand, Manor Park, Phear Park, Sideshore.

Socio-economic prosperity: A great place to 'be', hang out, enjoy. Tourism, food and drink, hotel and catering.

Harnessed Strategic Location: Natural beauty of the seafront (sandy beaches, water sports, bird watching, diversity of activities, South West host and hub for water sports).

Unlocking key sites: Magnolia Centre.

Sustainable Tourism: Wildlife, water sports.

Other Conversations

Something needs to happen, and soon: Multiple groups highlighted an urgency for development to begin and mentioned.

Exmouth is caught in a vicious cycle that hampers its development: Tourism increasing car domination >>> places continuing to be planned and designed for the car >>> unhealthy and unsafe environments >>>.

Exmouth needs to establish a virtuous cycle to help improve its development: Tourism leading to economic growth >>> places receiving increased investment >>> public realm, housing, and quality of life improvement >>>.



Engagement Summary – Workshop 2 – Placemaking

Common Placemaking Opportunities Identified



Pedestrian/cycling infrastructure: improvements to current paths, rerouting of paths to the marina, and more bike hire facilities.



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Cars: introduce park-and-ride facilities to reduce traffic/pollution, increase connectivity, encourage use of public transport, increased pedestrianised areas.



Signage: improved signage/information boards, better guidance on getting around, especially from the station.

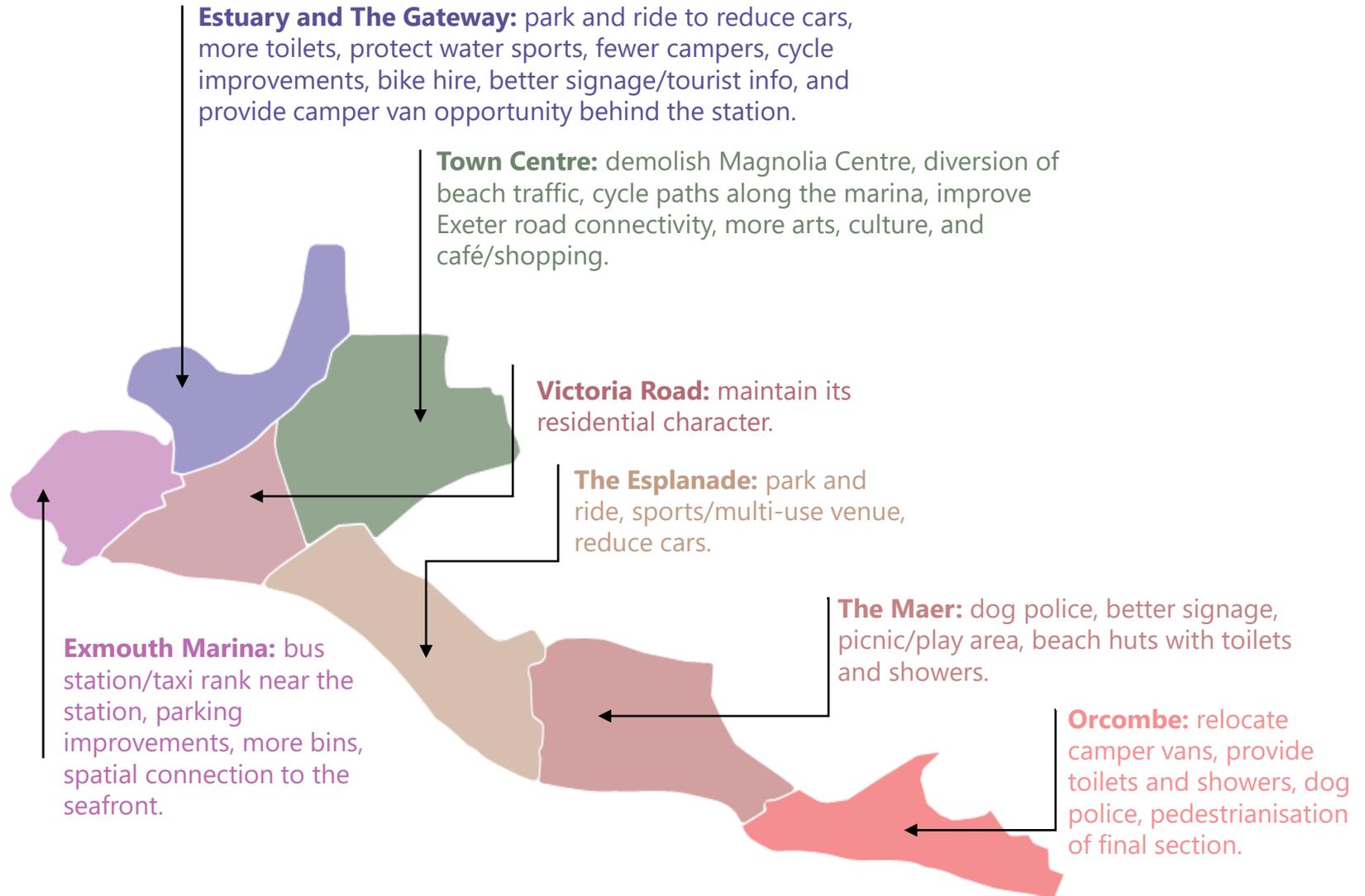


Leisure: attention to water sports/sports facilities, more green space and café/shopping opportunities, strategically placed camper van areas.

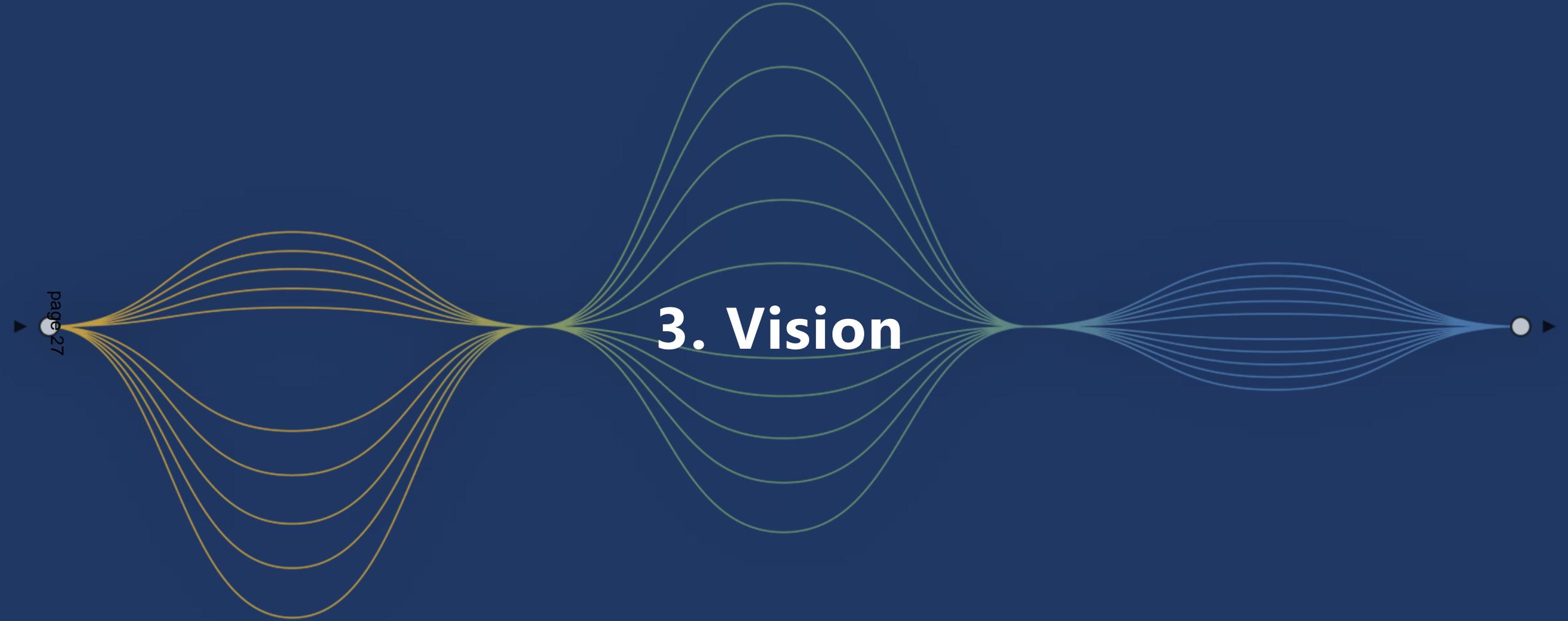


Look and feel: more bins, more toilets and shower facilities, 'dog police' to combat fouling.

Area Specific Opportunities Identified



3. Vision



EXMOUTH IS

The vision is centred on four key areas where the placemaking will positively impact across:



CREATIVE AND ENTERPRISING:

Drives economic growth, supports local businesses and encourages start-ups, curates the arts and culture, and benefits from a thriving daytime & evening economy.



GREEN, RESILIENT AND SUSTAINABLE:

Environmental conservation, increase biodiversity, responsible development, and reduced carbon footprint.



INCLUSIVE AND PROSPEROUS:

For creating safe, healthy, and accessible living environment, that is appealing to all, and fosters genuine sense of belonging.



THRIVING AND INDEPENDENT:

Develops and delivers infrastructure advancement, and tourism expansion, providing unique opportunities for the businesses to scale up and scale out.

4. Urban Design Framework

Emerging Placemaking Plan Framework



Emerging Placemaking Plan Framework



6. Strategic Objectives

01 | Harness availability of land for development and tourism opportunities

1. Harness land availability for development and tourism opportunities

1.1
Redefine the role and offer of the town centre. Enable repurposing of underutilised sites for other economic and employment activities.

1.2
Create opportunities for sports tourism along the seafront

1.3
Rationalise the use of surface car parks to maximise the availability of the land for other activities.

1.4
Transform Beach Gardens Car Park into a public space for temporary activities and cultural programming.

1.5
Repurpose the Pavilion Site for an improved sports facility.

1.6
Reimagine Foxholes car park into an arts and culture hub to provide facilities to cater for the needs of the visitors to the Orcombe.

1.7
Attract investment in training and skills facilities to increase employment opportunities at managerial/directorial levels in key sectors.

1.8
Identify and provide affordable business accommodation opportunities to increase occupancy rates in the town centre.



Repurpose existing buildings for additional economic development to revitalise the town centre.



Create an arts and culture hub, with facilities to support activity along the waterfront.



Create opportunities for sports tourism along water frontages.



Consulate existing carparking, to provide additional placemaking spaces at key nodes.

01 | Harness Land Availability for Development and Tourism Opportunities

Underutilised land along the seafront and within the town centre could be harnessed for development opportunities and tourism activities.

Objectives:

- *To reposition and diversify Exmouth's economy from seasonal tourism to a year-round active place with different recreational, leisure, and cultural offers.*
- *Maximise the use of land by reorganising activities and uses.*
- *Support the emerging entrepreneurial network and ecosystem through innovative collaboration and partnership opportunities.*
- *New activities – leisure centre, sports facility, cultural hubs, etc. will kick start the regeneration and repositioning of Exmouth.*
- *Create new employment and business opportunities.*

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02 | Connected and Continuous Public Realm to Strengthen the Relationship Between the Town Centre and the Seafront

2.
Connected and continuous public realm to strengthen the relationship between the town centre and seafront

2.1
Reorganise activities to create a public space at the station area to improve the sense of arrival.

2.1
Pedestrianize Queen's Drive between Foxholes Car Park and Orcombe Point, allowing emergency vehicles only.

2.3
Commission a signage strategy to improve the legibility of the town and the seafront.

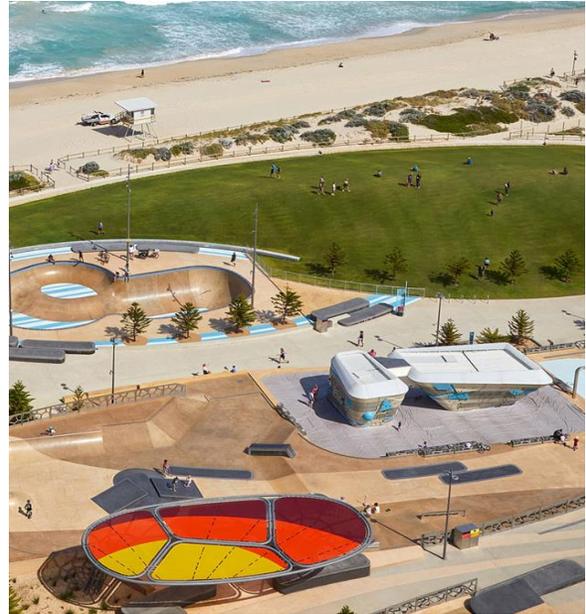
2.4
Create a sequence of public spaces within the town centre.

2.5
Improve the setting of the Methodist Church by redesigning the public realm to be pedestrian priority shared spaces.

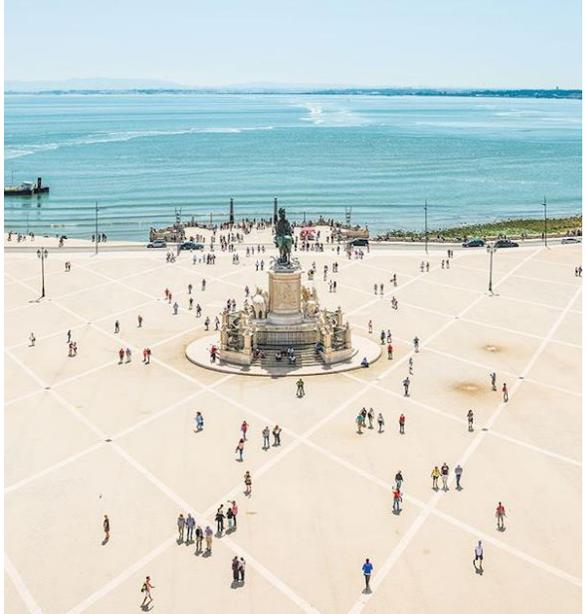
2.6
Provide information boards around The Maer Nature Reserve and other heritage assets, both built and landscape to promote and celebrate its rich local heritage.



Commission a signage strategy to improve the legibility of the town and the seafront.



Create a continuous public realm along the seafront to maximise space for pedestrians and cyclists.



Reorganise and create a public space at the station area to improve the sense of arrival.



Encourage and manage shop frontage design to achieve a co-ordinated approach to look and feel of the town centre.

02 | Connected and Continuous Public Realm to Strengthen the Relationship Between the Town Centre and the Seafront

2. Connected and continuous public realm to strengthen the relationship between the town centre and seafront

2.7 Redesign the Esplanade to shift the emphasis from road to public spaces by creating a promenade with high quality lighting, seating and planting.

2.8 Create a continuous public realm along the seafront to maximise space for pedestrians and cyclists.

2.9 Commission a comprehensive public realm design strategy focussing on materiality, street furniture, public facilities, beach huts, and lighting strategy.

