

Agenda for Asset Management Forum Monday, 2nd December, 2024, 9.30 am

Members of Asset Management Forum

Councillors: T Olive, P Arnott, P Hayward (Chair), S Hawkins and G Jung

Venue: online via zoom app

Contact: Debbie Meakin;

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(or group number 01395 517546)

Friday, 22 November 2024, reissued 27 November 2024



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- 1 Notes from the previous meeting held on 17 June 2024 (Pages 3 - 7)
To confirm the notes from the previous meeting.
- 2 Apologies
- 3 Declarations of interest
Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)
- 4 Public speaking
Information on [public speaking](#) is available online
- 5 Matters of urgency
Information on [matters of urgency](#) is available online
- 6 Confidential/exempt item(s)
To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which officers recommend should be dealt with in this way.
- 7 **Estates Team update** (Pages 8 - 11)
- 8 **Place Major Projects & Programmes Team Update** (Pages 12 - 17)
- 9 **Property and FM Team update** (Pages 18 - 43)

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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 app on 17 June 2024

Attendance list at end of document

The meeting started at 9.35 am and ended at 11.35 am

1 Notes from the previous meeting held on 4 March 2024

The notes from the previous meeting were agreed.

2 Declarations of interest

Cllr Hookway; Affects NRI Member of Exmouth Town Council: Minute 3 Place and Prosperity Team update

Cllr Barlow; Affects NRI Member of Sidmouth Town Council: Minute 3 Place and Prosperity Team update

Cllr Davey; Affects NRI Member of Exmouth Town Council: Minute 3 Place and Prosperity Team update

Cllr Heath; Affects NRI Member of Beer Parish Council: Minute 2 Community Asset transfer proposal

Cllr Hayward; Affects NRI Employee of Axminster Town Council: Minute 3 Place and Prosperity Team update and Minute 5 Property and FM Team update

3 Public speaking

None.

4 Matters of urgency

None.

5 Confidential/exempt item(s)

None.

6 Community Asset Transfer Proposal - Land at Jubilee Gardens, Jubilee hardstanding (including playpark) and Beach Court Car Park, Beer

An expression of interest had been submitted by Beer Parish Council to acquire land at Jubilee Gardens, Jubilee hardstanding and Beach Court car park.

Consultation was now underway with senior management, the local Ward member, the Asset Management Forum, and others as appropriate.

The Forum was presented with the expression of interest with a request for their comments as part of the consultation which would assist in informing the recommendation to Portfolio Holder.

The Assistant Director for Streetscene provided the Forum with the history of maintenance of the Gardens. Negotiations had been ongoing for some time over the wider Beer Parish asset transfer pilot. The maintenance level had been reduced since 2009 due to budget restraints, but had been carried out as scheduled and to the specified requirement. The proposal by the Parish Council aspired for an enhanced level of maintenance. Concerns still to resolve included:

- Plan need to be in place for biodiversity and bat roosts;
- Health and safety, and risk management, for any works taking place on the bank and cliff edge;
- Consider the cost of maintaining the retaining wall and cliff slope areas, rather than excluding from the red line transfer. These have higher maintenance costs;
- £15,000 annual “saving” for Streetscene maintenance contract was not a tangible saving, in that those staff were still employed and would have to be deployed elsewhere. Whilst there was demand in other parts of the district, the saving to the District Council was minimal;
- An SLA would need to be in place between the Events Team of EDDC and Beer Parish Council in order to manage the bookings, administration and the health and safety requirements for events at the Jubilee and associated areas such as Charlie’s Yard.

Councillor John Health gave a provisional view from the Parish Council, with comments on their outcomes as follows:

- Beach Court car park would transfer to BPC and continue to be managed by EDDC, with BPC paying costs, they would be responsible for boundaries, repairs and white lining – estimated £1200 income to BPC;
- If gardens transfer, assets must be in serviceable condition, and any H&S issues are dealt with prior to transfer or the clear cost identified to the BPC which has not been quantified yet;
- Cliff excluded from transfer;
- Opening up of gardens – renew and maintenance of fence and railings falls to BPC;
- EDDC owns the beach, being a considerable income generator for the authority from the concessions there;
- Does not feel that the cliff area would deteriorate further at this stage.

The Assistant Director – Place, Asset and Commercialisation outlined to the Forum:

- The financial and operational risks for the area in question, because of the coastal location and cliff. Whilst Jubilee Gardens is owned by EDDC, it was in the gift of EDDC to close sections of the Gardens area off if there was a risk to the public, such as a risk of cliff fall. If transferred there would need to be agreement around this and the two authorities would need to work together to undertake this;
- The condition of assets at time of transfer would be based on what was a reasonable to both parties.

Discussion on the expression of interest included:

- Consider if a lease option would work for both parties to establish a phased transfer and that the right decision had been made before the transfer of land and responsibilities was legally binding into perpetuity; whilst this goes against the asset transfer policy, the Ward Member agreed that the Parish may consider such an option if put forward;
- Any work on the site in the event of an asset transfer, if by either volunteers or employed staff, would still be subject to both risk assessments and health and safety measures to protect both those undertaking work and the public;
- Explore other Streetscene demands to redeploy staff if the maintenance of the area does transfer to the Parish Council;
- Phasing the transfer of the areas allows time to gradually redeploy to other needed areas;
- Care with any transfer that the District Council are not left with considerable liabilities in future years for cliff area;

The Forum was in agreement that there was sufficient discussion and information available for the process to proceed to next stage, in particular to consider a full business case for the proposal.

RESOLVED:

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

7 Place and Prosperity Team update

The Assistant Director – Place, Asset and Commercialisation presented the team update, which covered updates on:

- Depots review
- Public toilets, Esplanade and Drill Hall, Sidmouth
- UKSPF Feasibility Study
- Seaton and Axminster Employment sites
- Seaton Moridunum

The Interim Director for Place spoke to the Forum about the rationale for the delivery of small business units, making reference to the challenge of market failure. On paper, as a profit making exercise, the small business units would fail because of the cost of maintaining the units against the realistic rent level that a small business could afford. However the Council was taking a more holistic approach in supporting the social and economic needs of the area; therefore some assets would not bring profit but be of huge benefit in supplying local jobs.

Questions and comments from Members included:

- Lease land to local business to develop their own units to progress the delivery of units at a faster pace;
- Feasibility Study useful for making difficult decisions based on evidence;
- It was confirmed that ongoing maintenance for the two public toilets in Sidmouth, subject to planning permission going through, would be provided by Rockfish;
- Emphasising the importance of the Camperdown Depot site due to its location to serve the marine economy.

The Forum noted the report.

8 Estates Team update

The Estates team update covered:

- Turnover and occupancy;
- Review of concession provision at Steamer Steps, Budleigh Salterton following storm damage to the existing hut. The team are working with the current tenant to provide a solution that can tolerate seasonal storms;
- Terms now agreed for site at Durham Way, Honiton;
- 2 units at Riverside Workshops, Seaton being prepared for bringing to the market.

Questions and comments from Members included:

- Progress on the review on office accommodation at Blackdown House and Exmouth Town Hall, in line with the Business Centre. In response, the Forum were advised that the accommodation strategy was due before the Executive Leadership Team in the following months. The use of the Business Centre had only been a temporary measure for meeting space demands, and was intended to revert back to its intended use as office space for small businesses; how the office facilities were used at BDH and ETC were currently being reviewed;
- In response to a question about the concession at Budleigh Salterton referenced in the report, the Forum were informed that the lease of the beach to EDDC extended far wider than the hut that had been storm damaged. It was re-iterated that the team were working with the existing tenant to provide a solution. Demand was high for the concession in that location.

The Forum noted the report.

9 **Property and FM Team update**

The Forum were presented with an update report from the Property and FM Team, covering work completed and planned for the period November 2023 to May 2024.

Questions and comments from Members included:

- Increases in costs for toilets included for the replacement of outdated wash and dry units, replacing them with separate units in order to keep the toilets open. Whilst new builds for many toilets was scheduled, repairs and replacements still had to be made to keep the facilities open and hence high costs in recent times;
- In response to the grant application for Sidmouth Pool (as indeed other pool sites) decarbonisation consultancy works, it was confirmed that if the application was successful, the budget allocated for the same work would not be used;
- Discussions were continuing on a solution to resolve the appetite for two additional toilet cubicles in the Ham West area with Sidmouth Town Council;
- Explanation of gutter work at the Ocean, Exmouth.

The Chair thanked the team for their continued work. The Forum noted the report.

