

## Agenda for Asset Management Forum Monday, 3rd March, 2025, 9.30 am

### Members of Asset Management Forum

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

**Venue:** online

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(or group number 01395 517546)

Friday, 21 February 2025



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1 Notes from the previous meeting held on 2 December 2024 (Pages 3 - 5)

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 is one item which officers recommend should be dealt with in this way.

7 Major Projects and Programmes Team Update (Pages 6 - 10)

8 Estates Team Update (Pages 11 - 13)

9 Community Asset Transfer request (Pages 14 - 18)

### Part B

10 Employment Site, Honiton (Pages 19 - 21)

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

[Decision making and equalities](#)

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

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Asset Management Forum held online on 2 December 2024**

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

The meeting started at 9.32 am and ended at 10.40 am

#### **10 Notes from the previous meeting held on 17 June 2024**

The notes from the previous meeting on the 17 June 2024 were agreed.

#### **11 Declarations of interest**

Minute 15

Cllr O Davey: ANRI Exmouth Town Council member

Cllr I Barlow: ANRI Sidmouth Town Council member

Cllr M Goodman: ANRI Sidmouth Town Council member

#### **12 Public speaking**

None.

#### **13 Matters of urgency**

None.

#### **14 Confidential/exempt item(s)**

None.

#### **15 Estates Team update**

The Estates Team update report covered:

- Recent event to celebrate 25 years of the East Devon Business Centre
- Re-let of two units at Riverside Workshops, Seaton
- Preparing of assets for auction in early 2025
- Completed acquisition of additional 18 acres of land at Seaton Marshes
- Additional resource secure to complete work on the draft Asset Management Plan in the New Year;
- Continued work on the disposal of Category B and C public toilets.

The Forum were also advised that a demonstration of the Asset Register software would be provided at a future meeting.

Discussion included:

- A positive meeting had taken place between the directors of the Norman Lockyer Observatory and officers in the past few days;
- Recent toilet closures had been necessary due to the invasive nature of the asbestos inspections, and liaison with Streetscene would continue to bring the toilets back into use as soon as possible.

The Forum noted the report.

## 16 **Place Major Projects & Programmes Team Update**

The update report included:

- Depots Review
- Public toilets, Esplanade & Drill Hall, Sidmouth
- UKSPF Feasibility Studies, Exmouth
- Stalled Employment Sites in Axminster, Honiton and Seaton
- Seaton Moridunum
- Clyst Meadows Country Park
- Cranbox, Cranbrook

Discussion covered:

- The size and scale of the Depot Review meant that a report could not be ready for Cabinet consideration until spring 2025;
- Planning application for the Clyst Meadows Country Park was now in for consideration by the Council this month;
- Modular space in Cranbrook was still under evaluation.

The Forum noted the report.

## 17 **Property and FM Team update**

The Forum received an update report covering the period June 2024 to October 2024; the report also set out the findings of the SWAP audit on corporate health and safety. The actions resulting from the audit were all priority 3 (priority 1 being the most urgent) and overall gave a high level of assurance that the Council was meeting its obligations.

Discussion included:

- The due diligence and dedication of the team in dealing with the work, particularly in balancing the demand of reactive work, was commended;
- The next stages of the toilet review would demand considerable time and resources;
- Any additional spend for projects that was not included in the budget (including capital projects that required additional funding) would come before Cabinet for approval. A request was made for future reporting to the Forum to include evaluation of the capital projects completed to establish the level meeting budget, under budget or reaching overspend;
- Spend on LED run assets was approximately at 40% of the total the Council covered, and communications should be considered to inform the public of the public spend to support the service.

The Forum noted the report.

### **Attendance List**

#### **Councillors present:**

P Arnott

P Hayward (Chair)

G Jung

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

I Barlow  
O Davey  
M Goodman  
N Hookway

**Officers in attendance:**

Tim Child, Assistant Director Place, Assets & Commercialisation  
Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes  
Alison Hayward, Project Manager Place & Prosperity  
Jorge Pineda-Langford, Principal Building Surveyor, Property & FM

**Councillor apologies:**

S Hawkins  
T Olive

Chair .....