2.10 Unlock the Pier Head Car Park to create a new public space for enjoyment of the seafront, creating a destination.

2.11 Provide drinking water, toilets and changing rooms all along the seafront.

2.12 Commission a shop-front design strategy to achieve a coordinated approach to the look and feel of the town centre.



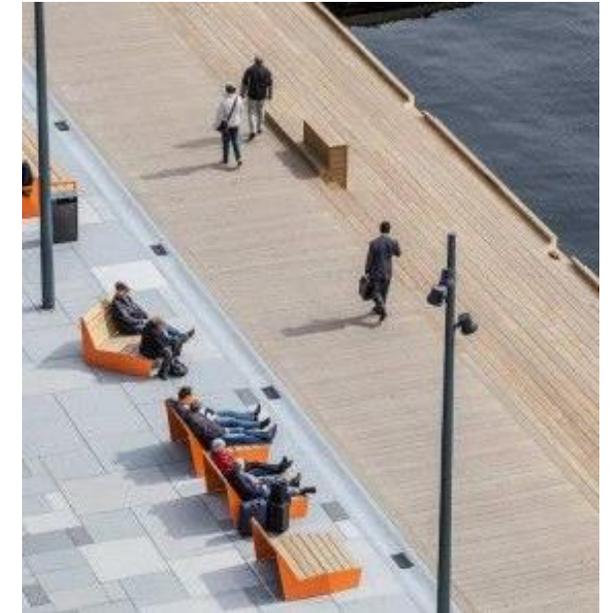
Pierhead carpark could be transformed into public space overlooking the sea.



Innovative and creative sculpture along the beach



High quality street lighting along the seafront promenade



High quality public space along the seafront

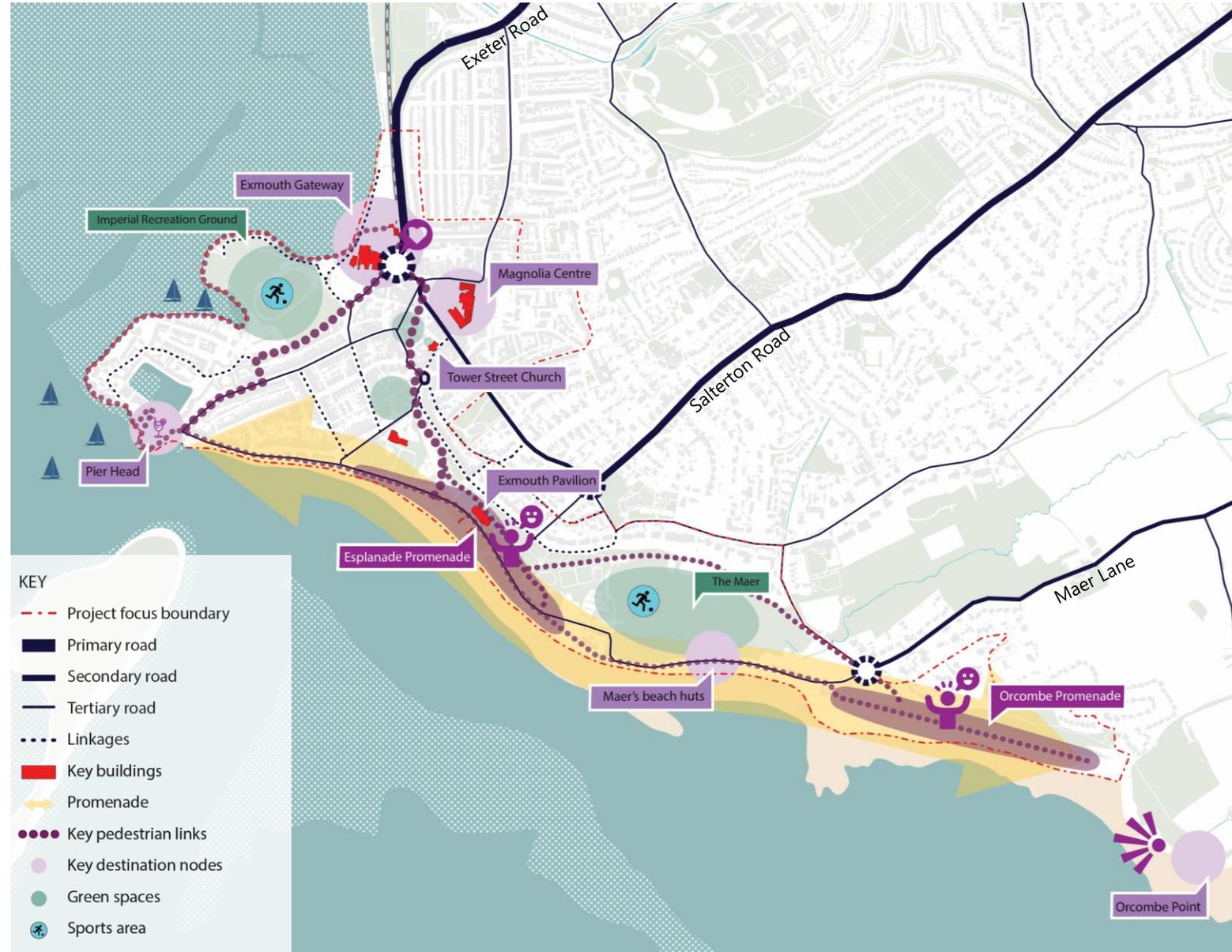
02 | Connected and Continuous Public Realm to Strengthen the Relationship Between the Town Centre and the Seafront

The public realm is the glue that holds the spaces together and improves the spaces' legibility, navigability and appeal. The disconnect between different character areas in Exmouth will be tackled with a high-quality public realm to enhance the community's sense of place and pride. It will transform Exmouth's seafront from a traditional to a 'modern' and 'contemporary' seafront.

Objectives:

- *Improve look, feel, and dwell time within the town centre and seafront.*
- *Improving the town's urban design and spatial structure to enhance legibility.*
- *Refining the place narrative and identity.*
- *Creating a safer, inclusive, enjoyable walking and cycling environment along the seafront.*
- *Create 'promenades' to increase footfall and revitalise economic activities.*

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03 | Activation and Meanwhile Activities and Events to Create a Year-round Interest.

3.
Activation and
meanwhile
activities and
events to create a
year-round
interest

3.1
Promote public art to complement the heritage buildings and to foreground arts and culture of Exmouth.

3.2
Promote evening events throughout the year, especially food focussed events that make use of the newly created seafront huts and other public realm and pedestrianised spaces.

3.3
Provide events infrastructure in appropriate locations to enhance the ease of setting up events.

3.4
Create opportunities for arts and culture by repurposing the existing assets, complementing them with new facilities and a curation strategy.

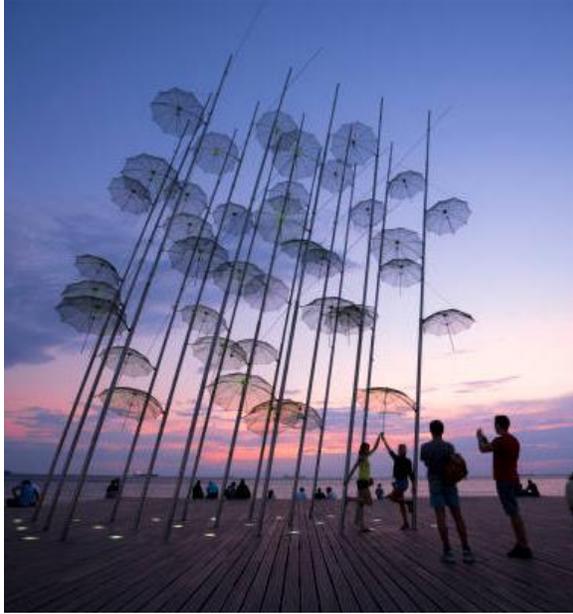
3.5
Identify opportunities that increase average daily visitor spend and encourage longer holiday duration.



Promote public art to complement the heritage buildings to foreground arts and culture of Exmouth.



Promote evening events throughout the year, especially food focussed events that make use of the newly created seafront huts and other public realm and pedestrianised spaces.



Create opportunities for curated seaside art festivals.



Identify opportunities that increase average daily visitor spend and encourage longer holiday duration.

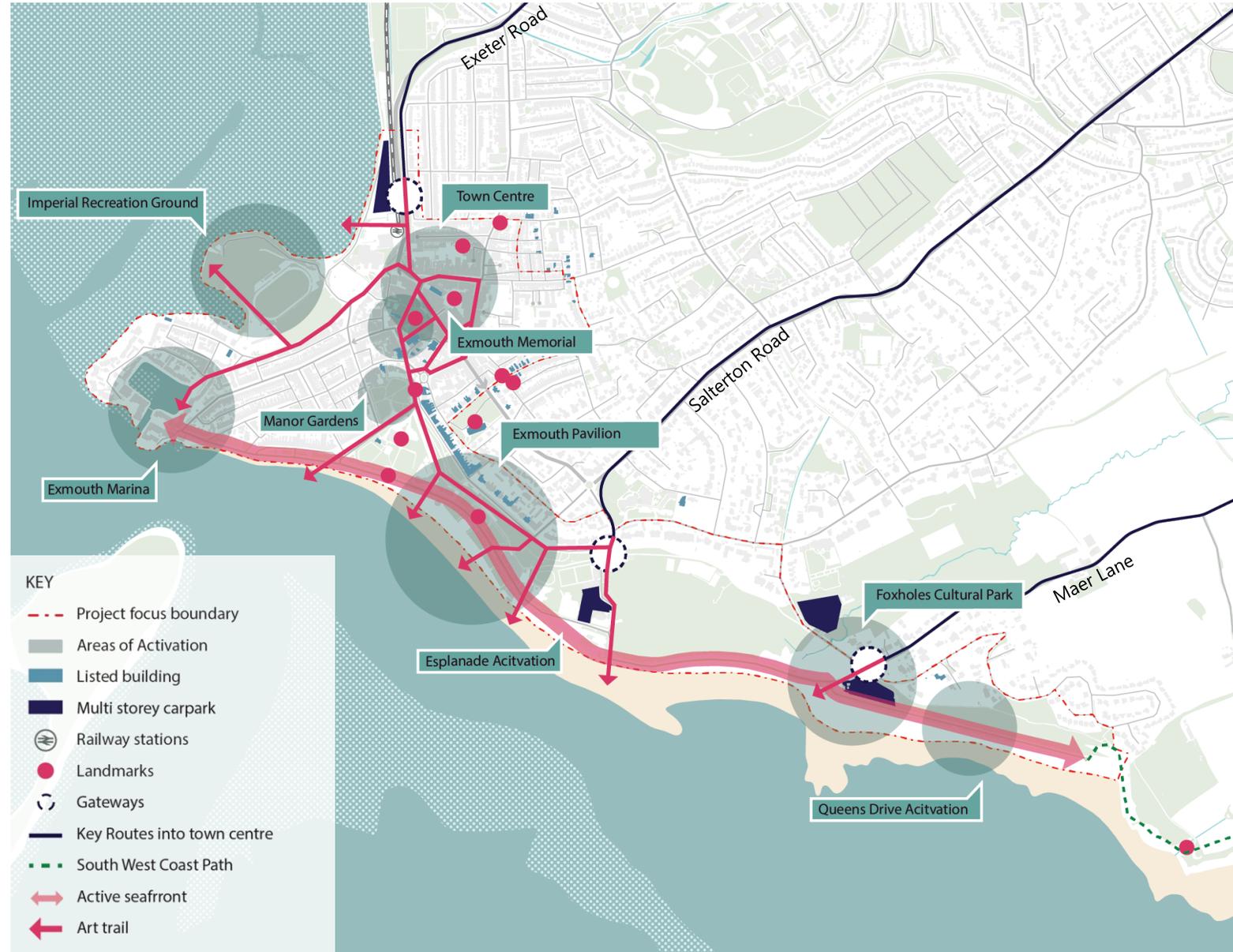
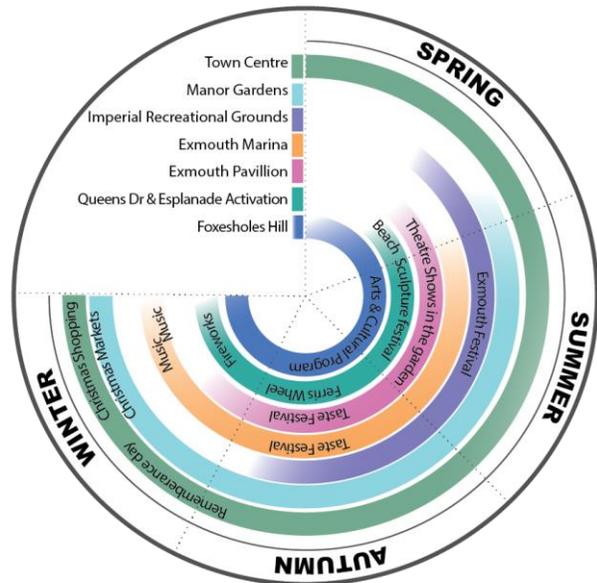
03 | Activation and Meanwhile Activities and Events to Create a Year-round Interest.

Arts and Culture are integral to activating and revitalising our built environment, especially in places such as Exmouth, where environmental constraints limit development; temporary activities can help create a strong place brand and identity. Exmouth's long seafront is an ideal place where events and festivals can create interest for all age groups and visitors.

Objectives:

- *Promote arts and culture to encourage local artists' involvement and an opportunity to showcase Exmouth's potential.*

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04 | Active Lifestyle Offer in the Town Centre and the Seafront for All Age Groups

4. Active lifestyle offer in the town centre and the seafront for all age groups

4.1 Create hubs within the town centre and the seafront to harness the opportunity to link into the wider walking and cycling networks.

4.2 Rationalised traffic movement within the town centre and along the seafront reducing car access to minimum will encourage the modal shift to embrace walking and cycling.

4.3 Develop a cluster approach to sports offer around the Side Shore to maximise the identity, use and regional reach of the offer.



Create hubs within the town centre and the seafront to harness the opportunity to link into the wider walking and cycling networks.

Rationalised traffic movement within the town centre and along the seafront reducing car access to minimum will encourage the modal shift to embrace walking and cycling.

Develop a cluster approach to sports offer around the Side Shore to maximise the identity.

Create opportunities for play scapes for all age-groups.

