

Agenda for Asset Management Forum Monday, 19th January, 2026, 9.30 am

Members of Asset Management Forum

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

Venue: online

Contact: Debbie Meakin;

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(or group number 01395 517546)

Friday, 9 January 2026



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- 1 Notes from the previous meeting held on 29 September 2025 (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 Placemaking & Major Projects team update (Pages 6 - 8)
- 8 Estates team update (Pages 9 - 12)
- 9 Local Government (Access to Information) Act 1985 - Exclusion of Press and Public

The Chair to move the following:

“that under Section 100(A)(4) of the Local Government Act 1972, the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B)

Part B

10 Lease events report (Pages 13 - 16)

[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 29 September 2025

Attendance list at end of document

The meeting started at 9.30 am and ended at 10.33 am

9 Notes from the previous meeting held on 16 June 2025

The notes of the previous meeting held on 16 June 2025 were agreed.

10 Declarations of interest

Minute 14 and 15

Cllr Barlow; ANRI; Member of Sidmouth Town Council

Cllr Davey; ANRI; Member of Exmouth Town Council

Minute 16

Cllr P Hayward; ANRI; Role as employee of Town Council

11 Public speaking

None.

12 Matters of urgency

None.

13 Confidential/exempt item(s)

There was one item, listed under minute 17.

14 Property and FM Team update

The Principal Building Surveyor/Team Lead summarised the report that highlighted corporate property and FM activities for the 1st quarter of financial year 2025/26 (April to June 2025) and listed the tasks for the 2nd quarter of 2025/26 (July to September 2025). The report also provided an update on ongoing capital projects and capital bids approvals for 2025/26.

Questions included:

- Clarification on replacement thermostat mixing valves on showers;
- Clarification on handover of toilets at Foxholes complete with testing certification – testing on water supply would be carried out annually

The Forum noted the report.

15 Estate Team update

The Senior Estate Surveyor's report provided an update on the areas of work the Estates Team were involved in:

- New industrial units at Redgates in Exmouth had now been completed and transferred to the Council.
- Following vacation of two units at Riverside Workshops by a single tenant, the team recently undertook a marketing exercise to identify new tenants for the units, this had been successful and terms agreed with two new tenants.
- The Units at Redgates and Riverside, form part of the Council's larger industrial portfolio which consists of 48 Industrial units, 11 Compounds and 9 ground leases spread over 10 sites across the district.
- The team recently negotiated a rent review in respect of the Council's Waste and Recycling facility.
- The ongoing roll out of new and improved communications networks continues to provide increasing numbers of cases where wayleaves and easements are sought in respect of the page 26 installation of new equipment.
- Through the disposal of surplus assets, the team had generated capital receipts totalling £236,600 so far this financial year.
- Work was continuing on the new Asset Management Plan and a draft plan would be available at a future Forum meeting.

The Forum noted the report.

16 **Placemaking and Major Projects Team update**

The Corporate Lead Major Projects and Programmes' report provided a summary of the more high-profile projects that the Major Projects & Programmes Team were currently involved in delivering. The update report included:

- Depots review
- Exmouth Placemaking Plan (EPP)
- Stalled Employment Sites
- Cranbox, Cranbrook

Question included:

- Clarification on progress with the Depot Review, with consultant work now concluded and a report pending to Cabinet by the end of the year, taking account of a revised approach in light of local government review;
- Cranbox transfer of land was ongoing and officers did not expect any further issues to slow progress on delivery.

The Chair welcomed the progress on the Cranbox project.

The Forum noted the report.

The meeting went into private session.

17 **Hayne Lane, Honiton**

The Development Delivery Project Manager and the Corporate Lead - Major Projects report provided the Asset Management Forum with an update on the work undertaken to support the delivery of the Hayne Lane site, and overview of the next steps needed to deliver employment space.

The Forum noted the report and

RECOMMENDED to Cabinet

- That a budget of £30,000 is made available to provide legal and commercial advice to support the delivery of the site.

Attendance List

Councillors present:

T Olive
P Arnott
P Hayward (Chair)
S Hawkins
G Jung

Councillors also present (for some or all the meeting)

I Barlow
R Collins
O Davey
C Fitzgerald
N Hookway

Officers in attendance:

Andrew Champion, Development Delivery Project Manager
Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes
Rob Harrison, Senior Estates Surveyor
Jorge Pineda-Langford, Principal Building Surveyor, Property & FM
Tim Child, Assistant Director Place, Assets & Commercialisation

Chair

Date:



Report to: Asset Management Forum

Date of Meeting: 19th January 2026

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Placemaking & Major Projects 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 - Placemaking and Major Projects
nharnett@eastdevon.gov.uk

Portfolio(s) (check which apply):

- ☒ Assets and Economy
- ☐ Communications and Democracy
- ☒ Council, Corporate and External Engagement
- ☒ Culture, Leisure, Sport and Tourism
- ☒ Environment - Nature and Climate
- ☐ Environment - Operational
- ☐ Finance
- ☒ Place, Infrastructure and Strategic Planning
- ☒ Sustainable Homes and Communities

Equalities impact Low Impact

Climate change Low Impact

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

Links to background information n/a

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ 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 Placemaking & Major Projects team. The projects are wide ranging, supporting the delivery of a range of Council Plan priorities.