Date: .....

Report to: Asset Management Forum



Date of Meeting: 3<sup>rd</sup> March 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## **PAC Service Major Projects & Programmes Team Update**

### **Report summary:**

The report provides a summary of the more high profile 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](mailto:nharnett@eastdevon.gov.uk); Marie Ainsworth - Place & Prosperity Officer

[mainsworth@eastdevon.gov.uk](mailto:mainsworth@eastdevon.gov.uk); Paul Osborne – Green Infrastructure Project Manager

[posborne@eastdevon.gov.uk](mailto:posborne@eastdevon.gov.uk); Frances Wadsley - Enterprise Zone Project Manager

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

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**

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

Priorities (check which apply)

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

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 Construction works are well under way with new publicly accessible toilets expecting to be open in spring and Rockfish is hoping that the new restaurant will be open in summer 2025. Once the new public toilets are operational the temporary facilities will be removed.

## **4. UKSPF Feasibility Studies, Exmouth Placemaking Plan**

### **EXMOUTH PLACEMAKING PLAN**

- 4.1 The Exmouth Placemaking Plan was developed in 2024, however, some further work has been identified as required. This is now being advanced and discussions with consultants undertaken to allow a series of Workshops to be moved forward in the late Spring.
- 4.2 The intention is to complete the updates to the Placemaking Plan in Summer 2025.
- 4.3 In parallel with the work to recommence the Placemaking Plan, a Governance and Stakeholder strategy has been developed for approval at the March PETS meeting.

## **UKSPF FEASIBILITY STUDY FOR QUEENS DRIVE SPACE AND BEACH GARDENS**

- 4.4 The UKSPF programme is funding a feasibility study for Exmouth Queens Drive Space and Beach Gardens, this study has required the appointed design team to prepare three design options for each site. A workshop was held with the Placemaking in Exmouth Town Centre and Seafront group in January, which selected one design option for each site to be developed to RIBA Stage 2 design stage. The work being undertaken also looks to consider the engineering and planning constraints present on each site and is to be accompanied by cost estimates.
- 4.5 This work will be completed by the end of March 2025 in order to comply with the UKSPF funding requirements.
- 4.6 This work forms part of the wider Placemaking for Exmouth Town and Seafront project, which is a key corporate priority.

## **5. Stalled Employment Sites (Axminster and Seaton)**

- 5.1 A multidisciplinary project team has been assembled to review delivery options for sites in Axminster, Honiton and Seaton.

### **CLOAKHAM LAWN, AXMINSTER**

- 5.2 Work on Cloakham Lawn has commenced, with discussions with the legal team in regard to the land transfer from Bovis Homes (due under a Section 106 contribution).
- 5.3 A site visit has been undertaken to Cloakham Lawn to review the site and a Project Initiation Document (PID) together with a high-level massing plan is now being developed. The next steps are to review the viability of the site to ensure that proposals are deliverable. Following completion of this work, a programme for the procurement of a consultant team to deliver designs for planning will be prepared.

### **SEATON & OTHER SITES**

- 5.4 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.
- 5.5 See separate report re Hayne Lane, Honiton.

## **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 Planning Consent granted in December 2024. Work is underway to discharge planning conditions (and in relation to the DCC shared pedestrian/cycle line). The Countryside Team have engaged with neighbours and commenced initial enabling works (vegetation clearance and hedgerow planting) including community input (hedgerow planting event with Broadclyst Environmental Group on 15<sup>th</sup> Feb).

7.2 Detailed design and preparation for tender is underway. The main contract works (car park, paths etc) and fencing contract are programmed to commence in May-June 2025 subject to approval of CIL funding by CIL Member Working Group, with a target for opening the site to the public in late-summer 2025. Planting, Signage and Site Furniture will be delivered by the Countryside Team.

7.3 Devon County Council are seeking funding for implementation of the remainder of the Mosshayne Lane – Station Road Shared Cycle/Pedestrian Route (west of Clyst Meadows)

7.4 CIL Funding for the capital works on site has been approved by CIL Member Working Party (subject to approval by Strategic Planning Committee). A report is currently in preparation in response to CIL Member Working Group request for other options for funding of the management of Clyst Meadows to be considered to reduce the upfront cost to CIL.