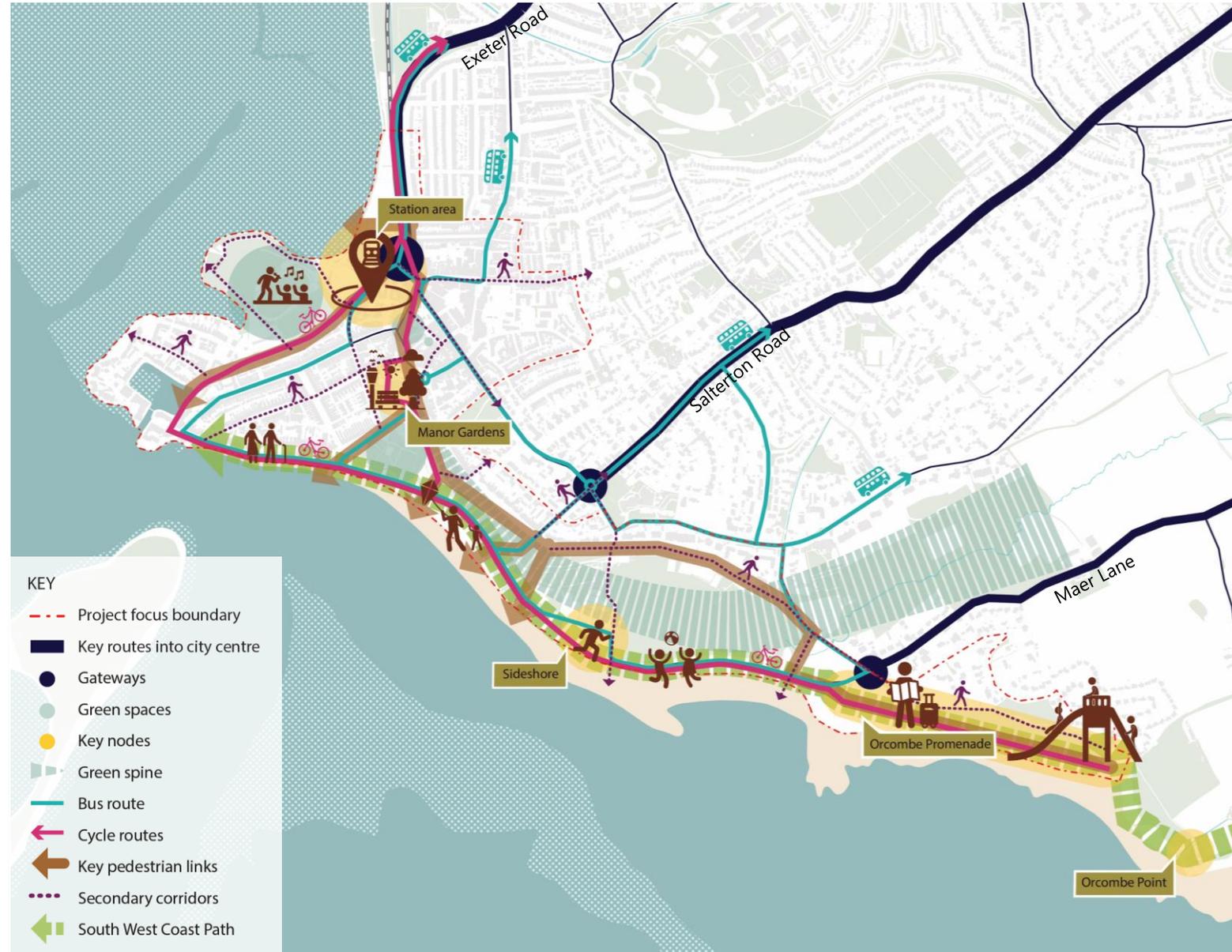
04 | Active Lifestyle Offer in the Town Centre and the Seafront for All Age Groups

Exmouth is at the doorstep of the Jurassic Coast and several regional walking and cycling routes. With ample opportunities, the town centre and the seafront would be integrated into the regional networks, offering varied, healthier lifestyle choices. This objective defines several place-based actions to build upon Exmouth's strengths, such as waterfront sports and other activities.

Objectives:

- *Create hubs within the town centre and along the seafront that become the gateways to the regional walking and cycling network.*
- *'Promenade' as the use and focus of the seafront by transforming the seafront into a public space.*
- *Active water sports opportunities along the seafront to attract the youth.*

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05 | Encouraging Active and Sustainable Transport in the Town Centre and the Seafront

5. Encouraging active and sustainable transport in the town centre and the seafront

5.1 Rationalising traffic movement and on-street car parking along the seafront.

5.2 Create opportunities for active travel throughout the town centre, by reducing share of road space used by cars and reallocating gained space for cycling and pedestrians.

5.3 Create a continuous network that gives priority to non-motorised modes in the most scenic and economically important areas of the town and seafront.

5.4 Explore the potential for a park-and-ride system to reduce traffic in the town are free up space currently used for parking for new development, event space and pedestrianisation.

5.5 Consolidate and increase parking capacity around three nodal car parks.

5.6 Explore the potential to convert a section of parking on the seafront to echelon from parallel parking.

5.7 Explore the potential to convert a section of the seafront into one-way traffic (eastbound only).

5.8 Development of full kerb segregated infrastructure between pedestrians and cyclists on seafront shared-use path to reduce user conflict and improve safety.



XXXXXX

Explore the potential for a park-and-ride system to reduce traffic in the town are free up space currently used for parking for new development, event space and pedestrianisation.

Development of full kerb segregated infrastructure between pedestrians and cyclists on seafront shared-use path to reduce user conflict and improve safety

Improved perception of safety through increased street lighting

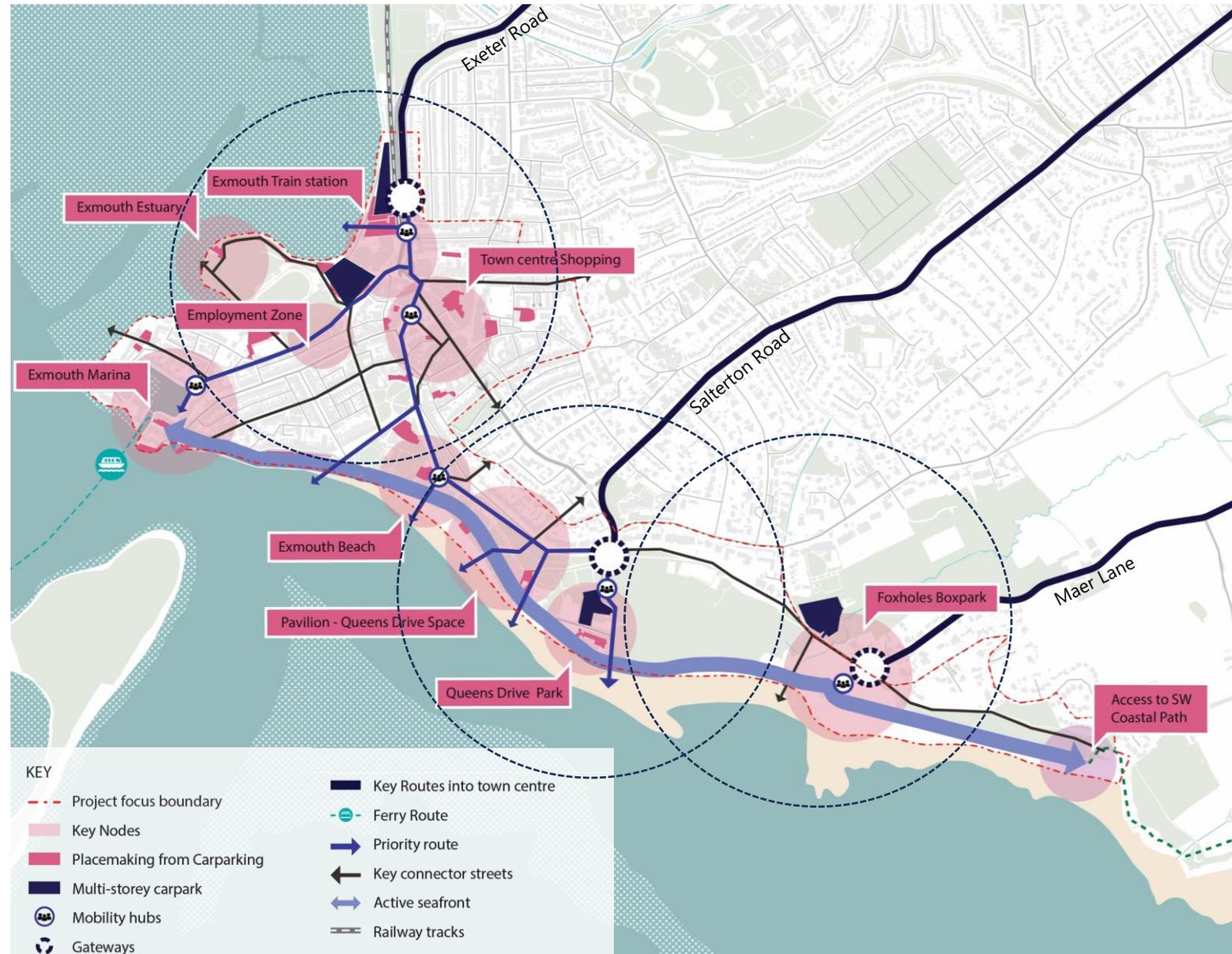
05 | Encouraging Active and Sustainable Transport in the Town Centre and the Seafront

Movement and accessibility are critically important both within, out-of Exmouth and along the seafront. Interventions should ensure that sustainability is at their centre, ensuring the most vulnerable street space users and those who cannot afford, or access transport, are provided with access to transport to reach key every-day and employment destinations.

Objectives:

- **Prioritising walking and cycling across Exmouth town centre and the seafront to create a safer more inclusive mobility environment.**
- **Enhancing the environments of key routes, including reimagining Queens Drive and Esplanade.**
- **Providing residents with opportunities to easily access the destinations in Exmouth by ensuring appropriate public transport is available.**
- **Improve access to healthier choices and reduce the car dependency by providing low-cost transport links to the destinations.**

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06 | Enhance and Celebrate the Rich Biodiversity and Natural Assets of Exmouth

6. Enhance and celebrate the rich biodiversity and natural assets of Exmouth

6.1
Enhance biodiversity of flora and fauna along Queens Drive

6.2
Link the gateway area with the estuary by creating a public space at the arrival to provide uninterrupted views across the estuary. An adaptable space will enhance seasonal interest for bird watching and events.

6.3
Enhance the coherency of the town and its links to the seafront by introducing a unified and appropriate coastal planting palette.



Enhance the coherency of the town and its links to the seafront by having a unified street planting plant palette.



Enhance biodiversity of flora and fauna.



Create spaces for bird-watching and estuary-focused events.



Protect and enhance existing ecologically significant sites and connections.

06 | Enhance and Celebrate the Rich Biodiversity and Natural Assets of Exmouth

How people interact with their local landscapes and everyday spaces strongly influences attachment to and treatment of those spaces. Interventions will create landscapes actively used by the community and the visitors to appreciate and protect the rich natural setting.

Objectives:

- *To separate distinctive natural landscapes from everyday spaces that could support the needs of the residents and the visitors.*
- *Complement existing landscapes with new landscape areas.*

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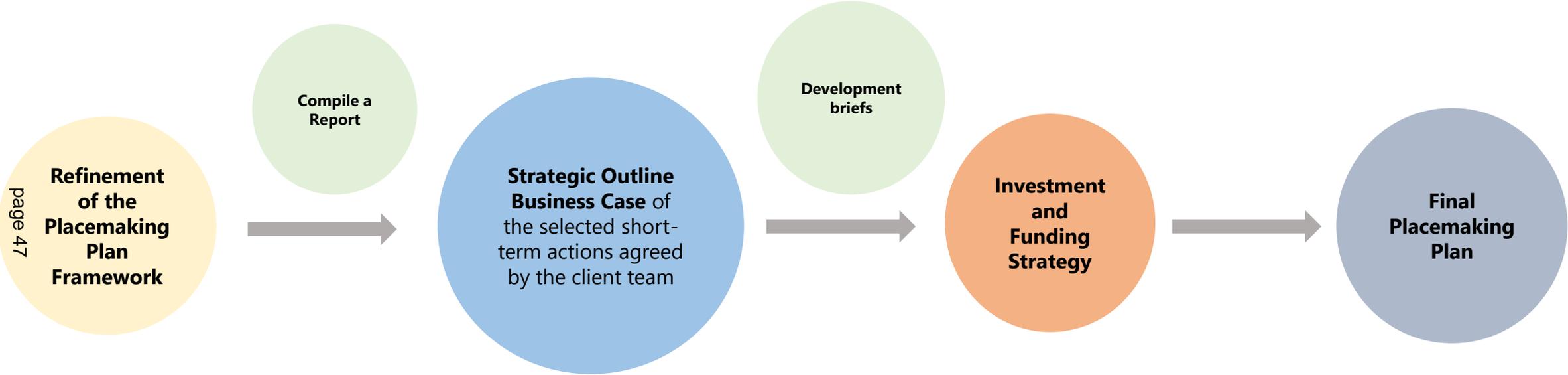


5. Next Steps

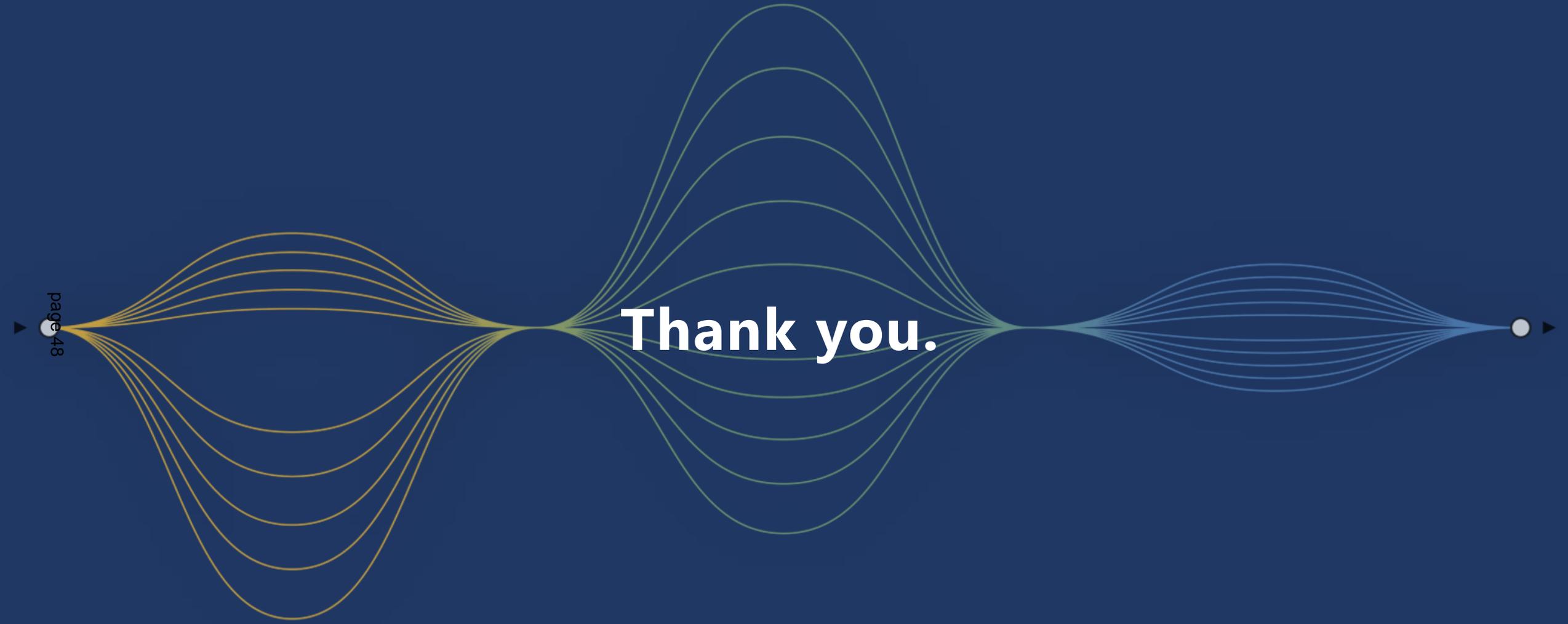


Next Steps

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Thank you.



Report to: Asset Management Forum



Date of Meeting 4th December 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 capital work and lists the capital work proposals submitted for funding for the 2024/25 Capital Budget.