2. Marlcombe

- 2.1. This update does not include any updates on project work being undertaken on the Marlcombe new town. Updates are provided on this project through other meetings/forums.

3. Exmouth Placemaking Plan (EPP)

- 3.1. A final draft version of the EPP was considered by the PETS group in September 2025, with the plan amended to focus on deliverable projects for the Exmouth area. A public consultation was undertaken through November & December 2025, with two in person events held in Exmouth and online engagement through Commonplace. The Team is currently reviewing the comments received through the consultation process and amending the EPP to reflect these comments.
- 3.2. The current timetable for this work is on track for the EPP to be adopted by Spring 2026. A final version of the EPP will be shared with the PETS group in March 2026, with the document also considered by Devon County Council (DCC) and Exmouth Town Council (ETC) for endorsement. EDDC Cabinet will receive a final version of the report in April 2026.

4. Stalled Employment Sites

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

Cloakham Lane, Axminster

- 4.2. A cross departmental team is working with Vistry Group to progress the land transfer of employment space (due under S.106 contribution from the Cloakham Lawns development). This work is progressing well, and the land will be transferred to EDDC in Spring 2026.
- 4.3. Two procurement exercises have been undertaken to secure commercial advice and architectural support to develop a scheme for the site. This work has now concluded and is being reviewed with ward members.
- 4.4. The next stage of this work will be to prepare a planning application for the development of the site; this will be prepared for submission in Summer 2026.

Seaton Sites

- 4.5. The Harepath Road site is currently being marketed by Vickery Holman. Vickery Holman are receiving a good level of interest from the market. Offers for the site will be considered in late January 2026, which will result in EDDC receiving a capital receipt for the site.
- 4.6. Work on the Colyford Road site has commenced with a review of the planning history of the site and a review of delivery options. A report will be prepared for AMF when this work has been completed.

Hayne Lane, Honiton

- 4.7. A brief has been written to procure a red book valuation for the site. The red book valuation will be instrumental to negotiating a sale price for the site. This work is ongoing, requiring a multidisciplinary approach to secure an appropriate capital receipt for the site, as well as timely delivery of employment space.

5. Cranbox, Cranbrook

- 5.1. The Cranbox Project comprises a two-storey modular development, designed to deliver flexible commercial space as part of the ongoing development of Cranbrook Town Centre. The project is funded through a £1.9m grant from the Devon & Torbay Net Zero Capital Programme.
- 5.2. The scheme continues to experience delays as the transfer of the TC2 land to EDDC has not yet been completed. The team are working to progress this transfer, with anticipated completion of the transaction by late January 2026.
- 5.3. Due to project delays the scheme will not be concluded until Autumn 2026, this has been formally agreed by the Combined County Authority (CCA) through an amendment to the funding agreement.
- 5.4. The team are working to commence a Pre-Construction Services Agreement (PCSA) with the procured contractor, it is expected that this work will commence in January 2026, supported by EDDC's Employers Agent, Kendall Kingscott.

Financial implications:

To be completed by Finance

Legal implications:

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

Report to: Asset Management Forum

Date of Meeting 19 January 2026

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 that 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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Portfolio(s) (check which apply):

- ☒ Assets and Economy
- ☐ Communications and Democracy
- ☐ Council, Corporate and External Engagement
- ☐ Culture, Leisure, Sport and Tourism
- ☐ Environment - Nature and Climate
- ☐ Environment - Operational
- ☐ Finance
- ☐ Place, Infrastructure and Strategic Planning
- ☐ Sustainable Homes and Communities