Attendance List

Councillors present:

T Olive

P Hayward (Chair)

S Hawkins

Councillors also present (for some or all the meeting)

I Barlow

R Collins

O Davey

J Heath

R Jefferies

N Hookway

Officers in attendance:

Tim Child, Assistant Director Place, Assets & Commercialisation

Andrew Hancock, Assistant Director StreetScene

Rob Harrison, Senior Estates Surveyor
Debbie Meakin, Democratic Services Officer
Gerry Mills, Project Manager Place & Prosperity (Exmouth)
Jorge Pineda-Langford, Principal Building Surveyor, Property & FM
Andrew Wood, Director of Place (interim)

Councillor apologies:

P Arnott
G Jung

Chair

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Date:

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Report to: Asset Management Forum

Date of Meeting 2 December 2024

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 and ongoing performance of the portfolio.

Officer: Rob Harrison rharrison@eastdevon.gov.uk

01395 517498

Portfolio(s) (check which apply):

- ☐ Climate Action and Emergency Response
- ☐ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☐ 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

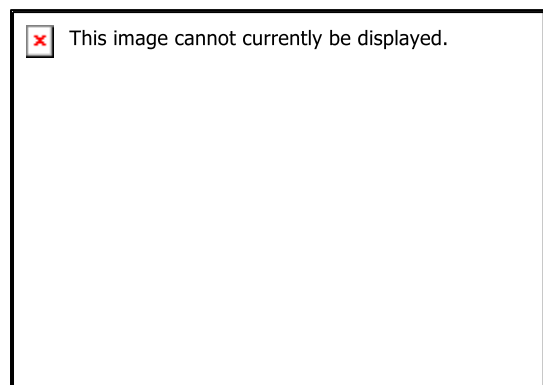
Link to [Council Plan](#)

Priorities (check which apply)

- ☐ A supported and engaged community
- ☐ Carbon neutrality and ecological recovery
- ☒ Resilient economy that supports local business
- ☒ Financially secure and improving quality of services

Report in full

1. As part of the marketing campaign to increase occupancy at the East Devon Business Centre, the Estates Team recently organised an event to celebrate 25 years of the Business Centre providing workspace and supporting businesses. The aim of the well supported event was to promote the offering of the business centre and raise awareness of the opportunities that exist in terms of office accommodation and conference facilities. As part of the celebration the Chair of the Council, Cllr Eleanor Rylance unveiled a plaque commemorating the milestone.



2. Following a successful marketing campaign, two units at Riverside Workshops in Seaton have been re let. The units had become available following vacation by the previous tenants and the Estates Team marketed the units and have agreed new leases with two incoming tenants to ensure a swift re letting.



3. The Team are currently preparing necessary documentation to allow the sale of a number of properties at Auction in early 2025. The properties in question are the former methodist Chapel in New Street Honiton, the public toilets at Sidford Cross and Marsh Road, Seaton and a small area of land at Woodbury Salterton. It is anticipated that the properties will feature in the Auction in February 2025.



4. Following consideration of the request from Beer Parish Council at the previous AMF meeting, a report was prepared for the Portfolio Holder for Economy & Assets recommending that Beer Parish Council be invited to submit a detailed business case for the proposal. In terms of other CAT requests, Members have recently been consulted on applications in Honiton and Seaton and the responses to these will be used to present further reports to the Portfolio Holder for consideration.
5. In September the Estates Team completed the acquisition of an additional 18 acres of land at Seaton Marshes. The land completed the Council's ownership of the marshes at the Southern end of the estuary and will form a natural entry point to Seaton Wetlands. The purchase was mainly funded by the receipt from the sale of Seaton Jurassic earlier in the year, the proceeds from which had been ringfenced for investment in the natural environment and heritage assets in the town of Seaton.
6. A meeting is arranged for 26th November for Members and Officers to meet with the Directors of the Norman Lockyer Observatory to explore opportunities for different ways of working to secure the long term future of this important Observatory.
7. Following the positive and engaging Asset Management Plan Member Workshops earlier this year which mapped out a way forward and agreed key principles and structure, conflicting priorities has meant that this important piece of work has been delayed. Additional interim resource has now been secured using existing budget and this resource will focus on completing this draft Asset Management Plan through January – March 2025.

8. Disposal of Category B and C public toilets is progressing well. Transfers to Town and Parish Councils are on track to complete by 31st March 2025, a number of other leasehold disposals to commercial tenants are under conditional offer (subject to planning) but with completion not anticipated until summer of 2025. With other sites we have exhausted reletting with a publicly accessible toilet facility and as per the approval are now intending to progress to auction.
9. Following on from the publication of the asset register which was outlined at a previous AMF meeting, work has been ongoing to develop a system to enable AMF members to have greater visibility around assets and their performance. In order to demonstrate this to Members a separate session is being arranged for AMF Members to familiarise themselves with the data and agree next steps.

Financial implications:

There are no direct financial implications resulting from the report.

Legal implications:

There are no substantive legal issues to be added to this report

Report to: Asset Management Forum



Date of Meeting: 2 December 2024

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Place Major Projects & Programmes Team Update

Report summary:

The report provides a summary of the various projects that the Major Projects & Programmes Team are currently involved in delivering.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the Asset Management Forum note the contents of this report.

Reason for recommendation:

To ensure that members of the Asset Management Forum are informed about projects and programmes that are currently being progressed by the team.

Officer: Naomi Harnett - Corporate Lead Major Projects & Programmes (Interim) nharnett@eastdevon.gov.uk; Marie Ainsworth - Place & Prosperity Officer mainsworth@eastdevon.gov.uk; Alison Hayward - Project Manager ahayward@eastdevon.gov.uk 01395 571738; Paul Osborne – Green Infrastructure Project Manager posborne@eastdevon.gov.uk; Frances Wadsley - Enterprise Zone Project Manager fwadsley@eastdevon.gov.uk

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: 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

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ A supported and engaged community
 - ☒ Carbon neutrality and ecological recovery
 - ☒ Resilient economy that supports local business
 - ☒ Financially secure and improving quality of services
-

1. This report provides an overview of work currently being undertaken by the Major Projects and Programmes team. The projects are wide ranging, supporting the delivery of a range of Council Plan priorities.

2. Depots Review

- 2.1 The Place, Assets and Commercialisation Service are leading on a project to review the Council's operational depot properties. The Council's Streetscene and Recycling and Waste Services need operational depot facilities that are fit for purpose, able to support service, operations and fleet decarbonisation and in locations that optimise service delivery, resilience and business continuity.
- 2.2 These are critical frontline services that will be required to meet the needs of a growing population. An initial report has been provided to Officers, and we are now undertaking an Options Assessment of the various proposals for how the sites can be provided in the future. Officers are engaging with the existing Recycling and Waste Future Service Member Working Group in order to provide cross party engagement in the issues arising that relate to this project.
- 2.3 In due course, Officers will prepare an Outline Business Case for reporting to Cabinet with recommendations on a way forward.

3. Public toilets, Esplanade & Drill Hall, Sidmouth

- 3.1 Following granting of planning permission for the Rockfish refurbishment and redevelopment of these sites, the public toilet site has now been transferred to Rockfish in line with the lease agreement.
- 3.2 Rockfish has appointed a team of project managers and is in the process of finalising the contractor appointment. At the time of writing, the temporary toilets are in place and work is expected to start later in November to demolish the former toilet block in order to provide the new public toilets. The main programme of works on the Drill Hall is expected to commence in the new year, largely due to ensuring that any relevant ecological issues are resolved. Rockfish is hoping that the new restaurant will be open in summer 2025.

4. UKSPF Feasibility Studies, Exmouth

- 4.1 The UKSPF programme is funding a feasibility study for Exmouth Queens Drive Space and Beach Gardens, this requires six concept designs up to RIBA stage 2 and will give EDDC a number of options, with cost estimates, to help guide future improvements on these spaces. This work forms part of the wider Placemaking for Exmouth Town and Seafront project, which is a key corporate priority.
- 4.2 The feasibility study was put out to tender in August and September, resulting in 18 tender submissions. During the due diligence process, a Freedom of Information (FOI) request and a complaint was received with regards to the preferred bidder status. An FOI response has been returned to the complainant, officers are awaiting legal advice regards the remainder of the complaint. EDDC Officers are exploring next steps to progress this work within the funding window (by end of March 2025).

5. Stalled Employment Sites (Axminster, Honiton and Seaton)

- 5.1 A multidisciplinary project team has been assembled to review delivery options for sites in Axminster, Honiton and Seaton.
- 5.2 The initial focus on the team is the delivery of Hayne Lane in Honiton.
- 5.3 Options are being reviewed on the other employment sites. A report will be brought forward to cabinet in due course setting out options for delivery.

6. Seaton Moridunum

- 6.1 Cabinet has approved the selection of a preferred developer and the terms of disposal for this site. The Council's Legal Team is now instructed and preparing relevant documentation.