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 01395 571633

Tim Child, Assistant Director – Place, Assets & Commercialisation tchild@eastdevon.gov.uk 01395 571692

Portfolio(s) (check which apply):

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

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk

Links to background information:

- [AMF 19/06/2023 Update Report on Activities by Property and FM Team.](#)
- [AMF 27/02/2023 Update Report on Activities by Property and FM Team.](#)
- [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
-

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:
 - June 2023: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to May 2023.
 - February 2023: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to February 2023.
 - 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 it covers the period from June 2023 to October 2023.

1.4 A summary of planned preventive maintenance (PPM) and compliance works undertaken between June 2023 to October 2023 is shown in the table below.

Location	PPM And Compliance Works (June 2023 - October 2023)
Axminster Leisure Centre	<ul style="list-style-type: none"> • Asbestos survey (3 Yearly) • Automatic doors • Fire alarm system • Electrical – fixed wiring (3 years) • Emergency lighting system • Legionella risk assessment (LRA) • TMVs – showers, etc.
Axminster Millwey Rise Unit 6	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Axminster Millwey Rise Workshops 1 to 9	<ul style="list-style-type: none"> • Roller shutter doors
Axminster West Street PCs	<ul style="list-style-type: none"> • Asbestos survey (3 Yearly) • Legionella risk assessment (LRA)
Beer Jubilee Gardens PCs	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Emergency lighting system • Legionella risk assessment (LRA)
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Automatic doors • Ductwork • Mansafe system • Mansafe harness • Electrical – fixed wiring (3 years) • Legionella risk assessment (LRA) • Lighting conductor • Heating and ventilation maintenance • Asbestos survey (3 Yearly)
Budleigh Salterton Brook Road PCs	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Budleigh Salterton Brook Road PCs	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Legionella risk assessment (LRA)
Budleigh Salterton Rolle Road PCs	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Legionella risk assessment (LRA)
Budleigh Salterton Station Road PCs	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Budleigh Salterton Workshops Communal Toilet	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Colyton dolphin Street Car Park PCs	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Colyton Leisure Centre	<ul style="list-style-type: none"> • Gas fired boilers • Legionella risk assessment (LRA) • Lighting conductor • TMVs – showers, etc.
Exmouth Camperdown Depot	<ul style="list-style-type: none"> • Legionella risk assessment (LRA) • Roller shutter doors
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> • Gas fired boilers • Automatic doors • Electrical – fixed wiring (3 years) • Legionella risk assessment (LRA) • Lighting conductor • Heating and ventilation maintenance • TMVs – showers, etc.

Exmouth Foxholes Car Park PCs	<ul style="list-style-type: none"> • Asbestos survey (3 Yearly) • Legionella risk assessment (LRA)
Exmouth Foxholes Chalets	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Exmouth Imperial Recreation Grounds PCs	<ul style="list-style-type: none"> • Legionella risk assessment (LRA) • Roller shutter doors
Exmouth Jarvis Close Pcs	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Exmouth Leisure Centre	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Electrical – fixed wiring (Yearly) • Emergency lighting systems • Automatic doors • Pumping stations • Legionella risk assessment (LRA) • TMVs – showers, etc. • Swimming pool underwater condition survey
Exmouth Maer PCs	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Exmouth Magnolia Centre Pcs	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Legionella risk assessment (LRA)
Exmouth Manor Gardens PCs	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Exmouth Manor Gardens Tool Shed	<ul style="list-style-type: none"> • Intruder alarm • Fire extinguishers
Exmouth Manor Gardens Stage	<ul style="list-style-type: none"> • Stage equipment inspection
Exmouth Orcombe Point PCs	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Exmouth Pavilion	<ul style="list-style-type: none"> • Emergency lighting system • Automatic doors • Lifts (biannually) • Legionella risk assessment (LRA) • TMVs – showers, etc.
Exmouth Queen Drive PCs	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Legionella risk assessment (LRA)
Exmouth Queen Drive Space Bar	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years)
Exmouth Queen Drive Space Play Area	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years)
Exmouth Station PCs	<ul style="list-style-type: none"> • Asbestos survey (3 Yearly) • Legionella risk assessment (LRA)
Exmouth Town Hall	<ul style="list-style-type: none"> • Gas fired boilers • Electrical – fixed wiring (5 years) • Legionella risk assessment (LRA) • Lighting conductor • Fire shutters • TMVs – showers, etc.CCTV
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Intruder alarm system • Legionella risk assessment (LRA) • Ductwork • Fire extinguishers
Honiton Allhallows Pavilion And Tool Shed	<ul style="list-style-type: none"> • Asbestos survey (3 Yearly) • Legionella risk assessment (LRA)

Honiton Blackdown House	<ul style="list-style-type: none"> • Automatic doors • Lifts (quarterly) • Gas fired boilers • Legionella risk assessment (LRA) • Lighting conductor • Roller shutter doors • Fire shutters • TMVs – showers, etc.CCTV
Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Gas fired boilers • Automatic doors • Fire extinguishers • Electrical – fixed wiring (5 years) • Emergency lighting systems • Legionella risk assessment (LRA) • Lighting conductor • TMVs – showers, etc.CCTV
Honiton King Street PCs	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Honiton Lace Walk PCs	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Honiton Leisure Centre	<ul style="list-style-type: none"> • Automatic doors • Legionella risk assessment (LRA) • Roller shutter doors • TMVs – showers, etc.CCTV
Honiton Swimming Pool	<ul style="list-style-type: none"> • Automatic doors • Legionella risk assessment (LRA) • Swimming pool underwater condition survey
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Electrical – fixed wiring (5 years) • Emergency lighting systems • Legionella risk assessment (LRA) • Roller shutter doors • Lifts (biannually) • TMVs – showers, etc.CCTV • Fire extinguishers
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Legionella risk assessment (LRA) • Lighting conductor • Automatic doors
Seaton Axe Valley Wetland Centre	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Seaton Harbour Road PCs	<ul style="list-style-type: none"> • Electrical – fixed wiring (5 years) • Emergency lighting systems • Legionella risk assessment (LRA)
Seaton Hole PCs	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Seaton Jurassic	<ul style="list-style-type: none"> • Fire extinguishers • Fire alarm systems • Intruder alarm systems • Lightning conductor • Electrical – fixed wiring (5 years) • Emergency lighting systems • Legionella risk assessment (LRA) • Heating and ventilation maintenance
Seaton Marsh Road PCs	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Legionella risk assessment (LRA)
Seaton Riverside Workshops 1 to 14	<ul style="list-style-type: none"> • Roller shutter doors

Seaton Seafield Gardeners Shed	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Seaton Seafield Gardeners Tennis Pavilion / Cafe	<ul style="list-style-type: none"> • Electrical – fixed wiring (5 years) • Legionella risk assessment (LRA)
Seaton West Walk PC	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Legionella risk assessment (LRA)
Sidbury Memorial Hall PC	<ul style="list-style-type: none"> • Legionella risk assessment (LRA)
Sidford Changing Rooms	<ul style="list-style-type: none"> • Gas fired boilers • Electrical – fixed wiring (5 years) • Emergency lighting systems • Legionella risk assessment (LRA) • Fire extinguishers • TMVs – showers, etc.CCTV
Sidford Cross PCs	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Legionella risk assessment (LRA)
Sidmouth Cemetery Chapel and Store	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Fire extinguishers
Sidmouth Coburg Gardeners Groundsman Shed	<ul style="list-style-type: none"> • Electrical – fixed wiring (5 years)
Sidmouth Connaught Gardens Bandstand	<ul style="list-style-type: none"> • Electrical – fixed wiring (5 years)
Sidmouth Connaught Gardens Gardeners Store	<ul style="list-style-type: none"> • Electrical – fixed wiring (5 years) • Fire extinguishers
Sidmouth Connaught Gardens Greenhouse	<ul style="list-style-type: none"> • Electrical – fixed wiring (5 years) • Legionella risk assessment (LRA)
Sidmouth Connaught Gardens PCs	<ul style="list-style-type: none"> • Emergency lighting systems • Legionella risk assessment (LRA) • Electrical – fixed wiring (5 years)
Sidmouth Connaught Gardens Shelter	<ul style="list-style-type: none"> • Electrical – fixed wiring (5 years)
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Asbestos survey (3 Yearly) • Legionella risk assessment (LRA) • Automatic doors • Emergency lighting systems
Sidmouth Long Car Park PCs	<ul style="list-style-type: none"> • Electrical – fixed wiring (5 years)
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Asbestos survey (3 Yearly) • Gas fired boilers • Emergency lighting systems • Lifts (biannually) • Legionella risk assessment (LRA) • TMVs – showers, etc.CCTV
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Emergency lighting systems • Electrical – fixed wiring (5 years) • Legionella risk assessment (LRA) • Roller shutter doors • Fire extinguishers
Sidmouth Manstone Workshops 1 to 9	<ul style="list-style-type: none"> • Roller shutter doors
Sidmouth Market	<ul style="list-style-type: none"> • Electrical – fixed wiring (5 years) • Legionella risk assessment (LRA)
Sidmouth Market PCs	<ul style="list-style-type: none"> • Electrical – fixed wiring (5 years) • Legionella risk assessment (LRA) • Emergency lighting systems

Sidmouth Norman Lockyer Observatory	<ul style="list-style-type: none"> Asbestos survey (3 Yearly)
Sidmouth Port Royal PCs	<ul style="list-style-type: none"> Emergency lighting systems Legionella risk assessment (LRA)
Sidmouth Swimming Pool	<ul style="list-style-type: none"> Electrical – fixed wiring (swimming pool) Legionella risk assessment (LRA) Lightning conductors Automatic doors Emergency lighting systems Swimming pool underwater condition survey
Sidmouth Triangle PCs	<ul style="list-style-type: none"> Legionella risk assessment (LRA)

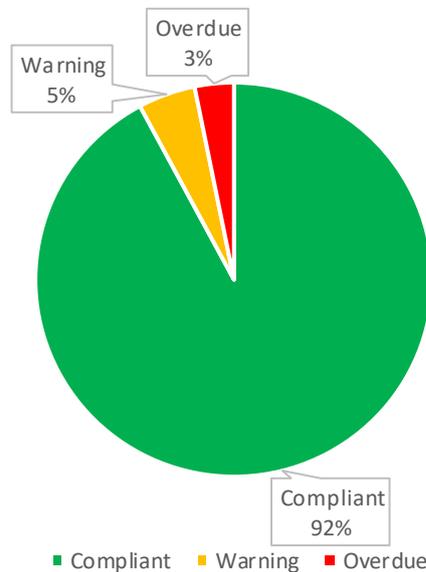
1.5 A summary of planned preventive maintenance (PPM) and compliance works planned over the next three months is shown in the table below.

Location	PPM and Compliance Works (November 2023 - January 2024)
Axminster Leisure Centre	<ul style="list-style-type: none"> Heating and ventilation maintenance
Broadclyst Leisure Centre	<ul style="list-style-type: none"> Automatic doors Heating and ventilation maintenance
Colyton Leisure Centre	<ul style="list-style-type: none"> Heating and ventilation maintenance
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> Automatic doors Heating and ventilation maintenance
Exmouth Leisure Centre	<ul style="list-style-type: none"> Automatic doors Heating and ventilation maintenance
Exmouth Pavilion	<ul style="list-style-type: none"> Gas fired boilers Automatic doors Heating and ventilation maintenance
Exmouth Town Hall	<ul style="list-style-type: none"> Automatic doors Heating and ventilation maintenance Zip boilers
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> Heating and ventilation maintenance
Honiton Blackdown House	<ul style="list-style-type: none"> Electrical - PAT Automatic doors Lifts (quarterly) Generator Fire extinguishers
Honiton East Devon Business Centre	<ul style="list-style-type: none"> Automatic doors Heating and ventilation maintenance
Honiton Leisure Centre	<ul style="list-style-type: none"> Automatic doors Heating and ventilation maintenance
Honiton Swimming Pool	<ul style="list-style-type: none"> Automatic doors Heating and ventilation maintenance
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> Heating and ventilation maintenance Lifts (Biannually)
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> Automatic doors Heating and ventilation maintenance
Seaton Axe Valley Wetland Centre	<ul style="list-style-type: none"> Electrical – fixed wiring (3 years)
Seaton Riverside Workshops 1 to 14	<ul style="list-style-type: none"> Roller shutter doors

Sidford Changing Rooms	<ul style="list-style-type: none"> • Heating and ventilation maintenance
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Automatic doors • Heating and ventilation maintenance
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Lifts (Biannually) • Heating and ventilation maintenance
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Heating and ventilation maintenance
Sidmouth Market Place PC	<ul style="list-style-type: none"> • Emergency lighting system
Sidmouth Port Royal PC	<ul style="list-style-type: none"> • Emergency lighting system
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Asbestos survey (5 Yearly) • Heating and ventilation maintenance • Automatic doors

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

Compliance and Planned Maintenance
(Status - 20/11/2023)



- 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.

Previous period status was 86% Compliant, 6% Warning and 8% Overdue. Compliance has increased considerably since the last report. Our own KPI is to keep compliance over 90%.

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

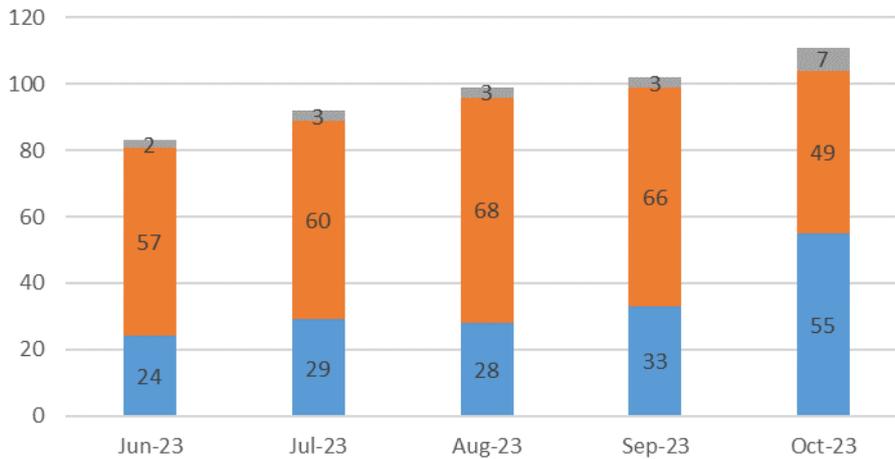
Location	Planned Works	Status
Axminster Leisure Centre	Repairs to fire escape stairs	Contractor appointed
Budleigh Salterton West End Kiosk	Insurance works, storm damage	In progress

Location	Planned Works	Status
Budleigh Salterton Workshops	Replacement of water mains	Completed August 2023
Colyton Dolphin Street PCs	Insurance works, vandalism	In progress
Exmouth Camperdown Depot	Break room heater	Completed August 2023
Exmouth Camperdown Depot	Office air conditioning	Completed August 2023
Exmouth Maer PCs	Replacement of handwashing facilities	Completed September 2023
Exmouth Magnolia PCs	Replacement of handwashing facilities	Completed September 2023
Exmouth Orcombe Point Bumble and Sea Kiosk Store	Lintol replacement	Completed November 2023
Exmouth Queens Drive Space	Removal of stage and ramps to address H&S issues	Completed November 2023
Exmouth Station PCs	Replacement of handwashing facilities	Completed September 2023
Exmouth Town Hall	Security Improvements to staff entrance	In progress
Honiton Swimming Pool	Relining of drain	In progress
Honiton Thelma Hulbert Gallery	Insurance claim, ceiling reinstatement.	Completed August 2023
Honiton Thelma Hulbert Gallery	Alterations to lighting	Completed August 2023
Ottery St Mary Leisure Centre	Path resurfacing	Completed November 2023
Seaton Hideaway Cafe	Insurance works, storm damage	In progress
Sidmouth Normal Lockyer Observatory	External repairs and redecorations	Ongoing. Structural repairs design completed, work will be tendered shortly. External decorations completed
Sidmouth The Knowle	Flood attenuation scheme liaison	Completed, in the process of being transferred to Sidmouth Town Council

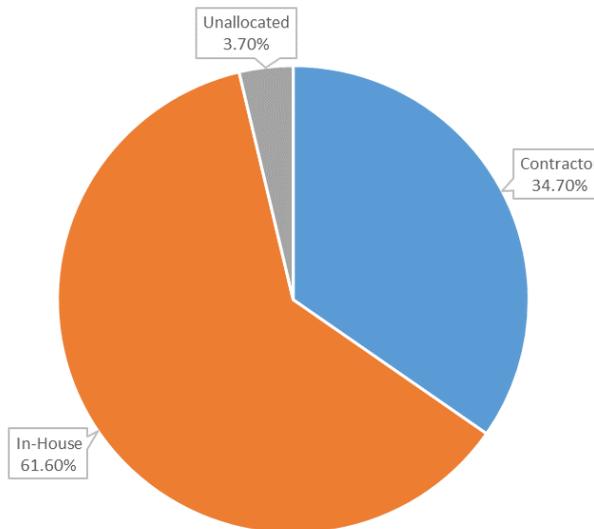
1.8 A summary of reactive jobs by property and allocation for the period March to May 2023 is shown in the table below.

Month	Reactive Repair Cases			Totals
	Contractor	In-House	Unallocated	
Jun-23	24	57	2	83
Jul-23	29	60	3	92
Aug-23	28	68	3	99
Sep-23	33	66	3	102
Oct-23	55	49	7	111
Total	169	300	18	487
% by allocation	34.70%	61.60%	3.70%	100.00%

Reactive Repair Cases by Month
(June - October 2023)



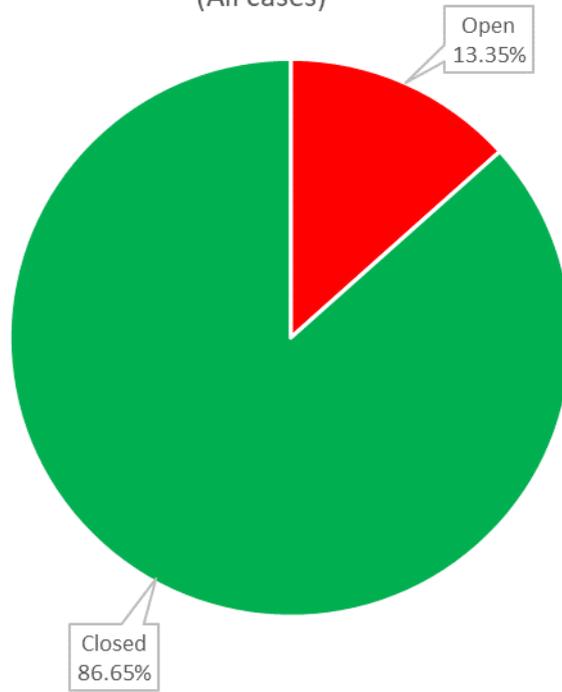
Reactive Repair Cases Allocation
June - October 2023



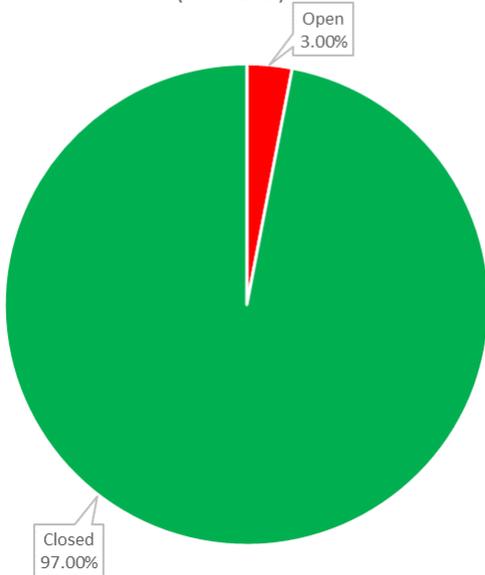
61.60% of reactive work cases are done in-house by the Property and FM Team. Whilst the remaining work is done by external contractors the team manages the work and provides technical support as required.

1.9 The status of reactive work for the period June to October 2023 is shown.

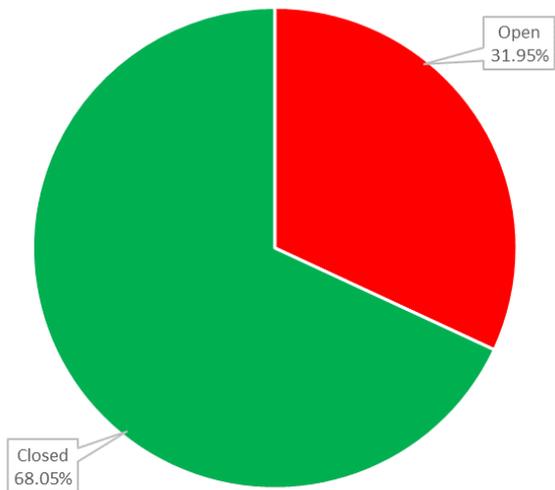
Reactive Repair Cases Status
June - October 2023
(All cases)



Reactive Repair Cases Status
June - October 2023
(In-house)



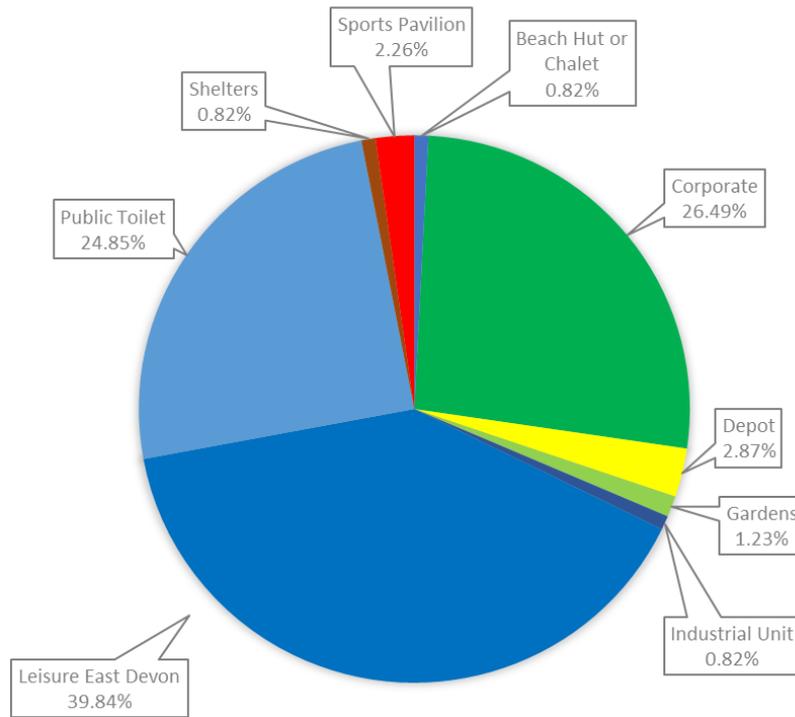
Reactive Repair Cases Status
June - October 2023
(Contractors)



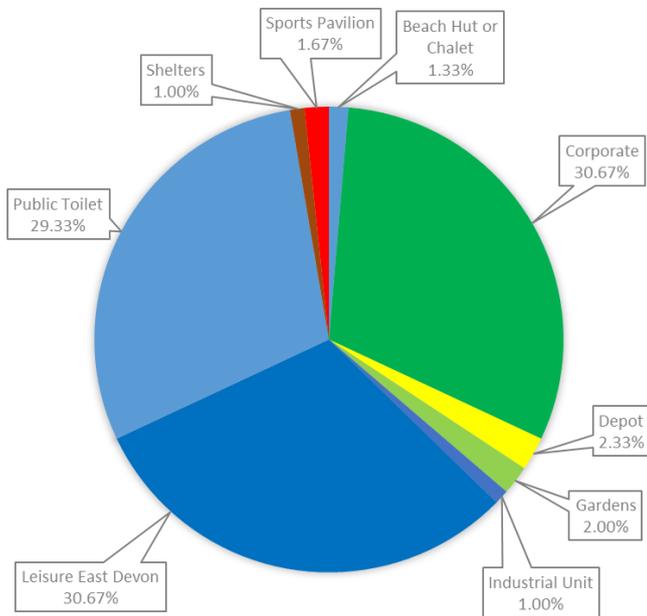
The above represents a considerable improvement over the last report period, both In-House and Contractors open cases have reduced (Previous report Open cases: All 22.54%, In House 8.96% and Contractors 49.07%).

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

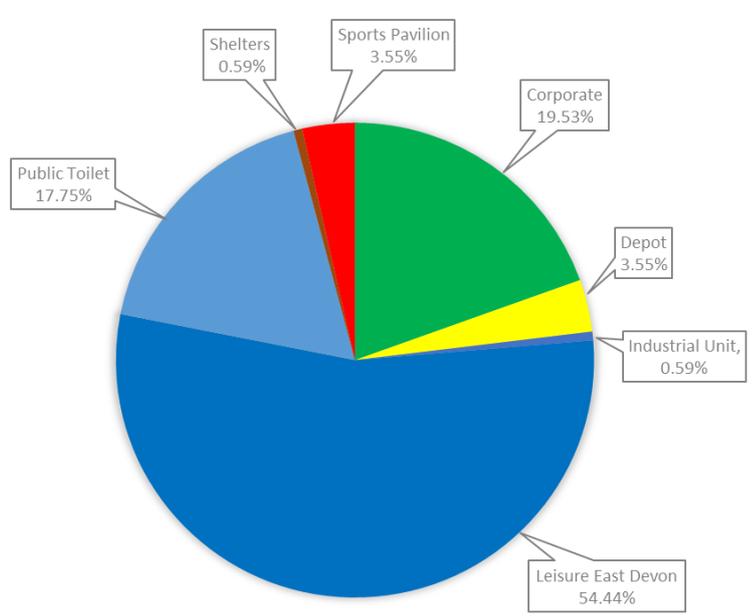
Reactive Repairs Cases by Asset Type
June - October 2023



Reactive Repairs Cases by Asset Type
June - October 2023
(In-House)



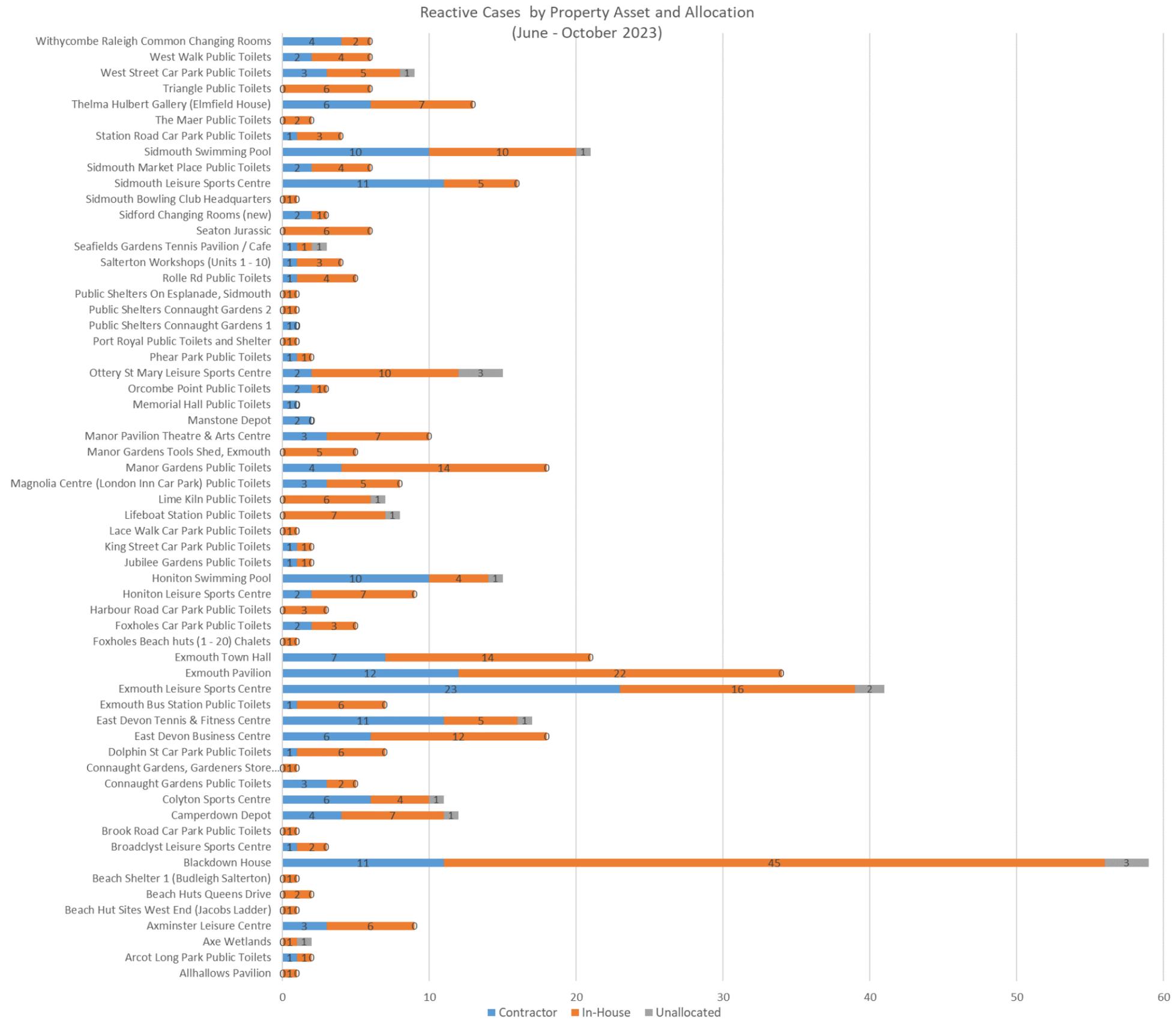
Reactive Repairs Cases by Asset Type
June - October 2023
(Contractors)



Worth noting:

- Reactive work on LED managed assets was 39.84% (last report 42.22%) of the total work
- Reactive work by contractors on LED managed properties was 54.44% (last report 62.62%), 10.18% decrease from the previous report.
- Most of the reactive work by the in house team is in corporate properties, 69.33% (last report 69.31%).

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



1.12 Summary of live capital projects

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
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, defect period.
Refurbishment and improvement works	2022/23	Exmouth Pavilion	£352,000.00	2023/24	Design completed, tender stage, Estimated delivery January 2024.
Roof Replacement	2022/23	Broadclyst LC	£575,575.00	2023/24	Completed.
		Ottery St Mary LC		2022/23	Completed
FRA remedial works	2022/23	Axminster LC	£431,000.00	2023/24	All tendered.
		Broadclyst LC		2023/24	Prioritising work to fire alarm and emergency lighting systems. Completed at Axminster Leisure Centre, Broadclyst Leisure Centre, Ottery St Mary Leisure Centre, Colyton Leisure Centre (emergency lighting only), Honiton Leisure Centre (90% complete) and Sidmouth LC (90% complete). Exmouth Pavilion planned for January 2024 East Devon Tennis Centre planned for March 2024.
		Colyton LC		2023/24	
		Exmouth East Devon Tennis Centre		2023/24	
		Exmouth LC		2023/24	
		Exmouth Pavilion		2023/24	
		Honiton LC		2023/24	
		Honiton Swimming Pool		2023/24	
		Ottery St Mary LC		2023/24	
		Sidmouth LC		2023/24	
Sidmouth Swimming Pool	2023/24				
	2022/23	Axminster LC	£364,550.00	2022/23	Completed

Floor repairs and replacement		Colyton LC		2023/24	To be tendered.
		Exmouth LC		2023/24	To be tendered.
		Honiton LC		2022/23	Completed.
		Ottery St Mary LC		2022/23	Completed.
		Sidmouth LC		2023/24	To be tendered, planned for the summer 2024.
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	To be tendered
		Exmouth East Devon Tennis Centre		2023/24	To be tendered
		Exmouth LC		2023/24	Part ordered
		Exmouth Pavilion		2023/24	To be tendered
		Honiton LC		2023/24	To be tendered
		Ottery St Mary LC		2023/24	Ordered
		Sidmouth Swimming Pool		2023/24	To be tendered
Pool Energy Management System	2022/23	Honiton Swimming Pool	£62,500.00	2022/23	Completed.
		Exmouth Swimming Pool		2022/23	Completed.
		Sidmouth Swimming Pool		2022/23	Completed.
Cold Water Storage Tank	2022/23	Exmouth Swimming Pool	£21,000.00	2022/23	Tendered, over budget. Additional funding proposed for approval in the 2024/25 budget.

Stage Equipment Remedials and Improvements	2022/23	Exmouth Pavilion and Sidmouth Manor Pavilion	£56,500.00	2023/24	Work at Sidmouth Manor Pavilion completed. Exmouth Pavilion work linked to other capital works at this site, additional funding proposed for approval in the 2024/25 budget.
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. Fee proposals obtained for the swimming pools. Additional £330K funding approved (from Climate Change Budget) to appoint consultants.
Corporate Property External Fabric and Roof Works	2022/23	Various Corporate Sites	£448,500.00	2022/23	Phase 1, 2 and 3 completed. Phase 4 ordered, estimated completion April 2024.
FRA Works	2022/23	Various Corporate Sites	£104,000.00	2022/23	All tendered. Prioritising work to fire alarm and emergency lighting systems. Manor Pavilion fire alarm and emergency lighting systems works planned for February 2024.
Replacement of Tool Shed	2022/23	Exmouth Manor Gardens	£22,500.00	2022/23	Completed.
Renewal of Render of External Walls, External decorations	2022/23	Colyton Dolphin Street Toilets	£25,000.00	2023/24	Completed.
Rebuilding of Retaining Wall	2022/23	Mini Site No. 3, Durham Way	£101,000.00	2022/23	Completed.

Roof replacement over courts 1-4	2023/24	Exmouth East Devon Tennis Centre.	£597,500.00	2023/24	Structural issues, additional funding required, proposed for approval in the 2024/25 budget.
Replacement of existing indoor tennis carpet surface, courts 1-4	2023/24	Exmouth East Devon Tennis Centre.	£194,500.00	2023/24	Completed.
Resurfacing existing carpark	2023/24	Sidmouth Manstone Workshops.	£73,000.00	2023/24	Tendered, contractor appointed. Planned for December 2023.
Replacement of existing fire escape.	2023/24	Sidmouth Manor Pavilion Theatre.	£32,000.00	2023/24	Tendered, contractor appointed. Planned for January 2024.
Surface water drainage improvements.	2023/24	Honiton Leisure Centre.	£25,500.00	2023/24	Detail design in progress, to be tendered.
Beach hut replacement.	2023/24	Sidmouth Jacobs Ladder Beach Huts.	£240,000.00	2023/24	Delayed, consultant to be appointed, estimated completion march 2025.
Roof replacement.	2023/24	Exmouth Foxhole Chalets.	£134,500.00	2023/24	Delayed due to weather, completion December 2023.
Public Toilet Investment Programme (including Changing Places)	2021/22	Axminster West Street Car Park Public Toilets	£3,342,000.00	2024/25	Consultant's appointed, contract in place. Phase 1 (Exmouth Foxholes, Honiton Lace Walk, Seaton West Walk, Sidmouth Ham West Car Park, Budleigh Salterton East End) commissioned, at Planning stage, estimated completion June 2024.
		Budleigh Salterton Cliff Path (West End / Steamer) Public Toilets			
		Budleigh Salterton East End (Lime Kiln) Public Toilets (Changing Places)			
		Beer Jubilee Gardens Public Toilets			
		Exmouth Foxholes Car Park Public Toilets (Changing Places)			
		Exmouth Magnolia Centre (London Inn) Public Toilets			

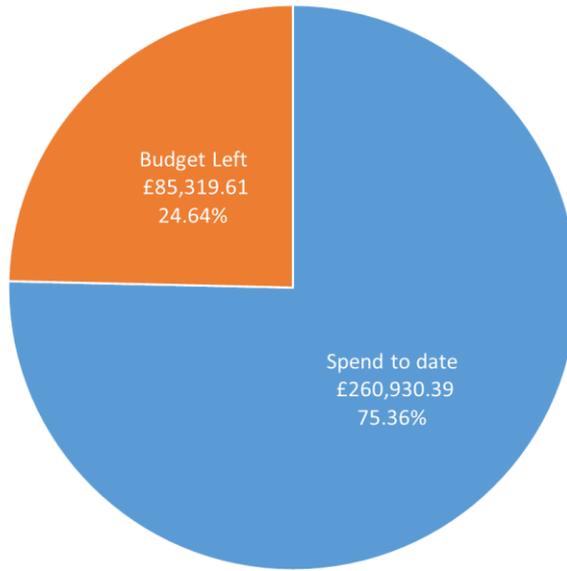
		Exmouth Manor Gardens Public Toilets			
		Exmouth Phear Park			
		Exmouth Queens Drive Public Toilets			
		Honiton Lace Walk Public Toilets			
		Seaton West Walk Public Toilets (Changing Places)			
		Sidmouth Connaught Gardens Public Toilet			
		Sidmouth Triangle Public Toilets			
		Sidmouth Ham West Carpark - Changing Places only.			

1.13 Summary of capital proposals for approval to the 2024/25 Capital Budget

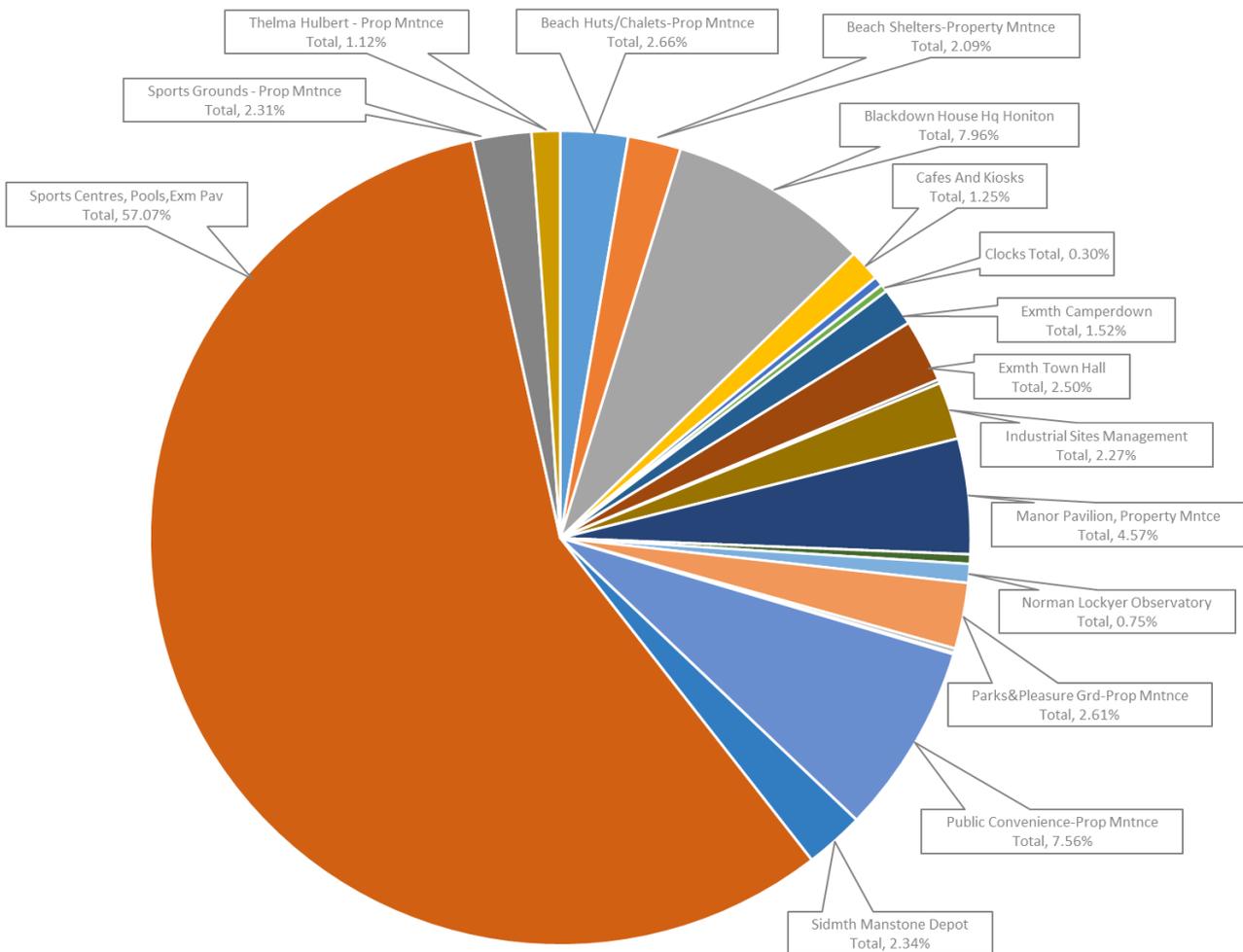
Property	Works/Project /Proposal Title	Estimated Project Value	Delivery Year	Comments
Exmouth East Devon Tennis Centre	Roofing works	£812,500.00	2024/25	£597,500 approved on 2023-24 budget. LOE calculated at £20K per month. Budget increase.
Exmouth Leisure Centre	Cold water storage tank works	£36,500.00	2024/25	£21K approved on 2022/23 budget. Budget increase.
Exmouth Leisure Centre, Honiton Swimming Pool, Sidmouth Swimming Pool	Installation of water quality monitor and control units	£26,000.00	2024/25	Pool Sentry variable speed controls installed (£62.5K 2022/2023 budget)
Exmouth the Pavilion Theatre	Roofing works	£509,000.00	2024/25	£390,500 Proposed in 2023/24 but not supported.
Exmouth the Pavilion Theatre	Flytower and Auditorium Works	£780,000.00	2025/26	£352,000 Approved on 2022-23. Budget increase.
Exmouth Whithycombe Changing Rooms	Decarbonisation works	£113,500.00	2025/26	
Honiton Thelma Hulbert Gallery	Internal decorations and refurbishment	£68,000.00	2025/26	LOE calculated at £5K per month
Seaton Seafield Garden StreetScene Depot	Site improvements	£ 56,500.00	2024/25	
Sidmouth Manor Pavilion Theatre and Art Centre	Internal decoration and refurbishment	£266,000.00	2025/26	LOE calculated at £15K per month
Sidmouth Norman Lokyer Observatory	Structural Repairs and Conservation works	£153,000.00	2024/25	£70K Maintenance Reserve funding approved in 2021, most of the funding has already been committed.
		£2,821,000.00		

1.14 Maintenance Budget and Current Spend

Maintenance Budget
Position to end of October 2023
Total Budget £346,250.00

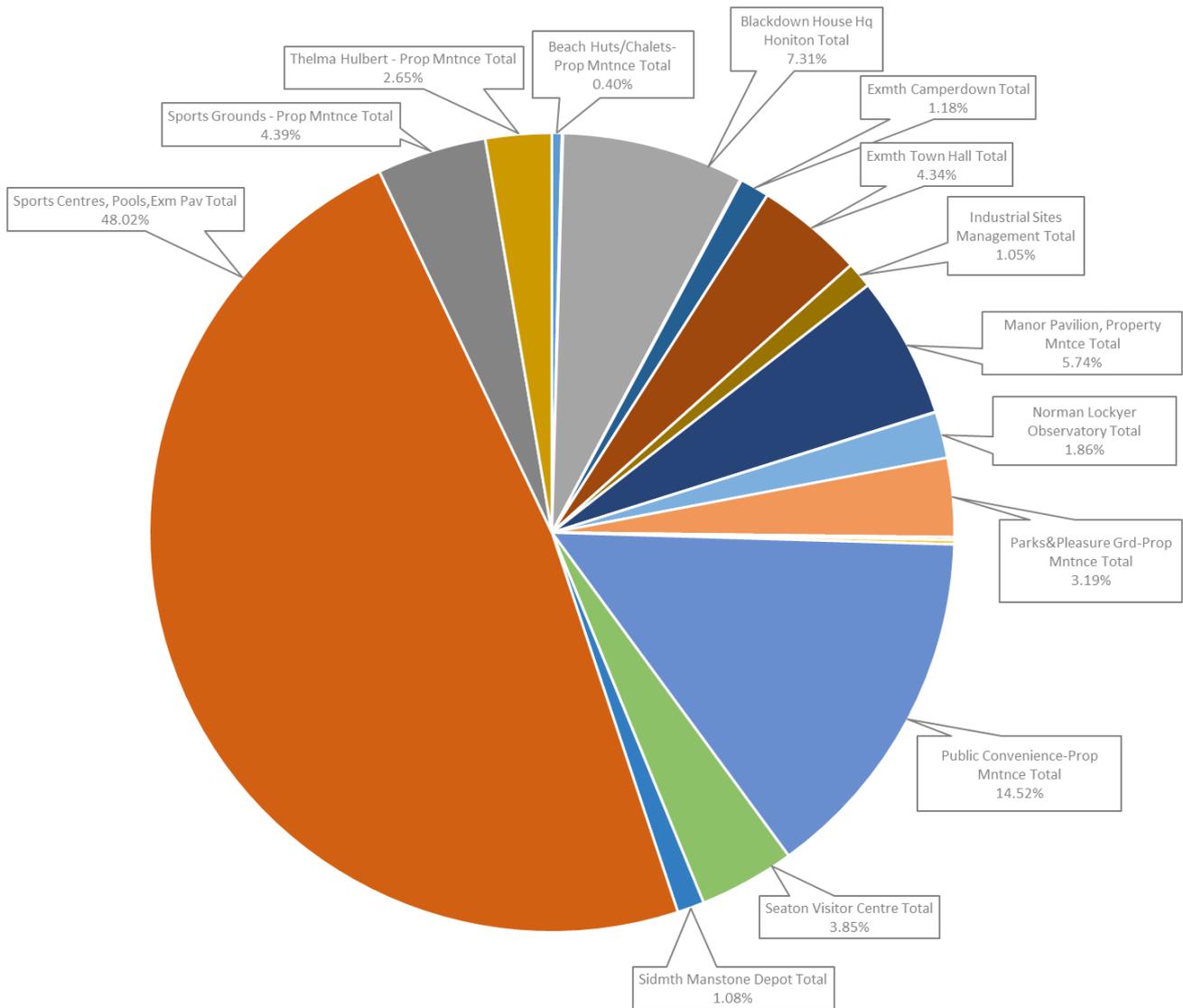


Annual Maintenance Budget Allocation



Over 57% of the budget is allocated to maintain LED managed sites.