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

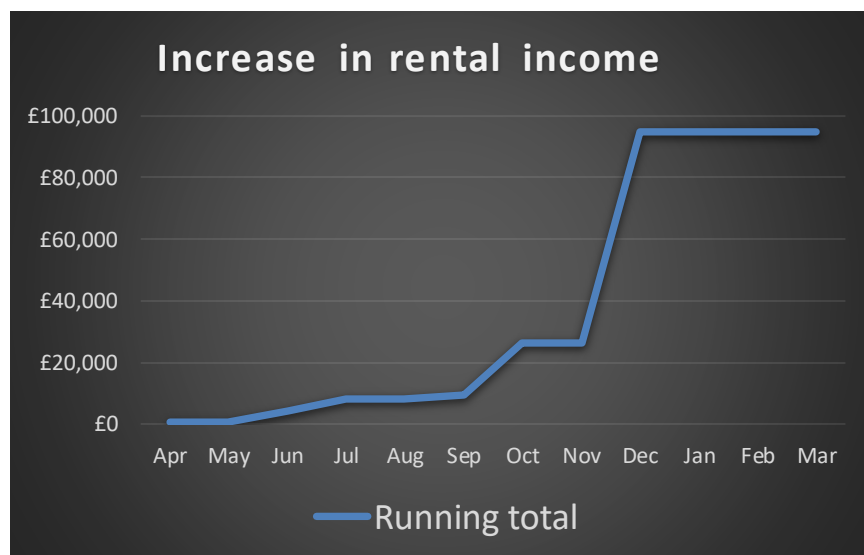
- Following the Cabinet decision to explore the opportunities around a focussed programme of Community Asset Transfers the Estates Team has been heavily involved in progressing this through discussions with Stakeholders, portfolio analysis and the provision of title and other information to inform the decision making process.

Whilst this work has been ongoing there has been progress on one of the previous CAT requests which AMF had previously considered. Following the decision to invite a formal business case from Newton Poppleford & Harford Parish Council in respect of the toilet building in the School Lane Car Park, this has recently been submitted and further consultation is underway. Further reports will be brought to members in due course once the consultation exercise is completed.

- The let portfolio continues to perform well with limited voids and good levels of interest in availability.

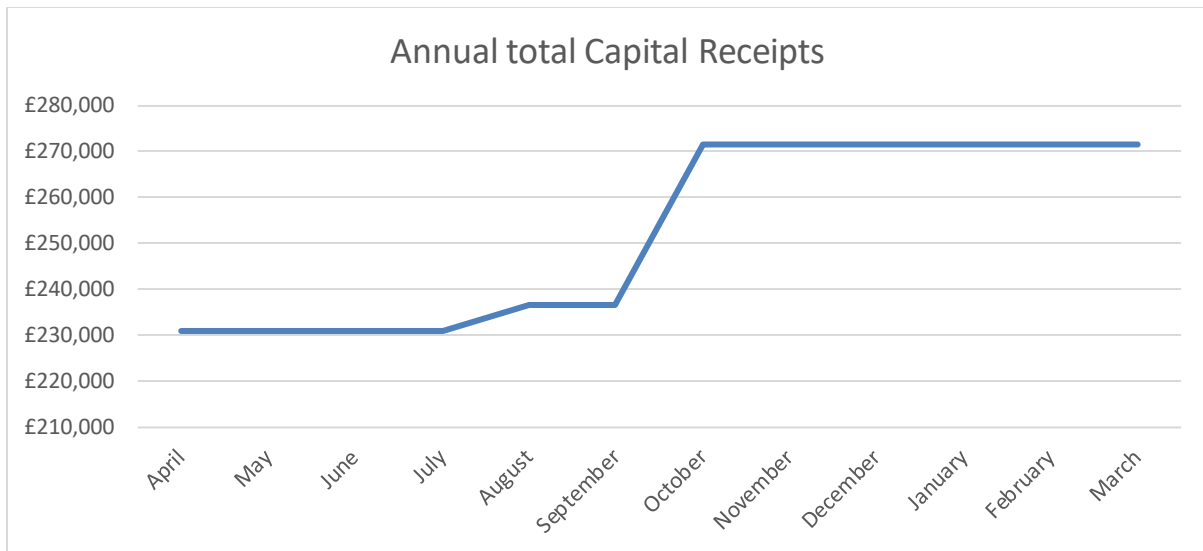
So far this year, the team have generated an additional £94,883 in additional rent through rent review, lease renewals and new lettings with further increases anticipated before the end of the financial year.

The chart below shows the progress through the year



- Capital receipts continue to progress with the team generating £271,600 so far this financial year, with further receipts expected early in the new year. This is part of the team's ongoing work in identifying poorly performing assets and opportunities across the portfolio.

The chart below shows the receipts across the year so far



The team have also been working with colleagues in Housing to assist them with some disposals from the HRA where the team's skills and knowledge can add value to the process.

4. The team are in the process of undertaking the revaluation of a portion of the Council's land and building assets. The work is being undertaken for inclusion in the Council's financial reporting. This is a significant piece of work undertaken by the RICS registered valuers within the team.
5. Three of the four new workshop units at Redgates in Exmouth are now let with work ongoing to secure a letting of the remaining unit. The premises comprise 4 light industrial units, each extending to approximately 850 sq ft (79 sq m). The units have roller shutter doors to the front for loading/unloading and benefit from solar panels to improve the energy efficiency of the premises.



Financial implications:

To be completed by Finance.

Legal implications:

To be completed by Legal.

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

Document is Restricted

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