7. Clyst Meadows Country Park

- 7.1 The planning application for Clyst Meadows, a new country park in Broadclyst Station, has now been submitted and the public consultation phase has just closed. The country park will provide mitigation to help reduce the impact of the increasing population in East Devon and Exeter on the internationally protected Exe Estuary and Pebblebed Heaths. These important habitats are important for a range of species including overwintering birds including Dark-bellied Brent Geese, and summer migrants such as Nightjar.
- 7.2 The design for the new country park has been developed following consultation with residents in 2023. We have amended the proposals to respond to feedback and have moved the proposed car park to the southern part of the site. As part of the scheme we will also deliver the first part of a new shared walking and cycle trail between Station Road and Mosshayne Lane, as part of a new Cranbrook to Exeter cycleway.
- 7.3 East Devon's Countryside Team will manage the site in the future, working with Broadclyst Parish Council and the community to provide a range of educational activities and events. There will be opportunities for local people to volunteer to help improve the value of the site for wildlife.
- 7.4 In May 2024 Cabinet approved an increased budget of £4.114M of which £3,383,642 is proposed to be met from CIL subject to CIL Member Working Party decision, (with

the remainder funded through existing s106 contributions (£530,358) and £200,000 from East Devon District Council's capital programme). CIL Member Working Party will be meeting in December to consider requests for CIL expenditure. The budget includes establishment costs which are estimated at £1M and an endowment to cover lifetime management costs (80 years) of £2M.

7.5 Minor works have commenced on site with work to reprofile ditches on the site and installing 'leaky dams' to enhance their biodiversity value. New fencing to enclose our boundaries adjacent to Shercroft Close and Station Road will also be installed shortly. We are currently appointing consultants to undertake technical design and tender for the works with the aim of commencing the main contract on site next spring and opening late summer 2025.



Clyst Meadows Masterplan

8. Cranbox, Cranbrook

8.1 Cranbox was initially conceived in 2014 to create local jobs and address deficits identified in a community needs analysis for Cranbrook carried out by the then Community Development Officer. The needs analysis identified a lack of community, retail and social infrastructure in Cranbrook, which, at the time, did not have the neighbourhood shops or the pub in the town centre.

8.2 The initial concept for Cranbox was designed to provide modular and easily transportable accommodation quickly and cheaply for small and start-up businesses and community services. Modular designs and mobile units could be scaled and located as needed and arranged to enclose outdoor spaces to host informal social gatherings, community or cultural events, or serve as commercial spaces for business occupiers.

8.3 In early May 2024 the Cranbox project was submitted to the Devon & Torbay Net Zero Capital Programme, a £16m fund which forms part of the Devolution package. Cranbox was one of three projects submitted within East Devon. £1.9m was sought to deliver the scheme, which will be owned and operated by Cranbrook Town Council. The funding bid drew on the results of a feasibility study and was funded and developed by the Exeter and East Devon Enterprise Zone with the support of Cranbrook Town Council.

8.4 The funding bid was successful and EDDC Cabinet will receive a report in November 2024 to accept the funding.

8.5 The proposed location of Cranbox is land at TC2 (to the north of the high street). This land will be transferred to EDDC as required by a Cranbrook s.106 agreement. At present the land transfer process is being progressed but has not concluded. There are outstanding issues to be resolved with Devon County Council regarding the Stage 2 ground investigations report and the services to the site. The EDDC team is working to have completed the transfer of the land by late December 2024.



Proposed location of Cranbox scheme - from Cranbrook Town Centre Masterplan

- A Informal Spaces linking Town Square & Country Park*
- B The Tillhouse (Cranbrook Town Hall)*
- C Cranbox (proposed location)*
- D Key Site (terminates view from Badger Way)*
- E Key Site (terminates view from Cranbrook High St)*
- F Informal Open Space*
- G Link between Badger Way & Tillhouse Road*
- H Desire Line across Town Centre*



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: 2nd December 2024

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 ongoing capital projects and capital bids proposals for 2025/26.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the Forum

- a) Note the contents 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

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 N/A

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ A supported and engaged community
 - ☒ Carbon neutrality and ecological recovery
 - ☒ Resilient economy that supports local business
 - ☒ Financially secure and improving quality of services
-

Report in full

1. Introduction

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 2024: "Property and FM Team Update Report". The report provided an update on the activities of the Property and FM Team to May 2024.
- December 2023: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to October 2023.
- 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.

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 2024 to October 2024.

2. Planned Preventive Maintenance and Compliance

2.1. A summary of planned preventive maintenance (PPM) and compliance works undertaken between June 2024 to October 2024 is shown in the table below.

Location	PPM And Compliance Works
Axminster Leisure Centre	<ul style="list-style-type: none"> • Thermostatic mixing valves (showers etc.).
Axminster Millwey Rise Unit 7	<ul style="list-style-type: none"> • Roller shutter door.
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Automatic doors. • Emergency lighting system. • Lightning conductor.
Budleigh Salterton Workshop Communal Toilet	<ul style="list-style-type: none"> • Electrical - fixed wiring (3 years).
Colyton Leisure Centre	<ul style="list-style-type: none"> • Emergency lighting system. • Gas fired boilers. • Heating and ventilation maintenance. • Lightning conductor. • Thermostatic mixing valves (showers etc.).
Exmouth Camperdown Depot	<ul style="list-style-type: none"> • Air conditioning unit / heat pump. • Electrical – PAT test. • Roller shutter door.
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> • Emergency lighting system. • Lightning conductor. • Thermostatic mixing valves (showers etc.).
Exmouth Imperial Recreation Grounds PC	<ul style="list-style-type: none"> • Emergency lighting system.
Exmouth Leisure Centre	<ul style="list-style-type: none"> • Electrical - fixed wiring (yearly). • Emergency lighting system. • Gas fired boilers. • Pumping stations. • Thermostatic mixing valves (showers etc.).
Exmouth Magnolia Centre PC	<ul style="list-style-type: none"> • Emergency lighting system.
Exmouth Manor Gardens Tool Shed	<ul style="list-style-type: none"> • Fire extinguishers.
Exmouth Pavilion	<ul style="list-style-type: none"> • Automatic doors. • Electrical - fixed wiring (3 years). • Gas fired boilers. • Lifts (biannually). • Roller shutter door. • Stage equipment inspection. • Thermostatic mixing valves (showers etc.).
Exmouth Phear Park Gardeners Depot	<ul style="list-style-type: none"> • Emergency lighting system. • Fire extinguishers.
Exmouth Town Hall	<ul style="list-style-type: none"> • Fire shutters. • Gas fired boilers. • Lightning conductor. • Thermostatic mixing valves (showers etc.).
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Electrical – PAT test. • Emergency lighting system. • Fire extinguishers.
Honiton Allhallows Pavilion and Tool Shed	<ul style="list-style-type: none"> • Gas fired boilers.

Location	PPM And Compliance Works
Honiton Blackdown House	<ul style="list-style-type: none"> • Automatic doors. • Gas fired boilers. • Lifts (quarterly). • Lightning conductor. • Thermostatic mixing valves (showers etc.).
Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Automatic doors. • Fire extinguishers. • Lightning conductor. • Thermostatic mixing valves (showers etc.).
Honiton Leisure Centre	<ul style="list-style-type: none"> • Automatic doors. • Emergency lighting system. • Gas fired boilers. • Thermostatic mixing valves (showers etc.).
Honiton Swimming Pool	<ul style="list-style-type: none"> • Automatic doors. • Gas fired boilers. • Lifts (biannually). • Pumping stations.
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Electrical – PAT test. • Fire extinguishers. • Gas fired boilers. • Lifts (biannually). • Thermostatic mixing valves (showers etc.).
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Lightning conductor. • Oil fired boilers. • Thermostatic mixing valves (showers etc.).
Seaton West Walk PC	<ul style="list-style-type: none"> • Pumping stations.
Sidford Changing Rooms	<ul style="list-style-type: none"> • Fire extinguishers. • Gas fired boilers. • Thermostatic mixing valves (showers etc.).
Sidmouth Cemetery Chapel and Store	<ul style="list-style-type: none"> • Fire extinguishers.
Sidmouth Coburg Gardeners Groundsman Shed	<ul style="list-style-type: none"> • Fire extinguishers.
Sidmouth Connaught Gardens Gardeners Store	<ul style="list-style-type: none"> • Fire extinguishers.
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Automatic doors. • Emergency lighting system. • Gas fired boilers. • Thermostatic mixing valves (showers etc.).
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Emergency lighting system. • Fire extinguishers. • Gas fired boilers. • Lifts (biannually). • Roller shutter door. • Thermostatic mixing valves (showers etc.). • Zip boilers.
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Fire extinguishers. • Roller shutter door. • Thermostatic mixing valves (showers etc.).

Location	PPM And Compliance Works
Sidmouth Manstone Workshops 1 to 9	<ul style="list-style-type: none"> • Roller shutter door.
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Lightning conductor. • Thermostatic mixing valves (showers etc.).

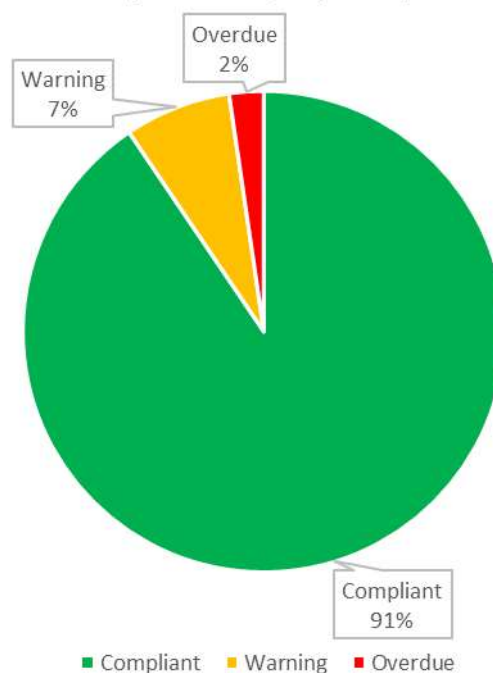
2.2.A summary of planned preventive maintenance (PPM) and compliance works planned between November 2024 and March 2025.

Location	PPM and Compliance Works
Axminster Leisure Centre	<ul style="list-style-type: none"> • Automatic doors. • Gas fired boilers. • Heating and ventilation maintenance.
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Automatic doors. • Heating and ventilation maintenance.
Budleigh Salterton Rolle Road PC	<ul style="list-style-type: none"> • Emergency lighting system.
Budleigh Salterton Station Road PC	<ul style="list-style-type: none"> • Emergency lighting system.
Exmouth Camperdown Depot	<ul style="list-style-type: none"> • CCTV.
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> • Automatic doors. • Fire alarm system. • Gas fired boilers. • Heating and ventilation maintenance.
Exmouth Leisure Centre	<ul style="list-style-type: none"> • Automatic doors. • Heating and ventilation maintenance. • Lifts (biannually). • Pool Calorex systems. • Pool plant maintenance.
Exmouth Manor Gardens PC	<ul style="list-style-type: none"> • Electrical - fixed wiring (3 years).
Exmouth Manor Gardens Stage	<ul style="list-style-type: none"> • Stage equipment inspection.
Exmouth Ocean Building	<ul style="list-style-type: none"> • Doors and shutters.
Exmouth Pavilion	<ul style="list-style-type: none"> • Automatic doors. • Heating and ventilation maintenance.
Exmouth Phear Park Lodge	<ul style="list-style-type: none"> • Gas fired boilers.
Exmouth Phear Park PC	<ul style="list-style-type: none"> • Emergency lighting system.
Exmouth Station PC	<ul style="list-style-type: none"> • Emergency lighting system.
Exmouth Town Hall	<ul style="list-style-type: none"> • Assistance alarm. • Automatic doors. • CCTV. • Electrical – PAT test. • Emergency lighting system. • Fire alarm system. • Fire extinguishers. • Heating and ventilation maintenance. • Lifts (Biannually). • ZIP boilers.
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Gas fired boilers. • Heating and ventilation maintenance.

Location	PPM and Compliance Works
Honiton Blackdown House	<ul style="list-style-type: none"> • Automatic doors. • Fire extinguishers. • Generator maintenance. • Heating and ventilation maintenance. • Lifts (Biannually). • ZIP boilers.
Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Automatic doors. • Fire alarm system. • Gas fired boilers. • Heating and ventilation maintenance. • Intruder alarm. • ZIP boilers.
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. • Electrical - fixed wiring (swimming pool). • Heating and ventilation maintenance. • Lifts (biannually). • Pool Calorex systems. • Pool plant maintenance.
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Heating and ventilation maintenance. • Lifts (biannually). • Sump pump – clean.
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Automatic doors. • Emergency lighting system. • Heating and ventilation maintenance.
Seaton Axe Valley Wetland Centre	<ul style="list-style-type: none"> • Fire extinguishers.
Seaton Seafeld Garden Gardeners Shed	<ul style="list-style-type: none"> • Fire extinguishers.
Sidford Changing Rooms	<ul style="list-style-type: none"> • Heating and ventilation maintenance.
Sidmouth Connaught Gardens Putting Green Shed	<ul style="list-style-type: none"> • Electrical - fixed wiring (3 years).
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"> • CCTV. • Heating and ventilation maintenance. • Intruder alarm. • Lifts (Biannually). • Stage equipment inspection.
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • CCTV. • Fire alarm system. • Heating and ventilation maintenance. • Intruder alarm.
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Automatic doors. • Electrical - fixed wiring (swimming pool). • Fire alarm system. • Gas fired boilers. • Heating and ventilation maintenance. • Pool plant maintenance.

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

Compliance and Planned Maintenance
(Status - 21/11/2024)



Previous report figures:
Compliant 88%, Warning 8%, 4% Overdue 4%.

- 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).
- Key Performance Indicator: Overdue figure must not exceed 10%.

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

Location	Planned Works	Status
Colyton Leisure Centre	Lighting repairs in sports hall.	Completed.
Exmouth Camperdown Depot	Upgrading to electrical supply	Completed.
Exmouth Leisure Centre	EICR remedial works.	Phase 1 completed.
Exmouth Leisure Centre	Pool circulation pumps refurbishment.	Ordered, ongoing.
Exmouth Ocean	Investigations to various water ingresses.	Ordered, ongoing.
Exmouth Pavilion	EICR remedials.	Ordered, ongoing.
Exmouth Phear Park Depot	Structural survey works	Completed.
Exmouth Phear Park Depot	Structural repairs	Ordered, ongoing.
Honiton East Devon Business Centre.	Internal decorations	Completed.
Honiton East Devon Business Centre.	Carpet and blinds replacement.	Ongoing.
Honiton swimming pool.	Replacement of reception and viewing area light fittings.	Completed.
Honiton swimming pool.	Emergency lighting remedials.	Completed.
Seaton Riverside Workshops Unit 3	Schedule of dilapidations, electrical inspection & building works	Completed.
Seaton Seafield Gardens Tennis Pavilion	Replacement of lighting	Ordered, ongoing.
Sidmouth Leisure Centre	Works to remove asbestos floor tiles & replace with vinyl flooring.	Completed.
Sidmouth Swimming Pool	Replacement of store doors.	Completed.
Sidmouth Swimming Pool	Repairs to flat roof over reception area.	Completed.
Sidmouth, Honiton, Exmouth swimming pools	Underwater surveys remedials and balance tanks maintenance works.	Completed.
Sidmouth, Honiton, Exmouth swimming pools	Remedial underwater H&S works & balance tanks cleaned.	Completed.

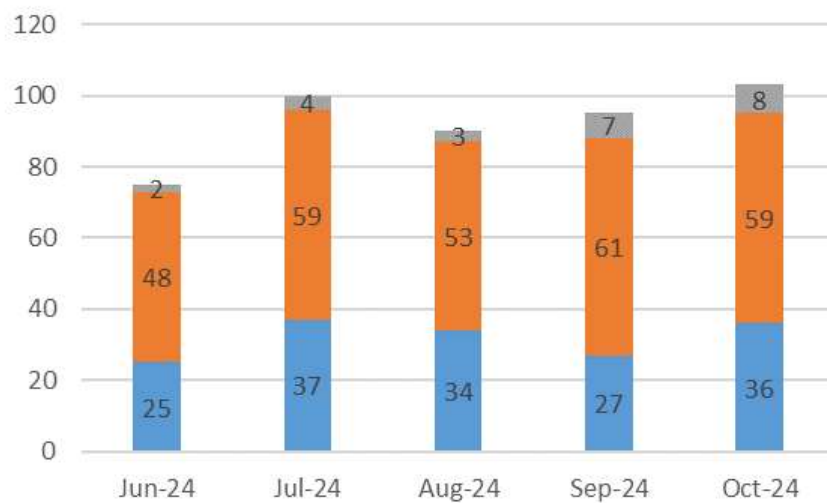
3. Reactive Maintenance

3.1. A summary of reactive jobs by property and allocation for the period June 2024 to October

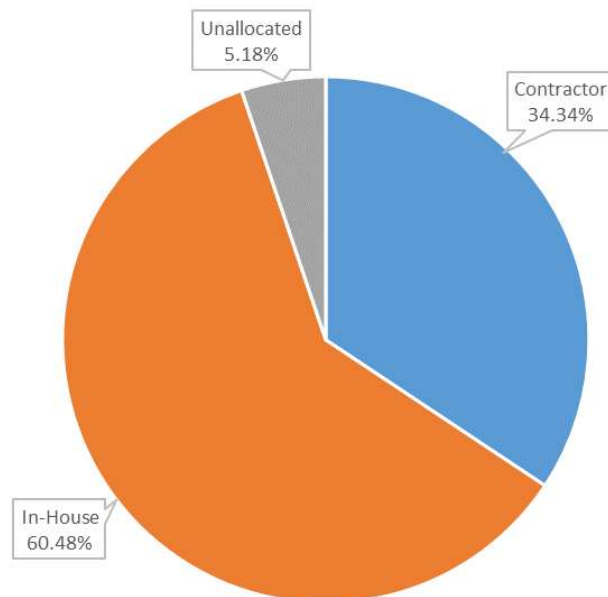
2024 is shown in the table below.

Month	Reactive Repair Cases			Totals
	Contractor	In-House	Unallocated	
Jun-24	25	48	2	75
Jul-24	37	59	4	100
Aug-24	34	53	3	90
Sep-24	27	61	7	95
Oct-24	36	59	8	103
Total	159	280	24	463
% by allocation	34.34%	60.48%	5.18%	100.00%

Reactive Repair Cases by Month
(June 2024 - October 2024)



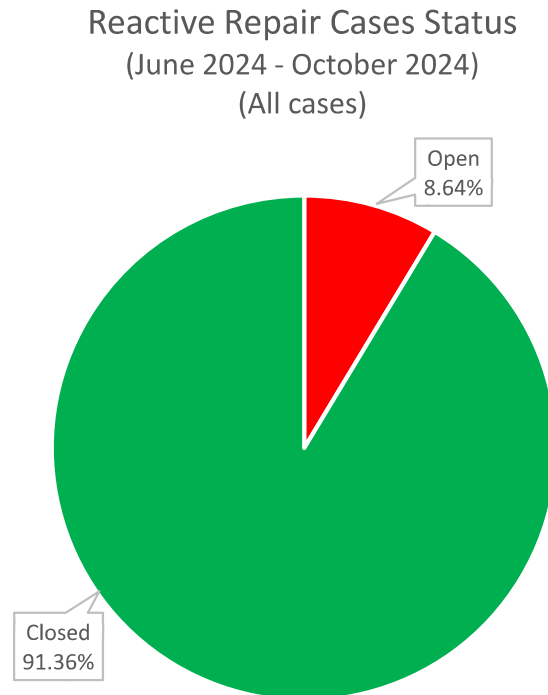
Reactive Repair Cases Allocation
(June 2024 - October 2024)



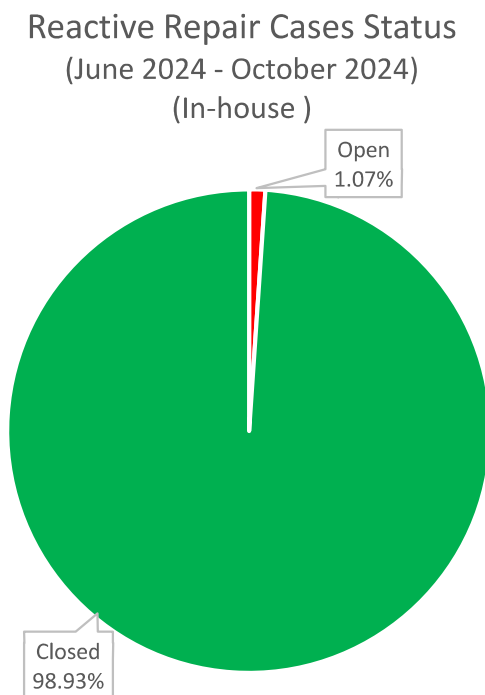
Last reports figures:

In House 53.96%, Contractor 41.52%, Unallocated 4.52.

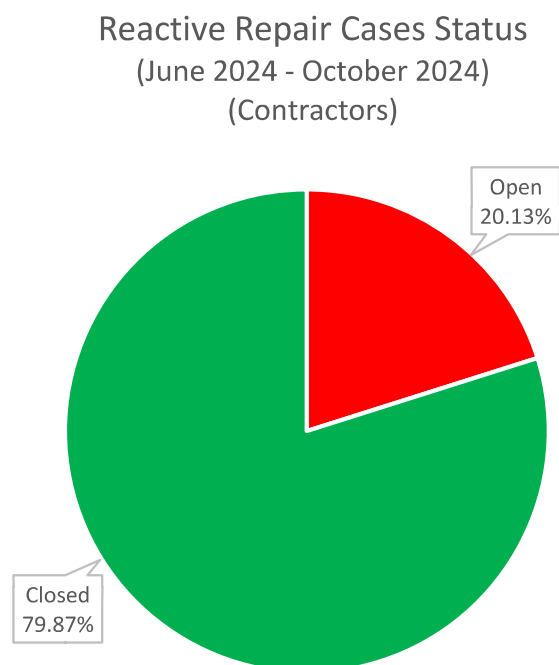
3.2. The status of reactive work for the period November 2023 to January 2024 is shown.



Last reports figures:
Closed 86.43%, Open 13.57.



Last report figures:
Closed 93.11%, Open 6.89%

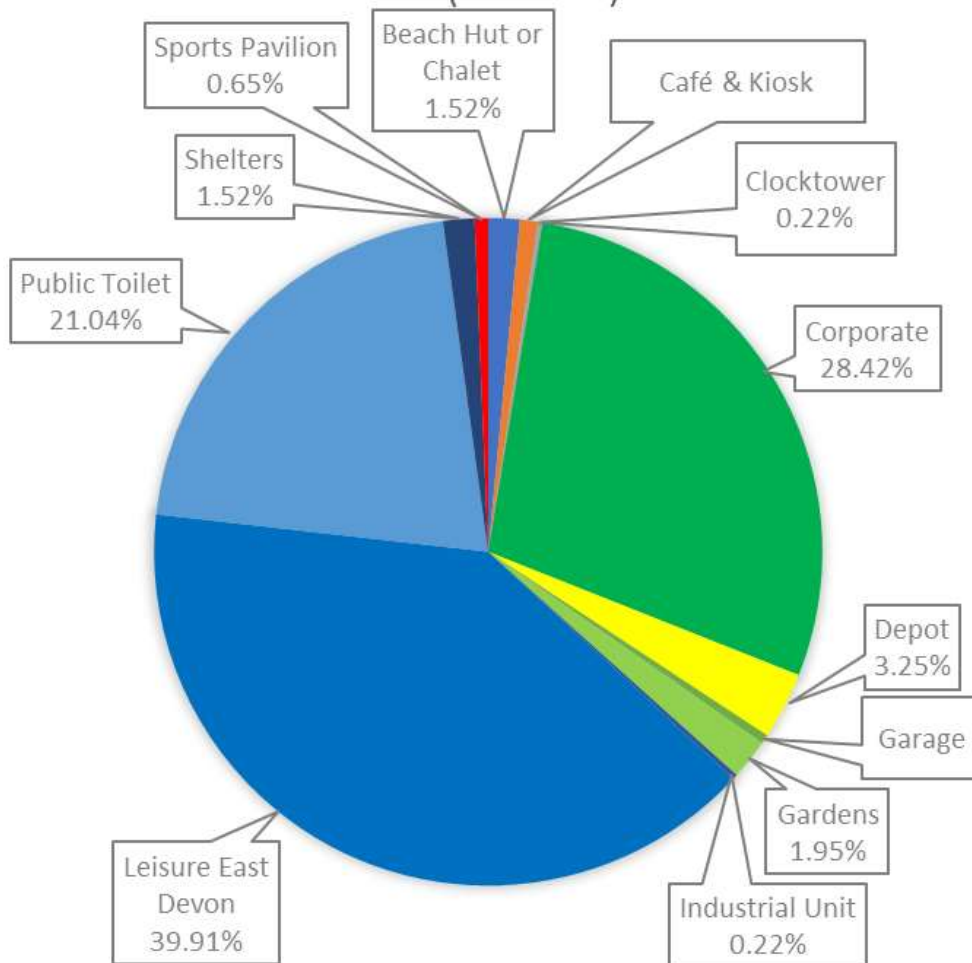


Last report figures:
Closed 80.93%, Open 19.07%

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

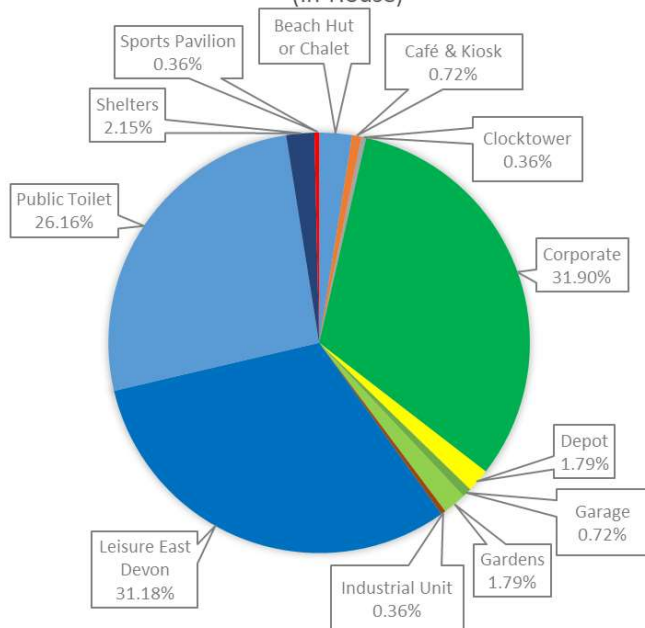
Reactive Repairs Cases by Asset Type
(June 2024 - October 2024)

(All Cases)



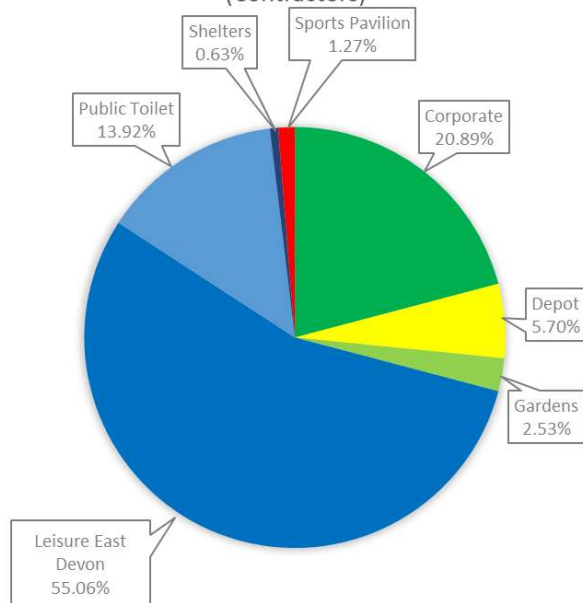
Reactive Repairs Cases by Asset Type
(June 2024 - October 2024)

(In-House)



Reactive Repairs Cases by Asset Type
(June 2024 - October 2024)

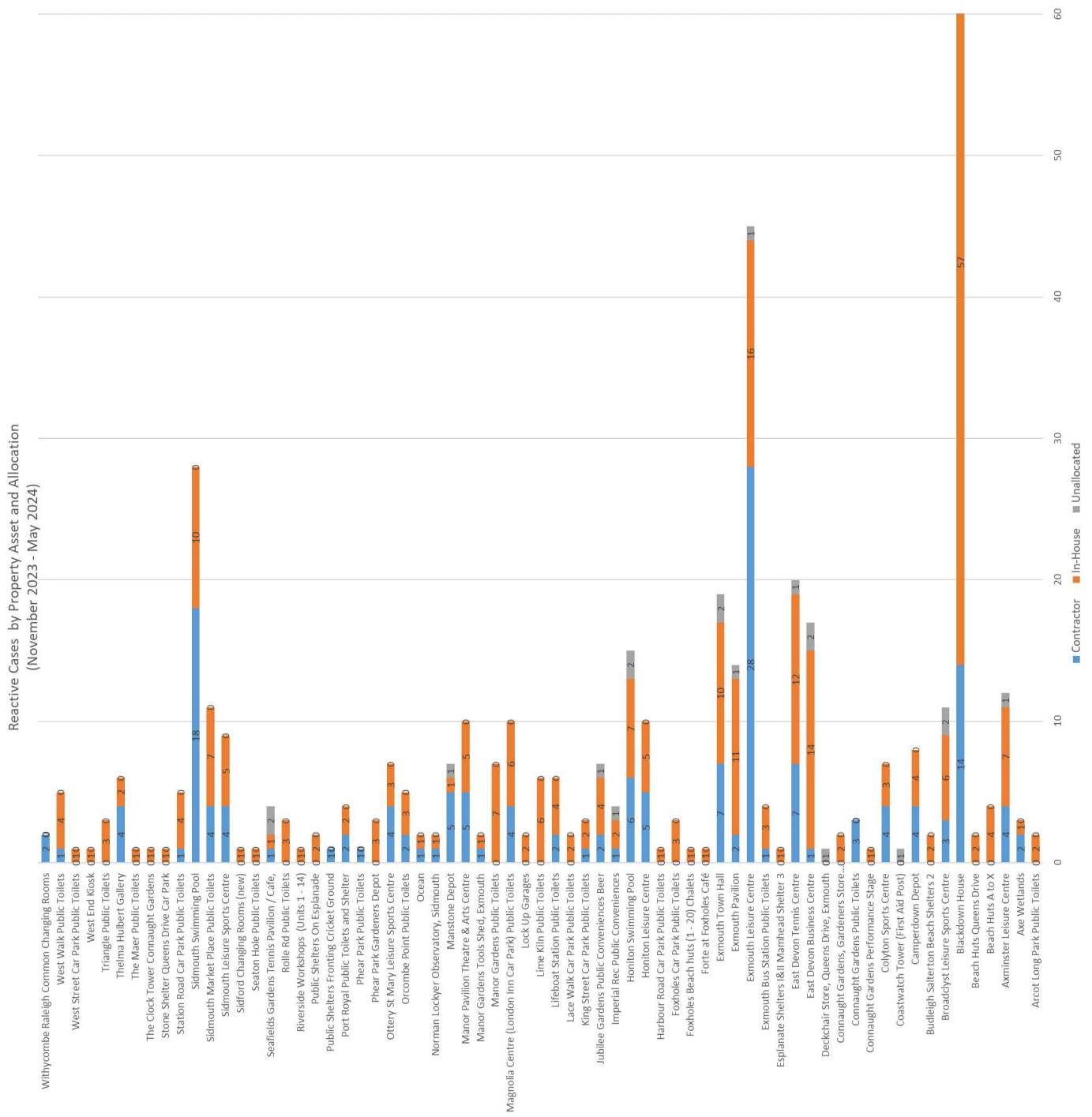
(Contractors)



Worth noting:

- Reactive work on LED managed assets was 39.91% (last report 41.52%) of the total work, a 1.61% reduction for the period.
- Reactive work by contractors on LED managed properties was 55.06% (last report 58.75%), a 3.69% reduction for the period.
- Most of the reactive work by the In-house Team is in corporate properties, 31.90% (last report 33.83%), a 1.93% reduction for the period.