## **8. Cranbox, Cranbrook**

8.1 Cranbox is a proposed modular development, to be sited in Cranbrook Town Centre, to support employment and provide suitable units for the development of the town centre.

8.2 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 successful 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.

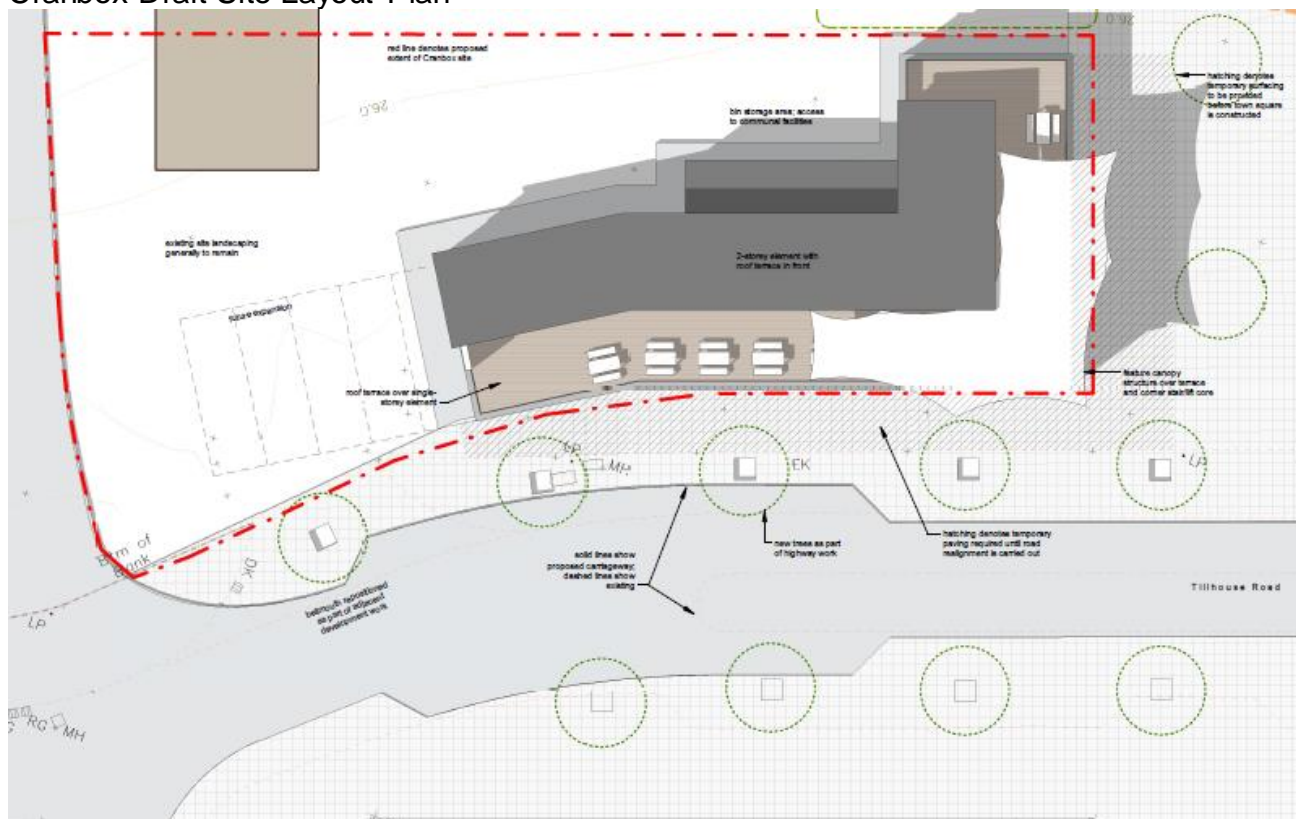
8.3 The proposed location of Cranbox is land at TC2 (to the north of the high street). This land will be transferred to EDDC as required by a Cranbrook s.106 agreement. At present the land transfer process is being progressed but has not concluded. There are outstanding issues to be resolved with Devon 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 March 2025.