Maintenance Budget Spend (to end of October 2023)



Over 48% of maintenance spend so far has been at LED managed sites. Current maintenance spend at public toilets is around twice what has been budgeted.

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.

Report to: Asset Management Forum

Date of Meeting 4 December 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



General Fund Let Property Portfolio Overview

Report summary:

The purpose of the report is to give members of the Forum an insight into the make-up of the let portfolio and an understanding of the income produced by the different asset types within the Council's ownership. It forms a key dataset in helping inform the Council's new Asset Management Plan.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That Asset Management Forum note the content of this report and use it, in part, to inform the development of the new Asset Management Plan.

Reason for recommendation:

To ensure members of the Forum have a greater understanding of the General Fund Let Property Portfolio.

Officer: Rob Harrison, Senior Estates Surveyor

Portfolio(s) (check which apply):

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

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk

Links to background information

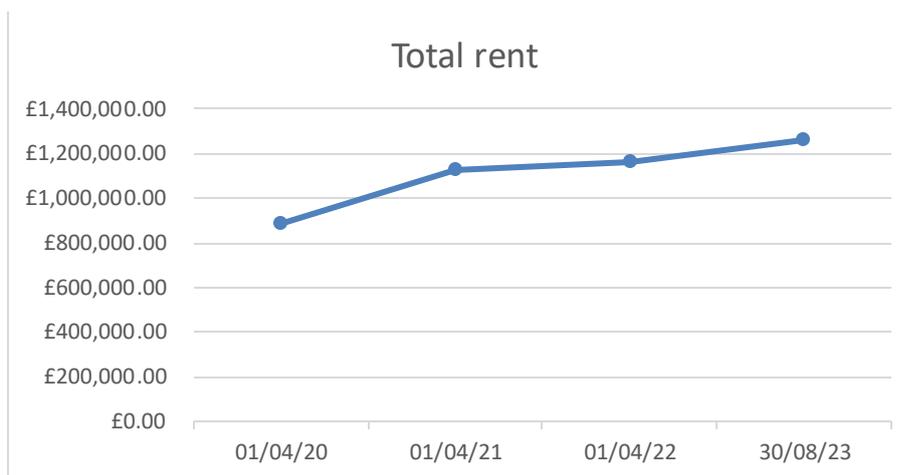
Link to [Council Plan](#)

Priorities (check which apply)

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

Report in full

- The Council's general fund, let property portfolio consists of 380 leased properties or sites across the district producing an overall rental income of £1,260,794. This overall income has grown steadily in recent years and this growth is shown in the chart below.

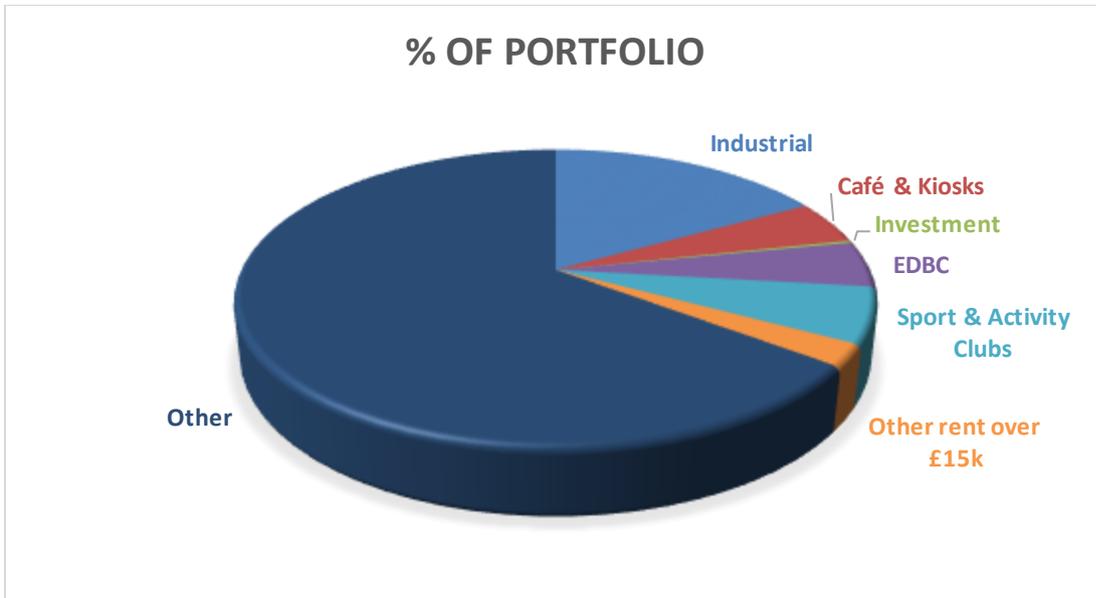


- The portfolio is made up of a wide range of property types and for the purposes of this report we have grouped these into the following categories
 - Industrial
 - Cafes & Kiosks
 - Investment
 - East Devon Business Centre
 - Sports & Activity Clubs
 - Properties/Sites with rental income greater than £15,000 which don't fall into the categories above eg Cinemas & Caravan Park
 - Other

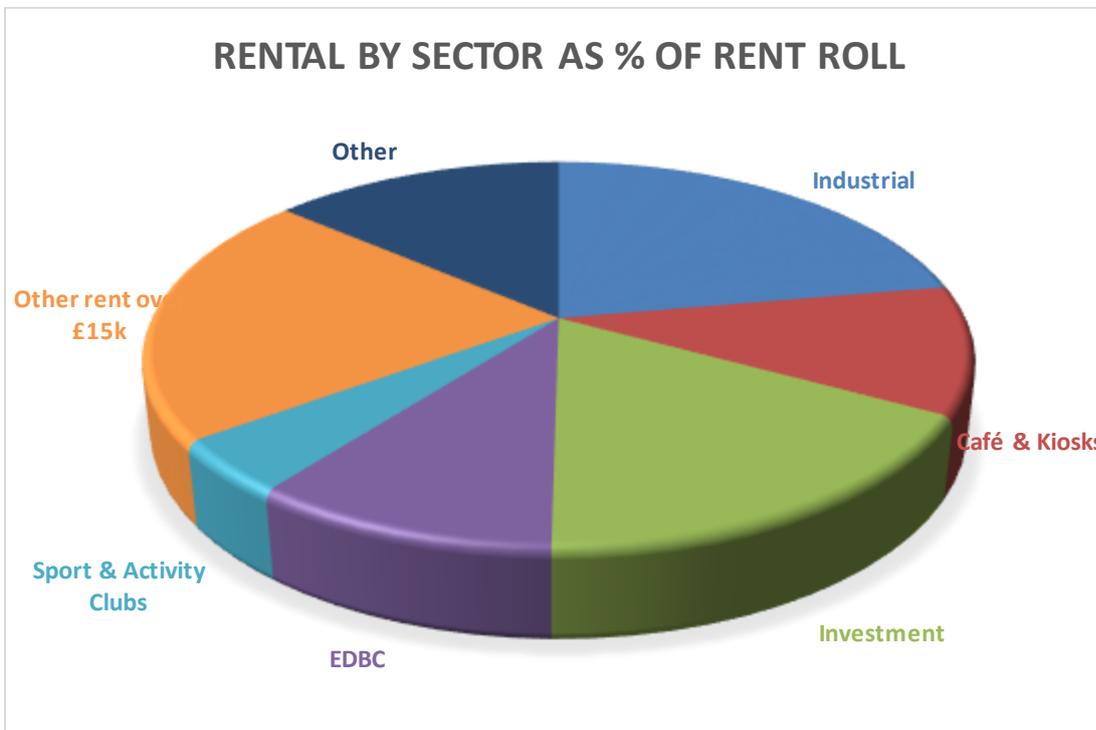
In terms of the number of properties within each category these are as follows:-

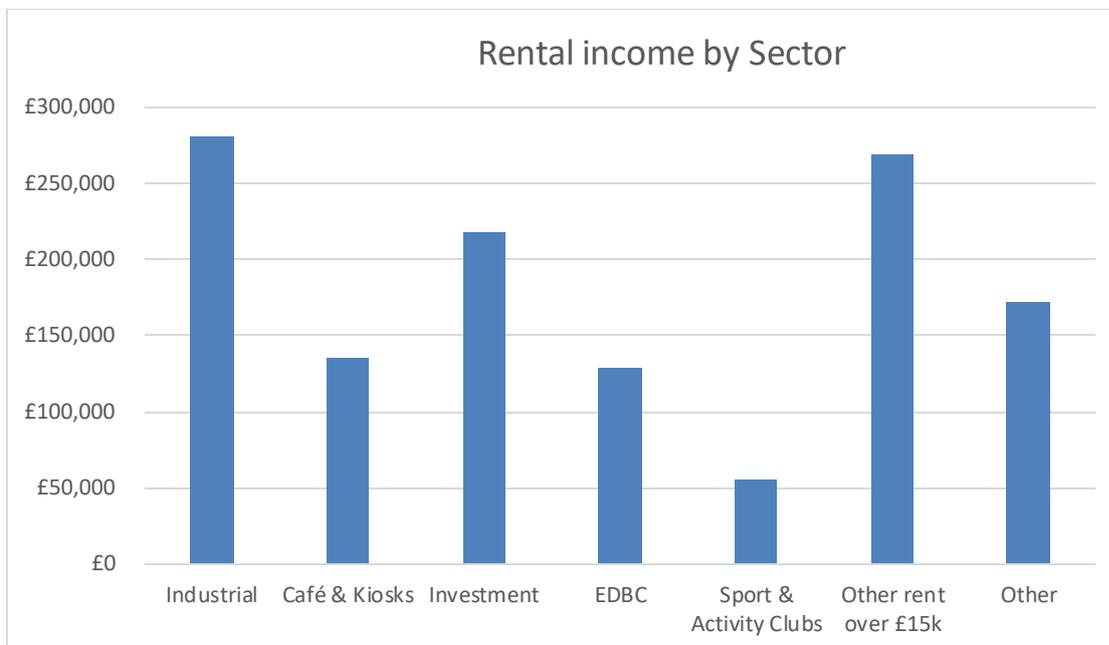
Category	Number
Industrial	64
Cafés & Kiosks	18
Investment	1
East Devon Business Centre	19
Sport & Activity Clubs	23
Properties With Rental over £15,000	9
Other	246

The Chart below shows these categories as a % of the portfolio



3. As can be seen from the information above the majority of the portfolio falls into the category of other. This category includes a wide range of properties/sites including leisure centres, concessions, lettings within car parks, licences and miscellaneous buildings which are let.
4. Due to the number of properties within the “other” category, management of these leases is time consuming and takes up a great deal of resource, however the income they produce is relatively small as a proportion of the income from the portfolio. The income produced by each category as a % of the overall rent roll, is shown in the charts below.





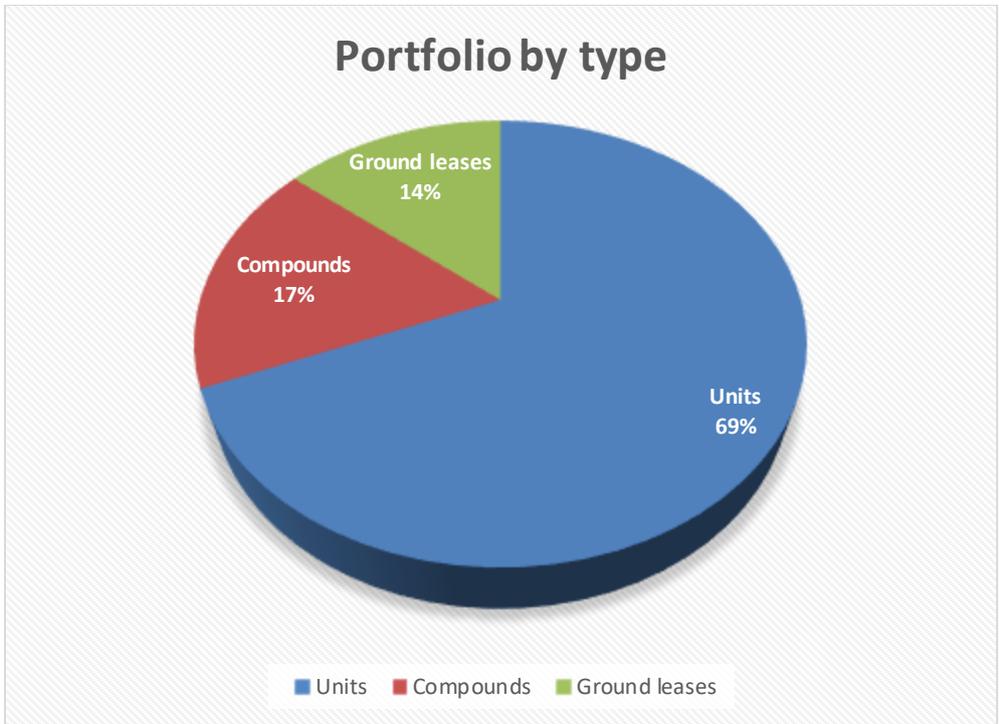
5. As can be seen from the charts, whilst the industrial portfolio makes up 17% of the portfolio in terms of number of units, it produces the highest overall income of over £280,000. Similarly whilst investment properties make up only 0.3% of the portfolio, the income accounts for 17% of the overall rent roll. Despite representing 65% of the portfolio, other accounts for only 14% of the overall income.

6. Industrial

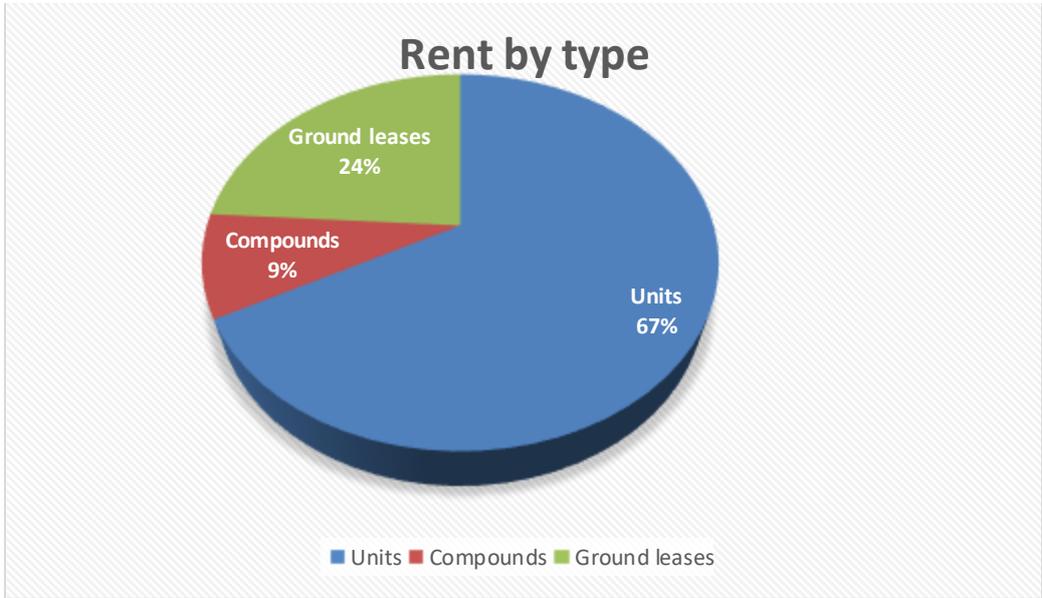
The industrial portfolio is made up of 64 properties spread over 9 sites across the district.