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



4. Summary of live capital projects

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
New Changing Rooms	2020/21	Seaton Football Club	£291,000.00	2021/22	Completed, final account paid.
Refurbishment and improvement works	2024/25	Exmouth Pavilion	£780,000.00	2025/26	Phase 1, Completed. Phase 2, design underway, estimated delivery June/July 2025.
Roof Replacement	2022/23	Broadclyst LC	£575,575.00	2023/24	Completed, defect period.
		Ottery St Mary LC		2022/23	Completed, defect period
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:
		Colyton LC		2023/24	Axminster LC, complete
		Exmouth East Devon Tennis Centre		2023/24	Broadclyst LC, complete
		Exmouth LC		2023/24	Ottery St Mary LC, complete,
		Exmouth Pavilion		2023/24	Colyton LC, complete
		Honiton LC		2023/24	Honiton LC, complete
		Honiton Swimming Pool		2023/24	Sidmouth LC, complete.
		Ottery St Mary LC		2023/24	Exmouth Pavilion, complete
		Sidmouth LC		2023/24	East Devon Tennis Centre, complete
		Sidmouth Swimming Pool		2023/24	Compartmentation element to be reviewed and adjusted to budget.
Floor repairs and replacement	2022/23	Axminster LC	£364,550.00	2022/23	Completed.
		Exmouth LC		2024/25	Completed.
		Honiton LC		2022/23	Completed.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
		Ottery St Mary LC – Dance Studio		2022/23	Completed.
		Sidmouth LC		2024/25	Completed.
		Broadclyst LC		2024/25	Completed.
Extractor fans, AC, AHU upgrades and refurbishment	2022/23	Axminster LC	£172,500.00	2023/24	Tendered
		Colyton LC		2023/24	Tendered
		Exmouth East Devon Tennis Centre		2023/24	Tendered
		Exmouth LC		2023/24	Tendered
		Exmouth Pavilion		2023/24	Tendered
		Honiton LC		2023/24	Tendered
		Ottery St Mary LC		2023/24	Completed.
		Sidmouth Swimming Pool		2023/24	Tendered.
Cold Water Storage Tank	2024/25	Exmouth Swimming Pool	£36,000.00	2024/25	Completed.
Energy Efficiency Review	2022/23	Corporate and LED Properties	£60,000.00	2022/23	Aborted, insufficient budget. 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	Completed.
FRA Works	2022/23	Various Corporate Sites	£104,000.00	2022/23	All tendered.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
					Prioritising work to fire alarm and emergency lighting systems. Manor Pavilion, completed.
Rebuilding of Retaining Wall	2022/23	Mini Site No. 3, Durham Way	£101,000.00	2024/25	All work completed.
Roof replacement over courts 1-4	2024/25	Exmouth East Devon Tennis Centre.	£812,500.00	2023/24	Completed, defects period.
Surface water drainage improvements.	2023/24	Honiton Leisure Centre.	£25,500.00	2025/26	Detail design in progress, to be tendered. Budget might be insufficient.
Beach hut replacement.	2023/24	Sidmouth Jacobs Ladder Beach Huts.	£240,000.00	2025/26	Delayed, consultant to be appointed, estimated completion March 2025.
Public Toilet Investment Programme (including Changing Places)	2021/22	General	£3,342,000.00	2024/25 – 2025/26	Consultant's appointed, contract in place.
		Axminster West Street Car Park Public Toilets		TBC	
		Budleigh Salterton Cliff Path (West End / Steamer) Public Toilets		TBC	
		Budleigh Salterton East End (Lime Kiln) Public Toilets (Changing Places)		2024/25	Delayed, estimated completion February 2025.
		Beer Jubilee Gardens Public Toilets		TBC	
		Exmouth Foxholes Car Park Public Toilets (Changing Places)		2024/25	Delayed, estimated completion January 2025.
		Exmouth Magnolia Centre (London Inn) Public Toilets		TBC	

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
		Exmouth Manor Gardens Public Toilets		TBC	
		Exmouth Phear Park		TBC	
		Exmouth Queens Drive Public Toilets		TBC	
		Honiton Lace Walk Public Toilets		2024/25	Delayed, estimated completion March 2025.
		Seaton West Walk Public Toilets (Changing Places)		2024/25	Delayed, estimated completion February 2025.
		Sidmouth Connaught Gardens Public Toilet		TBC	
		Sidmouth Triangle Public Toilets		TBC	
		Sidmouth Ham West Carpark - Changing Places only.			Aborted, planning application refused.
		Sidmouth Market Place Toilets		TBC	
Roof Replacement	2024/25	Exmouth Pavilion	£509,000.00	2025/26	Design stages
Internal Decorations and Refurbishment	2024/25	Manor Pavilion	£265,000.00	2025/26	Phase 1 ordered, estimated completion February 2025
Internal Decorations and Refurbishment	2024/25	Thelma Hulbert internal decoration and refurbishment	£68,000.00	2025/26	Ordered, estimated completion February 2025
Water quality monitoring	2024/25	Various EDDC Swim Pools	£26,000.00	2024/25	Completed.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
Boiler Replacement / Decarbonisation	2024/25	Withycombe changing rooms	£113,500.00	2025/26	Consultants to be appointed.

5. Capital Bid Proposals for 2025/26

The Budget Setting and Capital Allocation Panel (BSCAP) bid proposals for the 2025/26 Budget and the Panel 's recommendations are shown below.

Property	Proposal	Details	Justification	Estimated Project Total	Recommended for approval
Exmouth the Pavilion Theatre	Electrical remedial works	Latest EICR identified some serious issues with the electrical installation, the issues are classified as Code 2 faults, that are required to be done to ensure electrical safety. Some work has already been undertaken, but a large piece of work to replace two obsolete and undersized distribution boards cannot be afforded from the maintenance budget.	This is a health and safety matter and a compliance requirement. Can not be postponed or ignored.	£34,500.00	£34,500.00
Sidmouth Norman Lockyer Observatory	Structural repairs and conservation works.	Replacing of external rendering, associated new drainage to remove surface water away from the building walls, re-roofing works, structural repairs to Kensington dome doors, external works to the car park entrance and other associated works.	All the work is condition related. The proposed works will ensure the continued use of the building by members of the NLO and the public and will reduce the reactive maintenance.	£165,000.00	£0.00 (Deferred)

Property	Proposal	Details	Justification	Estimated Project Total	Recommended for approval
Ottery St Mary Leisure Centre and Honiton Leisure Centre	Flooring works	Sports hall beyond economic repair. Replace / overlay existing. Dance Studio floor needs to be refurbished.	Uneconomic to continue repairing the Sports Hall's floor, H&S hazards, trips, falls, etc. Dance Studio floor needs to be refurbished, H&S hazard, trips, falls, etc.	£72,500.00	£72,500.00 (Subject to dual use agreement)
Swimming Pools (Exmouth, Honiton and Sidmouth)	UV filtering systems works	UV systems are old and beyond economic repair.	Health and safety related. Can not be postponed or ignored. Systems are old, repairs are costly as parts have been discontinued.	£88,500.00	£88,500.00
Exmouth the Pavilion Theatre	Toilet refurbishment works	Refurbishment of toilets in the foyer area, male, female and accessible toilets	Toilets need refurbishment, last refurbishment works were as follows: Accessible 2012, Male 2013, Female 2015.	£129,500.00	£0.00 (Deferred)
Exmouth Ocean	Terrace Paving works	Replacement of concrete slabs support, currently timber battens, with a proprietary slab support system that will last longer.	Existing terraces floor slabs are supported by timber battens, these are now rotting and to replace like for like is not economically viable in the long term.	£55,500.00	£55,500.00
Sidmouth Manor Pavilion Theatre	Roof replacement, ductwork, and structural works	Roof over dressing room needs replacement, structural elements and ventilation ductwork on the roof need to be replaced/maintained.	Roof coverings are beyond their design life, repairs and management hindered by ventilation ductwork and structures on the roof. The structural elements and ductwork on the roof are themselves in need of replacement / maintenance. Future maintenance easier and cheaper.	£176,500.00	£176,500.00

Property	Proposal	Details	Justification	Estimated Project Total	Recommended for approval
Swimming Pools (Exmouth, Honiton and Sidmouth)	Swimming pool underwater works	Various underwater works identified in the latest underwater safety inspections	Health and safety related. The proposed work is health and safety issues work identified in the last two underwater inspections.	£60,000.00	£60,000.00
Various Corporate Properties	External decorations and repairs	External decorations to several EDDC own public shelters, beach huts (Exmouth), lychgates, bandstands and performance stages, green and glass houses and other small buildings/structures.	Cyclical maintenance, external decorations, and repairs.	£460,500.00	£460,500.00
Various LED Operated Buildings	Internal decorations, repairs, and refurbishment.	Internal decorations to sports halls, dance studios and squash courts. High level / specialist work that cannot be done by either LED staff or in house.	This type of work has not been done for over 5 years. The walls look very dirty, even more now that we have replaced the sports halls floors in most of the leisure centres.	£67,000.00	£67,000.00 (Subject to dual use agreement)
Totals				£1,309,500.00	£1,015,000.00

6. SWAP Corporate Property Health & Safety Audit Results

- 6.1. Over the last few months SWAP (auditors) undertook an audit of the Team's work focusing on Health and Safety and Compliance. Whilst some minor issues were identified, the audit reported "...a generally sound system of governance, risk management and control...". SWAP considered the teams activity in this respect to have "...a low organisational risk and potential impact.
- 6.2. Whilst the issues identified and action plan are advisory only, the team is committed to address each finding by June 2025.
- 6.3. A copy of the final audit report and findings are included in this report.

Financial implications:

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

Legal implications:

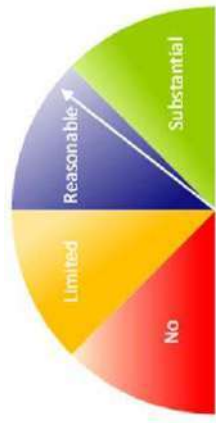
There is no direct comment to be made in relation to this update report, each and any individual issue will need to be considered as it arises.

Corporate Property Health & Safety – Final Report – November 2024

Audit Objective

To establish whether the council has effective controls for ensuring and monitoring compliance with health and safety legislation.

Executive Summary



Assurance Opinion

The review highlighted a generally sound system of governance, risk management and control in place. We identified some issues, non-compliance or scope for improvement which may put at risk the achievement of objectives in the area audited.

Management Actions

Priority 1	0
Priority 2	0
Priority 3	4
Total	4

Organisational Risk Assessment

Our audit work includes areas that we consider to have a low organisational risk and potential impact.