8.4 A consultant architect has been appointed along with a quantity surveyor, structural surveyor and M & E services consultant. Detailed plans for the Cranbox development are in the process of being drawn up in consultation with Cranbrook Town Council. A Commonplace survey has been undertaken to assess the demand for units in the local area. Over 80 responses were received, and the information is

being used to inform the design process. A planning application is due to be submitted early March 2025.

8.5 A report will be taken to Cabinet in March 2025 detailing the progress of the project and seeking agreement for any variations to the funding agreement which may need to take place.

#### Cranbox Draft Site Layout Plan



#### Financial implications:

This is an update report with no new financial implications to highlight. The work programme could have significant financial implications such as the Depot Review, but separate reports and member consideration will be required going forward on these items.

#### 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 3 March 2025

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

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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
- ☐ 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

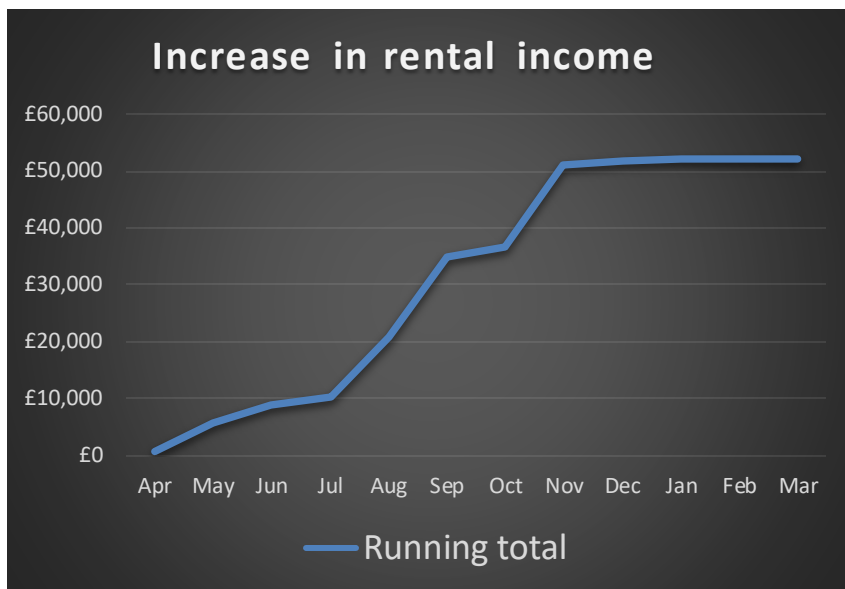
Link to [Council Plan](#)

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. An initial expression of interest in Community Asset Transfer has been received in respect of the Norman Lockyer Observatory. In line with the adopted process, consultation has begun and AMF members will be consulted as part of this process. Once the view of all stakeholders have been gathered a report will be prepared for the Portfolio Holder for Finance & Assets to consider whether to invite submission of a detailed business case.
2. In the October 2024 budget changes to the discounts available to tenants under the Right to Buy scheme were announced. The 3 week period between the announcement and the implementation of the change gave a window for tenants to apply under the old arrangements. This led to a significant number of applications with the number of requests for valuations being equivalent to what the team would usually undertake in 2 years. The team have worked hard to balance this additional work with the ongoing workload in order to provide the valuations to allow Housing colleagues to process the applications.
3. The team have successfully agreed terms for a new letting of a unit at Manstone Workshops in Sidmouth which had become vacant following notice from the tenant to terminate their lease agreement. The agreed letting ensures the site remains fully let, delivering both support to small businesses through flexible lease terms and providing a valuable income to the Council.
4. Disposal of Category B and C public toilets continues to progress with the previously reported transfers to Town and Parish Councils now close to completion. Two sites are to be sold at Auction in April 2025 and work continues to progress lease arrangements for sites where a commercial operator has been identified.
5. The overall general fund portfolio continues to perform well with very limited voids and rental growth in most areas. In the financial year to date the increase in rental income due to lease renewals, new lettings and rent reviews stands at £52,154. The progress throughout the year can be seen on the graph below.