Site	Workshops	Compounds	Ground Leases
Manstone Workshops	9	1	0
Riverside Workshops	13	0	0
Salterton Workshops	9	0	0
Salterton Road	0	0	5
Pankhurst Close	0	0	4
Millwey Rise	10	0	0
Durham Way	0	6	0
Riverside Compounds	0	4	0
Marpool Workshops	3	0	0

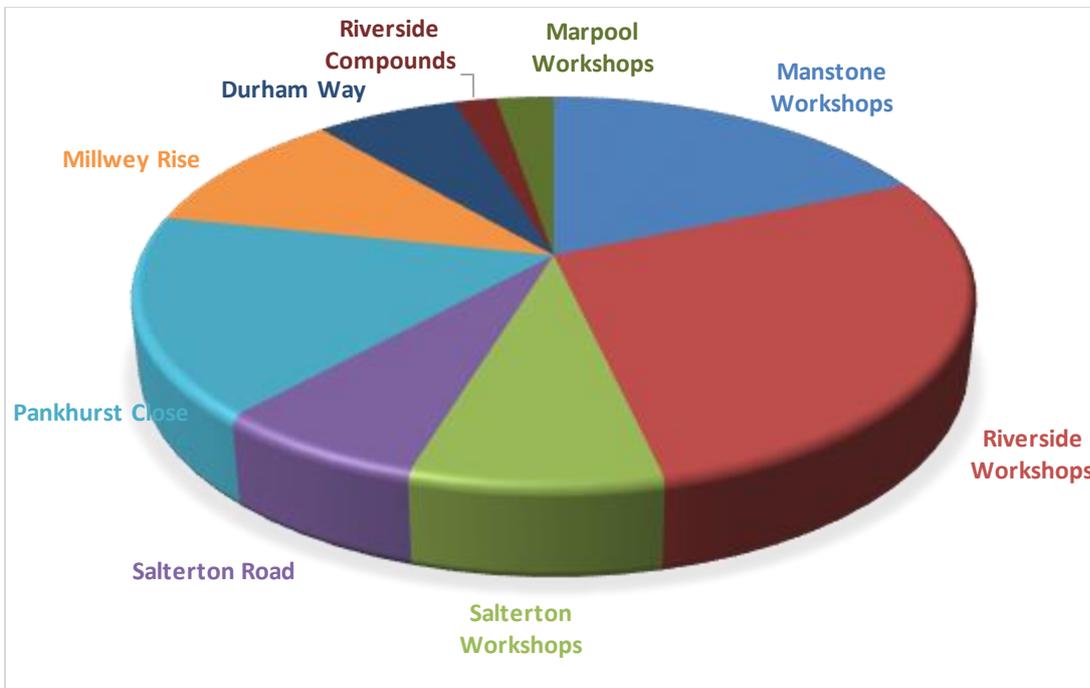
The properties comprise a mix of workshop units, fenced compounds and long ground leases. The different types of properties as a proportion of the industrial portfolio is shown in the chart below with workshop units making up 69% of the properties, compounds accounting for 17% and ground leases 15%.



In terms of income, the workshop units account for 67% of the industrial portfolio income, which broadly mirrors the proportion of the portfolio they account for with ground leases giving 24% and compounds 9%. This is shown on the chart below.



The split of the income from the Industrial portfolio is shown in the chart below which shows that Riverside Workshops produces the highest income with the £78,575 reflecting 28% of the overall industrial income. The Workshops and compound at Manstone Workshops generate £51,640 which is 18% of the overall industrial income and the ground leases at Pankhurst Close provide £46,620 or 17% of the industrial income. Marpool Workshops on the other hand provides just 3% of the overall industrial income.

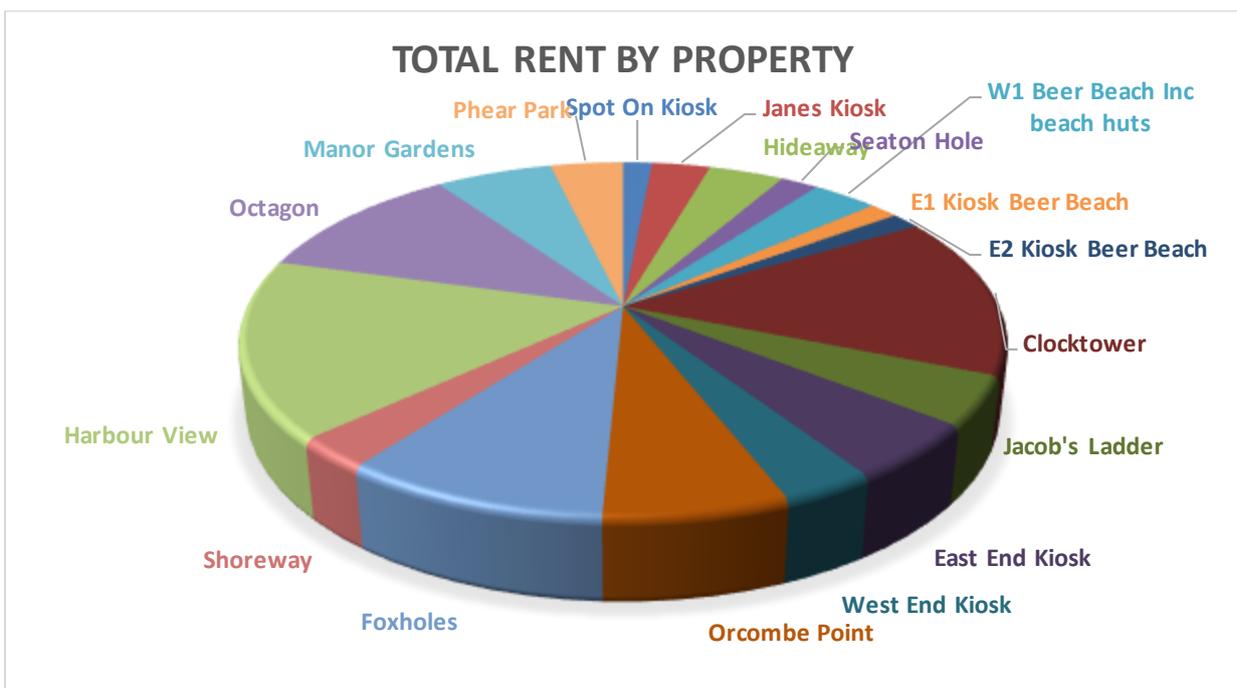


Consideration should be given to the lower income producing sites within this element of the portfolio to look at whether there is an improvement or alternative use which may increase income or whether a disposal of the property may be an option.

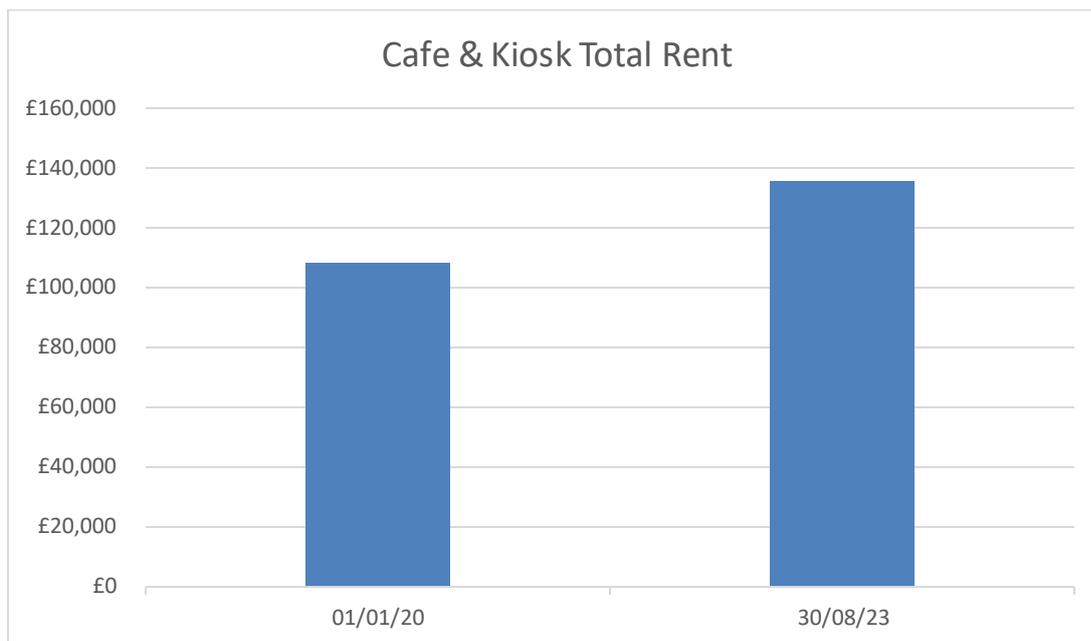
7. Cafés & Kiosks

The Café & Kiosk portfolio is made up of 18 properties producing a rental income of £135,550 which accounts for 11% of the overall rent roll. The category is made up of a mix of different styles of property ranging from cafes with internal seating areas through to refreshment kiosks and sites for catering units.

The chart below shows the split of income across the category



The overall rent for this category has increased by around £27,000 in the past 3 years, with further lease events due in the coming year. The chart below shows the increase in overall rent from this category in the past 3 years

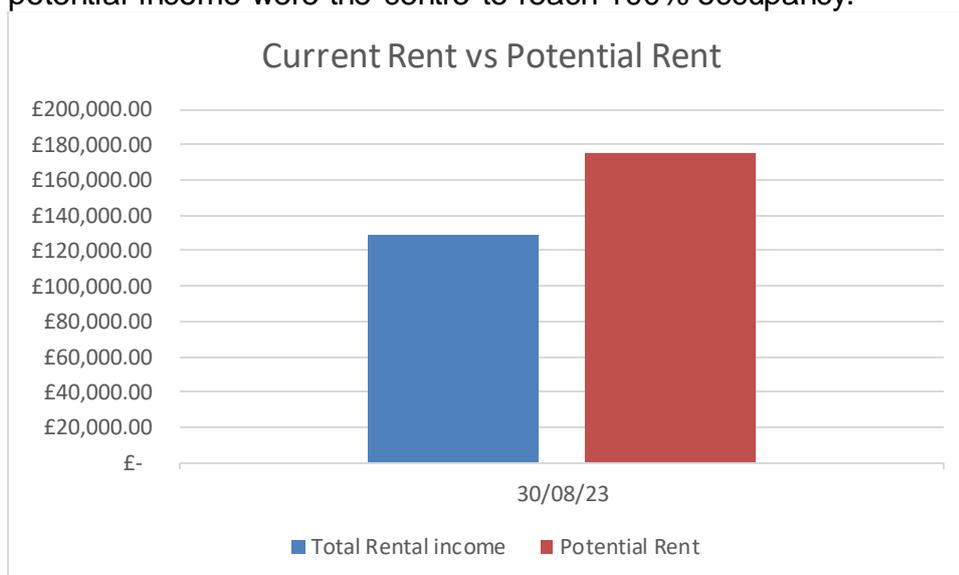


8. Investment

The investment category contains just 1 property, Ocean in Exmouth however this category accounts for 17% of the overall rent roll so is a valuable part of the Portfolio. The Ocean building provides a steady rental income with index linked 5 yearly rent reviews.

9. East Devon Business Centre

The business centre comprises serviced office accommodation with 19 lettable units and conferencing facilities. The property currently produces an income of £128,952 however there are vacant units in the centre and the chart below shows the current rent against potential income were the centre to reach 100% occupancy.



The key priority with this site is to let the currently vacant office space to ensure the higher potential rental level is achieved.

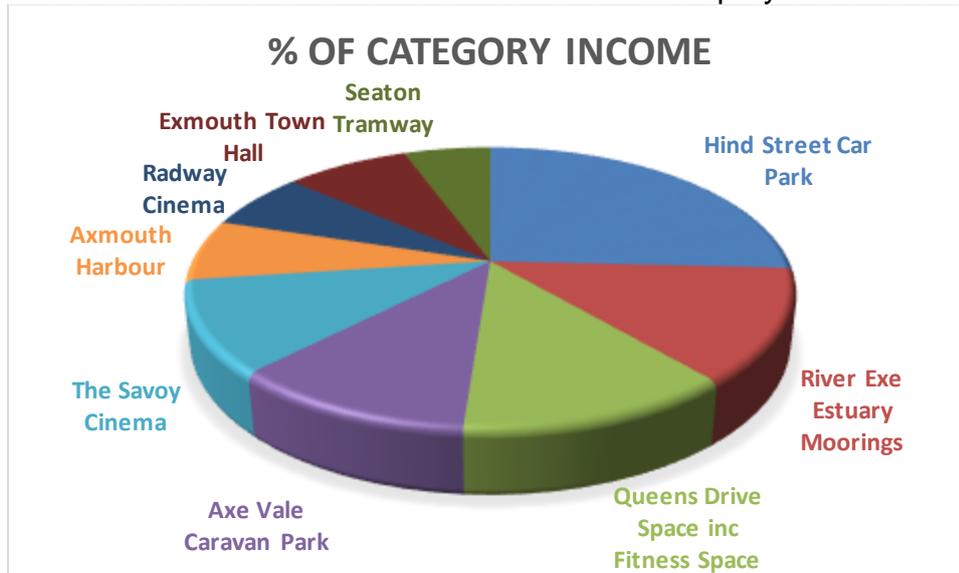
10. Sport & Activity Clubs

The sport and activity club sites comprise uses such as sports grounds, cadet halls and scout huts. There are 23 sites which make up this category with the overall rental income from these properties currently being £62,338 per annum which accounts for 4% of the overall rental income.

11. Other income over £15,000

This category comprises 9 properties which don't fall into any of the categories already mentioned. These properties account for 21% of the overall rental income despite only making up 2% of the portfolio in terms of number of properties.

The chart below shows how the income is made up by the different properties.



12. Other

The remaining let properties make up 65% of the portfolio in terms of number however account for just 14% in terms of income. The properties within this category typically have a relatively low rental value, however can require as much or more resource in terms of management.

Having a new Asset Management Plan will facilitate a better understanding as to why these properties are held will enable better strategic decisions to be made moving forward.

Further consideration should be given to disposals of properties within this category (in some circumstances through the Community Asset Transfer process) to free up resource to maximise the potential of the higher income producing elements of the portfolio.

Financial implications:

There are no direct financial implications in the recommendations of the report but the contents of the report and its relevance to the Council Financial Sustainability Model and merging Asset Management Plan are important.

Legal implications:

The information provided in this report will help to inform the Council's Asset Management Plan moving forward.