We believe the key audit conclusions and any resulting outcomes still merit attention but could be addressed by service management in their area of responsibility.

Low

Key Conclusions

Audit Scope

We reviewed the risk that EDDC corporate properties are unsafe or do not comply with health and safety legislation, resulting in danger to the public or staff, legal challenge, or reputational damage.



Through testing we found that most services and inspections take place at the right times and the Place, Assets and Commercialisation (PAC) service had evidence of these checks.

Our testing also showed that, where a contractor found significant issues during a service or inspection, they had been addressed.

The council's Asset Management Forum (AMF) monitors compliance with the PAC service's 90% compliance target. Recent reports to AMF show performance at or just below the target.

The PAC service could strengthen the control framework by:

- Updating the frequency of fire alarm maintenance checks in the compliance spreadsheet.
- Reviewing and updating the four Building Management Plans that are overdue for review.
- Ensuring future agreements with contractors include the right to access evidence of the contractor's qualifications, skills and experience.
- Formally adopting the 90% compliance target as a key performance indicator.



To do this we assessed the following controls:

- The council has approved policies and procedures that are accessible to officers.
- Contractors conducting compliance checks are suitably qualified and accredited.
- The council has a list of all corporate properties and their health and safety compliance needs.
- Premises inspections and risk assessments take place within reasonable timescales.
- Senior management receive regular compliance reports.
- Compliance and inspection records are accurate, and the council holds relevant evidence of checks.

We conducted our fieldwork between June and September 2024. Our testing focused on six corporate buildings.

Further Information

The Place, Assets & Commercialisation service has agreed to complete 4 actions by 1 June 2025.

Audit Findings & Management Action Plan – November 2024

Finding	Action												
<p><u>The compliance spreadsheet does not reflect the correct interval for fire alarm maintenance checks. Additional emergency lighting tests take place but are not separately recorded in the compliance spreadsheet.</u></p> <p>Officers record the frequency of servicing and inspections for each property in the compliance spreadsheet.</p> <p>For fire alarms, the contractor conducts planned preventative maintenance twice a year. However, the formula in the compliance spreadsheet has been set up to only schedule this annually.</p> <p>For emergency lighting, the contractor conducts an annual three-hour test. This is a statutory requirement. For five buildings we checked, we found a test had been completed, but the next annual check had not been scheduled in the compliance spreadsheet. This means the compliance spreadsheet would not identify these tests as being due or overdue.</p> <p>On top of the statutory three-hour test, the council requires its contractors to complete an additional one-hour test annually. Officers told us that the three-hour and one-hour tests are recorded together, so they are not separately scheduled in the compliance spreadsheet. These tests should be recorded separately so they can be monitored more easily.</p> <p>EDDC Building Managers complete an emergency lighting test monthly. We could not find evidence that the results of these tests had been recorded electronically, as required by the Fire Safety Management Plan. However, officers did send us evidence of a manual recording log used at one building, Blackdown House, that shows they have conducted regular checks.</p>	<p>The Principal Building Surveyor will amend the formula in the compliance spreadsheet to schedule fire alarm maintenance inspections every 6 months.</p> <p>The Principal Building Surveyor will remind all Building Managers that details of monthly emergency lighting tests should be recorded and send them a log sheet for recording test results.</p> <p>The Principal Building Surveyor will update the Fire Safety Management Plan to specify that Building Manager monthly checks can be recorded manually rather than electronically.</p> <p>The Principal Building Surveyor will consider recording the additional 1-hour lighting tests separately in the compliance spreadsheet. However, this will require discussions with other teams to ensure it does not impact existing Power BI reporting.</p>												
	<table><tr><td>Priority</td><td>3</td><td>SWAP Reference</td><td>AP#4985</td></tr><tr><td>Responsible Officer</td><td></td><td>Principal Building Surveyor</td><td></td></tr><tr><td>Timescale</td><td></td><td>1 June 2025</td><td></td></tr></table>	Priority	3	SWAP Reference	AP#4985	Responsible Officer		Principal Building Surveyor		Timescale		1 June 2025	
Priority	3	SWAP Reference	AP#4985										
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Timescale		1 June 2025											

Finding	Action												
<p><u>We found cases where the last service or inspection had not been recorded on the compliance spreadsheet. We could not find service or inspection certificates for all buildings.</u></p> <p>We found the following instances where the compliance spreadsheet had not been updated with details of the services/inspections completed:</p> <ul style="list-style-type: none">For three buildings details of the latest PAT tests had not been recorded.For two buildings details of the last asbestos survey completed had not been recorded. However, there were no significant issues found in these surveys. <p>From the sample of six buildings checked, we found that one building, Withycombe Common Changing Rooms, did not have a Fire Risk Assessment.</p> <p>If details of inspections and risk assessments are not recorded on the compliance spreadsheet, future services may not be scheduled or followed up correctly.</p>	<p>Officers provided evidence that they have updated the compliance spreadsheet with details of these surveys and risk assessments.</p> <p>We recommended that the Place, Assets & Commercialisation team schedule a Fire Risk Assessment for Withycombe Changing Rooms. Officers told us they consider the building to present a very low risk for the following reasons:</p> <ul style="list-style-type: none">This building is used irregularly, and when it is used, it is for short periods of time.The building was constructed in 1998 in line with fire regulations. There have been no significant changes to fire regulations since that time.There have been no alterations to the building that would necessitate a new risk assessment.The StreetScene service complete monthly checks on the property and would report any issues they find to the Place, Assets & Commercialisation team. <p>Therefore the service has accepted this risk.</p> <table><tr><td>Priority</td><td>3</td><td>SWAP Reference</td><td>AP#4990</td></tr><tr><td>Responsible Officer</td><td></td><td></td><td>N/A</td></tr><tr><td>Timescale</td><td></td><td></td><td>N/A</td></tr></table>	Priority	3	SWAP Reference	AP#4990	Responsible Officer			N/A	Timescale			N/A
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Responsible Officer			N/A										
Timescale			N/A										

Finding	Action												
<p><u>Some agreements with contractors do not require them to provide evidence of qualifications, experience and training.</u></p> <p>Most maintenance contractors are appointed through established procurement frameworks. Officers told us there are stringent requirements for suppliers to be part of these agreements, and these include checks on accreditations and qualifications. Where the council does not appoint through a framework, these tend to be for low value or low risk jobs, and officers confirmed they conduct commensurate checks.</p> <p>We tried to check contractors had the correct accreditations. We were not able to check every accreditation due to some information not being publicly available. However, where we could check, we found the council's contractors had the correct accreditations.</p> <p>We reviewed some of the agreements with current contractors. While these require contractors to employ competent tradesmen, some older agreements do not require the contractor to provide evidence of qualifications, experience and training upon request.</p>	<p>The Place, Assets & Commercialisation team will ensure that future agreements give them the right to request evidence of qualifications, training and experience.</p> <table><tr><td>Priority</td><td>3</td><td>SWAP Reference</td><td>AP#5059</td></tr><tr><td>Responsible Officer</td><td></td><td colspan="2">Principal Building Surveyor</td></tr><tr><td>Timescale</td><td></td><td colspan="2">1 June 2025</td></tr></table>	Priority	3	SWAP Reference	AP#5059	Responsible Officer		Principal Building Surveyor		Timescale		1 June 2025	
Priority	3	SWAP Reference	AP#5059										
Responsible Officer		Principal Building Surveyor											
Timescale		1 June 2025											

Finding	Action
<p><u>Management plans are overdue for review and are not easily accessible to staff.</u></p> <p>We found four Non-Housing Building Management Plans were overdue for a review: Asbestos, Fire Safety, Gas Safety and Electrical Safety.</p> <p>The above plans were not available on the intranet but were saved on the 'S' drive.</p> <p>Some work has already started on updating the management plans and whilst the technical requirements are not expected to change significantly, there are administrative elements, such as changes in officers, which need updating.</p>	<p>The Principal Building Surveyor will ensure that the management plans are reviewed and updated, and copies saved on the intranet.</p>
	<p>Priority 3 SWAP Reference AP#4979</p>
	Responsible Officer Principal Building Surveyor
	Timescale 1 June 2025

Finding	Action
<p><u>Key Performance Indicators have not been formally adopted.</u></p> <p>We were advised that the only established KPI is a 90% compliance performance target.</p> <p>While this is monitored through the Asset Management Forum, this target has not been formally adopted.</p>	<p>The Place, Assets & Commercialisation team will consider formally adopting this key performance indicator by adding it to existing management plans.</p>
	<p>Priority 3 SWAP Reference AP#4988</p>
	Responsible Officer Principal Building Surveyor
	Timescale 1 June 2025