6. Over the past few months, the team have assisted colleagues within the Council's Housing team in agreeing terms for access rights and easements in respect of sewage treatment and drainage works. These agreements ensure that not only are the Council able to undertake necessary works but that future responsibility is clearly defined to ensure clarity in terms of the apportionment of any cost.
7. 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.

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### **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: 3 March 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## **Community Asset Transfer Proposal - Public WC in School Lane car park, Newton Poppleford**

Report summary:

The purpose of this report is to consult AMF on a Community Asset Transfer application that has been received in respect of the public toilet building in School Lane car park, Newton Poppleford.

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

Consultation has been undertaken with officers of relevant council services, along with the local ward member.

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

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

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### **Recommendation:**

1. That AMF notes the report and offers its thoughts on the application, 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 the site.
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.

### **Reason for recommendation:**

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

Portfolio(s) (check which apply):

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

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk

**Links to background information** [EDDC Community Asset Transfer Procedure \(eastdevon.gov.uk\)](#)

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

Priorities (check which apply)

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

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## Report in full

### 1. Background.

- 1.1 The Council's procedure for Community Asset Transfers was approved last year. A copy of the procedure can be found at [EDDC Community Asset Transfer Procedure \(eastdevon.gov.uk\)](#).
- 1.2 An Expression of Interest has been submitted by Newton Poppleford and Harpford Parish Council to acquire the public toilet building in School Lane car park (see plan and photos below).
- 1.3 The Expression of Interest is attached as Appendix 1.

### 2. Procedure.

- 2.1 On receipt of the EOI, the council consults with:
  - a) SLT
  - b) Ward Member: Cllr Chris Burhop
  - c) The Asset Management Forum (hence purpose of this report)
  - d) Any other persons or bodies as deemed appropriate



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

2.3 Consultation with individuals of SLT, ward member and Streetscene, has already taken place.

### 3. Site Detail.

3.1 The wc is shown in yellow on the plan below. It sits within an EDDC owned car park. The car park is free to use and provides a much needed area for local residents and for school drop off.







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

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

To retain a public wc and to repurpose the remainder of the building as a store for emergency flood defence equipment.

3.4 The Parish Council already lease the building but they wish to hold the freehold in order to invest in the asset.

#### 4. **Consultation with Relevant Council Services.**

4.1 We have consulted with the Senior Leadership Team, local Councillor and Streetscene colleagues in respect of this EOI.

4.2 Comments received were as follows:

- This transfer to Newton Popp makes absolute sense, since they have run the facility since the 2005 toilet review. It was due to transfer as part of the tidying up of the toilet review anyway, with Cabinet approving that in May 2021.
- My only comment would be to please consider legal fees, with work levels as they are this may need to be outsourced. We would consider at the time it comes forward. If the potential tenant isn't instructing their own lawyers this can lead to additional work for EDDC so we would encourage them to instruct lawyers on their own behalf.
- In terms of my view, I am in favour of this proposed asset transfer. The Parish Council would very much like to put in place a sustainable WC installation which would require some significant (in parish council terms) long term investment. Transferring ownership to it will facilitate this & remove the future bureaucracy involved with requesting permissions etc. The PC currently lease the block for a peppercorn rent and therefore are fully appraised of the running costs of the facility.

- In view of the position of the wc block within the car park consideration should be given as to whether it might be sensible to explore the possibility of transferring the car park asset as well. This happened at Woodbury and East Budleigh where free car parks were transferred with the toilet blocks.

## **5. Next Steps.**

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

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### **Financial implications:**

Currently costs of this toilet provision is met by the parish Council, this proposal continues that arrangement and strengthens this certainty going forward including parish council investment in the asset. It is assumed the car park remain and therefore this does not restrict future utilisation of the site but confirmation of this would be helpful to assist members in their decision.

### **Legal implications:**

The application must be dealt with in accordance with our adopted procedures. If it progresses a business case will be needed from the Parish Council for consideration.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted